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Darby Estates Condominium Owners Association

Community Club House

Open Meeting Minutes

September 21, 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

The Board Meeting was called to order at 6:31 pm.

Treasurer Financial Report – As of August 31, 2015

	30-Jun-15	31-Jul-15	31-Aug-15	Notes
Reserve Funds	\$586,048	\$595,845	\$605,613	
Operating Funds	\$97,167	\$86,316	\$101,089	
Aged A/R	\$6,578	\$7,151	\$7,047	
Over 90 Days	\$3,490	\$4,126	\$4,207	
Total Current Assets	\$689,793	\$689,312	\$713,749	

Management Report

- 1. Outstanding work orders status** – The one issue with a sliding door in Building 500 was supposed to have been worked on today. There has been an issue contacting the owner, but it has been resolved.
- 2. Delinquency details report** – People on payment plans are paying, as are those in collections. People going into bankruptcy are pending, as we cannot do much about their debts.
- 3. Window warranty update** – The account has been turned over to the attorneys as the warranty company is unresponsive. The research done on the company by the attorney's office indicates that this company has been in and out of bankruptcy. The attorney's office is trying to contact the principles of the company to find out what is happening. It was pointed out that the warranty only covers windows in the units belonging to original owners. The association must pay for needed window replacement in the units owned by non-original owners. Access has developed a spreadsheet that will keep count of all window repairs needed in both categories, and the cost to the association. We have a bid from one local glass company for window replacement and are awaiting the second bid.
- 4. Junk we removed/paid for** – This involves items left in the garbage enclosures that are not actually garbage. These must be paid to be removed, not only paying the removal company, but also the dump fee. The amount removed this time was 7000 pounds, in less than a year.

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5. **Condo Keys for Fire Alarm Testing** – Rachel noted that as of this date they have 141 condo keys on file and 7 persons who said they would be home.

Old Business

1. **Rewritten Rules and Regulations/Revision of Resolution 2011-07: Pet Regulation Policy No. 5.d. about allowing pets on the lawns (Jeff)** – Jeff revised the Rules and Regulations to include items covered in the resolution, removing parts of the resolution the Board agreed are unenforceable. The Board must also formally vote to remove the pet resolution once the rewritten rules and regulations are approved. Rita brought up the issue of screen doors. The rules say patio doors must be retractable screen doors, but many people would like a swinging lockable screen door. The Board voted and agreed that a white trimmed screen door would be an acceptable alternative to a retractable door.
2. **Animal Control** – Animal Control won't write a citation for loose dogs within the complex, but they will come out to talk to the owner of the pet. They would cite someone who doesn't pick up after their dog, but proof by picture/video would have to be given. Lawrence pointed out that the Board has done everything possible to help pet owners follow the regulations, by providing bags, doggie stations and a dog park. The rest is the responsibility of the pet owners. Lawrence also asked condo residents to talk nicely to anyone they see not picking up after his or her dog. It is not just the responsibility of the Board and Access, but of all residents to keep our environment clean.
3. **Erosion Control Landscape Retrofit Project** – Access has heard nothing from the company but they are supposed to get the manual to us by the end of September and start work soon. Lawrence provided a draft spreadsheet to the Board that will help us in planning our budget for the project. For budget purposes we need input from *Plantas Nativa* as to the costs and time line. The manual they provide will be a basis for seeking bids for the ongoing landscaping contract, including lawn-mowing.

New Business

1. **Irrigation Technician Walk Around** – The tech has been checking all the irrigation sprinkler heads and making adjustments to those putting out too much water or not enough water. Some sprinkler heads have been flagged where problems have been found. One thing that was discovered is that a pressure reducer had been installed by the developer, but was never hooked up. This means that there is too much pressure in the irrigation pipelines, allowing dripping from the sprinkler heads. Hooking up the pressure reducer should solve that problem. Lawrence requested that the tech give us a report of his findings, hopefully by the next meeting.
2. **Opening Account at Different Bank** – The association has too much money in the Heritage Bank, above the federally insured amount. Lawrence proposes to remove \$150,000 from Heritage Bank and open a new account in another bank. After discussion it was decided on Banner Bank. Lawrence will consult with David Long about the transfer.
3. **Preparation for Annual Meeting on November 16, 2015** – By the end of September Access will draft the 2016 budget and operating plan. The first review should be done by October 2. It was felt that the Q&A held last year was really useful. That was when those

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really interested had time to ask questions. The package to all owners will be sent out by late October. This package will include info on candidates for the two openings on the Board. The Budget Ratification and Annual Meeting combined will be November 16.

4. **Change of Open Board Meeting Time** – The Board decided that starting next meeting (October 19), meetings will start at 6:00 p.m. A blast email would be sent notifying owners of this change.
5. **Bikes Chained to Stop Sign on Darby** – Although the verge is city property, this is very unsightly. Jim was asked to contact the owners and tell them that the Board would contact the city if they weren't removed. He said he would do so.

Owner Input

Joyce said she had two issues with shrubs under her windows. One was that they are not being pruned and she can hardly see out her windows. Secondly, one of the shrubs would be better in an open area, as it grows really nicely the bigger it gets. Access and the Board said that they have often heard of problems about the wrong plantings under windows, and this is one of the things that will be addressed with *Plantas Nativa*. Plants under windows should be low-growing, growing sideways, but not upward.

Maria had a question about the window cleaning. The company seemed to do a good job of cleaning screens and windows on the first days, when they did the windows not facing the clubhouse. However, they really did a poor job on the windows facing the clubhouse. Hers were poorly washed and the screens were simply brushed off, not washed. Others have also complained. Rachel said she would let the company know.

Erin asked if one of the treadmills could be either repaired or replaced. Rachel noted that we have a quarterly maintenance schedule, but if a problem arises, Access should be contacted and the maintenance person will be asked to come. The owner also asked us to consider having a TV in the great room of the Clubhouse. She said over the weekend some people brought chairs into one of the workout rooms to watch TV because their cable had not yet been hooked up. She also brought up the issue of parking spaces. Many reserved spaces are not used while the owners of them use non-reserved spaces because they are more convenient. The Board members told her this is a problem the Board has tried to address in the past, but there is no rule that says the resident must use his or her reserved parking spot. Rachel said she could send out a blast email to ask cooperation from owners of reserved spots to not park in open spots, but try to use their reserved spots. However, that is about all that can be done. Owners with tenants would be asked to pass on the information to tenants.

An owner suggested that we choose one item a month (a tip of the month) and put a small colorful eye-catching sign on the bulletin board inside each entrance asking for cooperation concerning an issue. An example would be "Try to park in your reserved parking space and not in an open space."

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Another owner talked about people smoking in her parking space when it rains because it is a covered spot. She must wait for them to get up and they are rude. If they are leaving their butts behind, that can be addressed, but being in the parking spot is not something we can address. Rachel stated that if she got a unit number she could contact them.

Another question was asked about noise. The owner said the person above her is very loud and vacuums at all hours of the night, besides making a lot of noise when walking. It was suggested that she ask Jim to listen to the noise and then we can try to see what the problem is. In any case vacuuming after 10 pm is against the rules.

The meeting adjourned at 7:37 pm.

Submitted by
Rita Rukashaza, Secretary

**Next meeting: Monday, October 19, 2015 at 6:00 pm.
Budget Q & A during the meeting**