

Approved

Darby Estates Condominium Owners Association

Community Club House

Open Meeting Minutes

June 15, 2015

Attendees:

Condominium Board Members

Jeff Duncan – President
Lawrence Wong – Treasurer
Rita Rukashaza – Secretary
Mona Hanson – Member-at-Large
Cheryl Grass – Member-at-Large

Access Real Estate Services

Rachel Long
David Long

The Board Meeting was called to order at 6:30 pm.

Treasurer Financial Report – As of May 31, 2015

	31-Mar-15	30-Apr-15	31-May-15	Notes
Reserve Funds	\$556,191	\$566,307	\$576,127	
Operating Funds	\$66,794	\$92,039	\$90,266	
Aged A/R	\$8,387	\$8,429	\$6,478	
Over 90 Days	\$3,349	\$3,309	\$4,021	
Total Current Assets	\$631,372	\$666,775	\$672,871	

Management Report

1. **Outstanding work orders status** – The window crank work order is still open, but it was supposed to be repaired. Rachel will follow up on that.
2. **Delinquency details report** – One person in the 90 day delinquency status is paying, but paying the incorrect amount. Rachel has tried to call him, and has left a message, but has not yet been able to talk to him.
3. **Status of landscaping contractor action** – Plantus Nativa makes a large amount of their money by collecting seeds from native plants. This year they are seeding much earlier than usual, so they are very busy with this part of their business. Northwest Enviro is very apologetic, but there is nothing they can do without the input from Plantus Nativa. We would not be able to plant until the fall rains anyway.

Old Business

1. **Board/Access meeting about window warranties** – Rachel reported on the meeting the Board and Access had where it was decided that Jim Miller would be the window warranty coordinator. He met with Rachel and Janet from Access to get an overview of what has been happening. A spreadsheet is being developed to track all aspects of window replacement. Part of the work will involve the costing and tracking of window replacement for those not under warranty (not original live-in owners).
2. **Preparation of bid document for lawn care** – The Board needs to put together a scope of work so all bids are based on the same requirements. We may want to hear

Approved

input from Northwest Enviro and Plantus Nativa so that any special requirements by them are built into the scope of work. Part of the scope may include working with the landscape company. We will use the current contract as a basis to work from. Rachel has also received another proposal and will send that to us so we can use both to make decisions. It was decided that we would each review the documents we have and then meet to develop a scope of work.

3. **Resolution of Peoples Bank signatures** – Jeff said he would get to Peoples Bank and sign the document tomorrow.
4. **Signs for dumpster enclosures** – The Board signed off on them by email and they have been ordered. They will be attached to the most visible area.
5. **Rewritten Rules and Regulations** – Jeff is still working on this. He will probably have a draft ready by the end of the week and it will be sent out to the Board for review and comment.
6. **Revision of Resolution 2011-07: Pet Regulation Policy No. 5.d. about allowing pets on the lawns** – Jeff was going to send out notes from the special pet meeting, but after reviewing them, he felt we should have a meeting to talk about the Resolution and the notes from the meeting to develop a replacement policy. Jeff will send around everything we have and we should review it and then have a meeting to discuss the lawn mowing scope of work as well as this pet regulation revision.

New Business

1. **Resolution of 516/103 unauthorized inhabitants** – Access contacted the son of the owner who has decided to pass off the issue to his brother. The brother is working through the legal issues to have him named as the trustee. He has already contacted the local landlord attorney, and as soon as the trusteeship has been transferred, he will start the eviction process. This can be a long process.
2. **Approval to write off a total of \$6.59 for 5 units from checks received where the legal amount was not written correctly** – Rachel proposed that the board clear these accounts as it would cost more to attempt to get payment than the amount owed. Lawrence moved to write off \$6.59 caused by amounts of checks for 5 units where the legal amount was not written correctly. Rita seconded the motion which was unanimously approved.
3. **Board approval to remove an account from collections efforts as the balance was actually paid by the buyer and the Board no longer needs to collect from the seller** – Rita so moved, seconded by Lawrence and approved unanimously by the Board.
4. **Reports of locks cut off storage units** – Two locks have been reported to have been cut off from storage units (one cut hasp was displayed), and that is why Rachel sent out an email to all owners to be aware of this.
5. **Reserve study level 3 review** – There is no work scheduled for the next three years, but we would like the landscaping to be considered as part of the reserve study. Lawrence said he would schedule a meeting for review of this report.
6. **Roof Inspection** – Rachel suggested that we hire someone to thoroughly inspect our roofs to we can take care of minor problems before they become major. She would like to go forward with getting some pricing on this, possibly with suggestions from Leon Costanten, whom we have previously used.

Approved

7. **Drafted audit report review** – There are several issues. The signatures at Peoples Bank are taken care of, but we will have to open up an account at another bank for the Reserve funds, as we are over the FDIC limitation at one bank. David Long and Lawrence will set up a meeting of the Board to review both the Reserve Study Review and Audit Report. For the Audit Report review, Lawrence suggested that before the meeting the Board members should review the internal control part of the review.

Owner Input

Lydia discussed the problem of nails in the fire suppressant lines that were discovered when they redid their floors. These nails were from attaching dry wall with nails that were too long, so they penetrated the lines. She presented the evidence and said she would get the bills to Access for payment. She also noted that her condo is probably not the only one with such issues.

The meeting adjourned at 7:11 pm.

Submitted by
Rita Rukashaza, Secretary

Next meeting: Monday, July 20, 2015 at 6:30 pm.