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Darby Estates Condominium Owners Association

Community Club House

Open Meeting Minutes

July 20, 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 June 30, 2015

	30-Apr-15	31-May-15	30-Jun-15	Notes
Reserve Funds	\$566,307	\$576,127	\$586,048	
Operating Funds	\$92,039	\$90,266	\$97,167	
Aged A/R	\$8,429	\$6,478	\$6,578	
Over 90 Days	\$3,309	\$4,021	\$3,490	
Total Current Assets	\$666,775	\$672,871	\$689,793	

Management Report

- Outstanding work orders status** – There are two outstanding work orders; one is the repair of the siding between two patios. The second work order concerns the second elliptical. For the first one the parts were ordered and now the second one will need parts ordered.
- Delinquency details report** – Two that went over 90 days have been contacted. The first was unaware as her daughter is supposed to be paying the dues. She said she would talk to her daughter. The second person has not responded to voice or email. She said she would pay by EFT but has not returned the forms. However, normally she eventually does catch up. Of the others, one is on a payment plan and two are in collections.
- Status of landscaping contractor action** – An update was requested, but we have not heard from them. Board members wonder if they really will be doing the work, and we need their input concerning the lawn care contract. The Board agreed that we need to push harder to get action from Northwest Ecological Services and their sub-contractor Plantas Nativa.

Old Business

- Board/Access meeting about window warranties** – The Board met with David on how to handle warranties and other windows not under warranty. The main issue is lack of response from the company holding the warranty. David noted that they plan on sending

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documentation by registered mail to the company so they cannot say they haven't received the documentation. When the survey was done, 30 persons who are primary owners and thus covered by the warranty replied about problem windows. All the initial claims have been filed. Jim tried to contact the warranty holder in the last weeks but his call always went to voice mail. We also have a list of secondary owners with window issues, and we will be going out for bids on those. That will be an association expense.

2. **Preparation of bid document for lawn care** – We had decided that we needed feedback from the landscaping contractor so we could more accurately write the request for bid document.
3. **Signs for dumpster enclosures** – Signs are up on the outside of each enclosure. The Board thanked Patty for her input.
4. **Rewritten Rules and Regulations and Revision of Resolution 2011-07: Pet Regulation Policy No. 5.d. about allowing pets on the lawns** – Jeff thought he would have the rewritten rules and resolution done by the weekend to send around to the Board for comment.
5. **Dryer vent cleaning** – The work is complete.
6. **Audit Report Review** – The Board met two weeks ago and came up with a list of issues that David sent to the auditor. The auditor is requesting signature of Jeff and Lawrence, with an annotation of corrections to the report with their signatures.
7. **Reserve Study Level 3 Review** – David came with a list of everything we want changed. We will want to change interior painting of halls, etc. to be done one building per year instead of all in one year. The asphalt repair was way more in the budget than the actual cost so we want that reduced from \$90,000 to \$20,000, and the money would be transferred to landscaping. We want to take pond maintenance out of the reserve study because we have an annual maintenance contract for that, which will be part of operating costs. Tile sealing should be every four years and not every two years as in the study. Office equipment should be removed and any minor office replacements would come out of operating funds. There was a question about the hall re-carpeting, which is scheduled for every 15 years. No decision has been made about whether this should be staggered like painting or not. The point of a discount was discussed if all buildings were done at the same time as opposed to staggering the re-carpeting. The Board requested that Access inquire into an estimated cost of re-carpeting a building. This is five or more years away yet. It was pointed out that the reserve is there for a reason, and it must be used in the most cost efficient way possible. Re-carpeting all in one year may be the most cost efficient for the association. Lawrence feels that smoothing out costs per year instead of a big spike in one year may be fiscally more sound.

New Business

1. **Window Cleaning** – This will be done starting August 17 and will take several days. The work schedule will be posted on each building and then again when windows can be opened. This company gave us a great bid, and we would like to already schedule them for June of next year and get on an annual schedule for June. Access will ask them if they will do interior windows at a later date for those who want this at their own expense.

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2. **Fire Alarm Testing** – This will take place in October. Access will begin trying to get keys and access to each unit, as this is a problem each year. There is a resolution, 2013-03: Required Access to Units/Non-Access Fine Policy, that allows a fine of \$75 if a household is in non-compliance to a required entry. Rachel will refer to this resolution when sending out the notice. Lawrence suggested that we also post a sign now on the bulletin board at each entrance concerning this requirement.

Owner Input

Donna made a complaint about a window that she can't close and has not been repaired. She said she has complained often about this problem. Rachel said she would look into it.

Someone noted a post of the fence next to the trail on the north side near the dumpster was bent, probably caused by those mowing the grass next to the trail. Access will take care of it.

A new owner said that they are having a problem with their reserved parking space, as the number on their deed is not correct according to someone using the parking space. This is something that the developer must solve.

The meeting adjourned at 7:12 pm.

Submitted by
Rita Rukashaza, Secretary

Next meeting: Monday, August 17, 2015 at 6:30 pm.