

Approved

Darby Estates Condominium Owners Association

Community Club House

Monthly Board Meeting

January 18, 2016

Attendees:

Condominium Board Members

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

Access Real Estate Services

Rachel Long
David Long

The meeting was opened at 6:03 and closed at 6:30.

The board would like to remind residents we need your input. How can we best put our HOA dollars to work? New ideas are rolling out and being executed so come share your opinions. Board members may be added any time of year, so if you're ready to have an immediate impact please reach out. Somebody with an accounting/financial background is warmly welcomed.

Rita reviewed financials from December, noting dues were a bit off this month due to increases and automatic withdrawals not being updated. The majority of delinquencies should be corrected by next month.

Rachel reported a chain link fence was repaired by Northwest Fence. It was the only outstanding work order. A handyman was called 1/18/2016 to remove reported debris in the courtyard. Regarding erosion control, new perimeter barriers have been installed and new bark has been put down. Rachel also noted Windwood is interested in bidding on our complete landscaping maintenance needs.

Jeff and Rita reported a new account with Banner Bank has been opened. \$100k has been deposited. Jeff, Rita, and Cheryl have completed signature cards. This additional account was opened to ensure 100% of funds are FDIC insured. Rita and Rachel will coordinate to update signature cards at WECU and Peoples Bank, removing Lawrence.

Rachel reported on defective windows. 60 units reported failures, however only 45 units truly have failures. 15 units were experiencing condensation (not failures). It's estimated the 100+ window replacements will take 50 labor hours to complete. Final costs were still being calculated. The replacement windows will have warranty, although Rachel didn't have exact details yet. A DECOA representative is required to be present for installation on all units. New reports of failed windows are being reported to Rachel, so she reminded us this will be an ongoing project at Darby Estates. Jeff suggested information be added to bulletin boards so owners know what steps to take when/if they have failing windows in the future.

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While fire alarm testing was taking place a master key was issued to authorized technicians. Unfortunately the key wasn't returned, resulting in immediate need for rekeying of the clubhouse office, shop, and other various places throughout the property. Rachel will ensure this is completed quickly.

Rachel provided an update on building 516 Unit #103. Two adult squatters have been trespassed. The unit and mailbox have been rekeyed; Access Management and the court appointed representative are the only two key holders at this time. Community members are asked to call police immediately if either of the squatters is seen on the property.

Erin reported a large screen TV will be priced out for the Clubhouse and voted on next month. Cable is already connected, so other than the TV there won't be additional expenses. The board is also considering the addition of secure bike storage. With modifications, the maintenance shop has been discussed as a possible location.

In an effort to keep our community looking polished every board member will be completing a physical walk through of each building, noting paint touch ups and any other cosmetic fixes. Carpet cleaning schedules are also being evaluated with the end goal being every other year, as opposed to every 5 years.

Dog waste maps are being discontinued. Please encourage neighbors to be responsible pet owners if you happen to see waste left behind.

Submitted by Erin Christopher

Next regular meeting: Monday, February 15, 2016 at 6:00 pm.