

# Approved

## Darby Estates Condominium Owners Association

### Community Club House

### Open Meeting Minutes

October 19, 2015

#### Attendees:

##### Condominium Board Members

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

##### Access Real Estate Services

Rachel Long  
David Long

The Board meeting was called to order at 6:00 pm. with Lawrence Wong presiding.

#### Treasurer Financial Report – As of September 30, 2015

	31-Jul-15	31-Aug-15	30-Sep-15	Notes
Reserve Funds	\$595,845	\$605,613	\$615,440	
Operating Funds	\$86,316	\$101,089	\$81,211	
Aged A/R	\$7,151	\$7,047	\$7,840	
Over 90 Days	\$4,126	\$4,207	\$4,462	
<b>Total Current Assets</b>	<b>\$689,312</b>	<b>\$713,749</b>	<b>\$704,491</b>	

#### Management Report

- Outstanding work orders status** – Bids have been received for the elliptical and treadmill machines that are not working. The equipment is original, as far as we know, but replacing them would probably run to about \$6,000 each, while repair is around \$1,100 for the elliptical and \$1,700 for the treadmill. It was voted to repair rather than replace at this time. Rachel also asked for a bid to retool some of the other equipment as some are rusting and showing other kinds of wear. Other than that, a light fixture ballast on the clubhouse patio needs to be changed out. The next building to have common internal areas painted is scheduled for January. We will be doing the building that needs painting the most. The sprinkler system has been shut down and blown out. The lawn care company will be trimming soon. A broken pot in front of 512 has been removed and a door handle is being repaired. The plexiglas in one of the bulletin boards is broken and needs to be replaced. A new reminder of the alarm testing will be posted.
- Delinquency details report** – Only three accounts are delinquent and they are either in collections or in foreclosure proceedings.
- Window warranty update** – The attorney's office is still trying to make headway with the warranty company. If we don't hear by the end of this week, we will have to put money in the budget from association funds to replace compromised windows. The two companies chosen to present bids were chosen because they have been here for many years and are very reliable. We know they will back the warranties they give.

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4. **Status of condo Keys for Fire Alarm Testing** – Rachel noted that as of this date they have all keys.

## Old Business

1. **Rewritten Rules and Regulations/Revision Status (Jeff)** – Because of Jeff's excused absence, this will be taken up at the January 2016 meeting.
2. **New Bank Account Status (Lawrence)** – Lawrence has been trying to contact Banner Bank and they have not called back. Rachel said she would call her contact there to find out what is happening.
3. **Erosion Control Landscape Retrofit Contract with *Plantas Nativa* Status** – There were a few questions about the contract for phase 1 (preparation of grounds), especially about the area between buildings 500 and 504. Otherwise the contract looks good. The phase 2 contract will include all the plantings.
4. **Preparation of Landscaping/Lawn Care Request for Bids** – A subcommittee will need to come up with a scope of work in order to go out for bids. The current contract can be used as a basis for the new scope of work, which will include additional items. Lawrence noted that the current company uses heavy lawn mowing equipment even when the ground is very wet, causing destruction. Complaints have been made, which seem to be ignored. Also, trimming bushes only in the spring and fall doesn't work for all kinds of plants. Some need trimming at other times of the year. Rachel stated that she would get a copy of the current landscaping contract to us to be used as a template.

**The open meeting adjourned at 6:30 pm.**

## Budget Q&A

David Long explained the budget items and answered questions.

He noted that the dues increase is based on the reserve study. We are currently running around 40% funded. We are looking to incremental increases in dues to improve the percentage to 50% or above, rather than needing special assessments to reach this goal. The amount of allocated interest for each unit is in the governing documents and cannot be changed. This allocated interest is the basis for the fees as well as the increase. It was explained that the Board looked at future needs and what the reserve study recommended. We have observed that with good maintenance we may not need to replace items as often as predicted in the reserve study, thus saving us money that can remain in the reserves for big items in the future. One owner commented that when he moved in 9 years ago there was no reserve, and he thinks it is amazing that we have gotten as high as we have.

In explaining the insurance cost, David noted that we go through a broker who looks around for the best cost for us.

There has been waste in water use, which is being addressed as it becomes known. We hope these repairs will decrease the water usage in 2016.

A question was asked about whether unspent money from the current year budget could be put in reserve funds. The answer is, "No." However, it can be used to partially or completely pay for reserve items in the upcoming year, which would have the same effect as putting it

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in the reserve fund. The owner asked that since we are doing so well at budgeting, and have a net budget income rather than deficit, was it necessary to increase the fees? Lawrence said we could possibly increase the monthly reserve percentage a bit because we have been ahead in recent years, but we never know about some unexpected expenses. It was pointed out that the whole issue of window repair/replacement is an unknown cost as we do not know how many people have not reported their window problems. There is also the issue of plumbing repairs, as people continue to put grease down their drains despite rules. The Board is very hesitant to reduce the percentage of condo fee increase or to increase the percentage to the reserves until we know more at the end of 2016. One home owner said we should err on the side of more money in the reserves because we do not want a special assessment of thousands of dollars. It was pointed out that lenders and new buyers look at the reserves. If they are high, they feel more confident in buying into the community

One condo owner addressed the issue of possible food waste collection for composting. Rachel said she would check on it. She said the issue was that the city won't collect if the wrong items are in the composting bin. The concern here is that we have a number of irresponsible residents, who don't even separate items as required, putting everything in the garbage. Our costs might go down if more composting would be done, as that would remove the items from the garbage, which is billed based on weight.

**The meeting adjourned at 7:00 pm.**

Submitted by  
Rita Rukashaza, Secretary

**Next meeting: Monday, November 16, 2015 at 6:30 pm.  
Annual General Meeting**

**Next regular meeting: Monday, January 18, 2016 at 6:00 pm.**