

Approved

Darby Estates Condominium Owners Association

Community Club House

Monthly Board Meeting

August 15, 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

The meeting was opened at 6:28pm and closed at 6:58pm.

Treasurer Financial Report – As of July 31, 2016

	31-May-16	30-Jun-16	31-Jul-16
Reserve Funds	\$680,396	\$680,401	\$680,407
Operating Funds	\$13,896	\$37,538	\$39,060
Aged A/R	\$12,179	\$11,322	\$11,891
Over 90 Days	\$8,659	\$7,920	\$9,269
Total Current Assets	\$706,471	\$729,261	\$731,358

Rita gave the Treasurer's report. We are still paying back to the Reserves account. There is a delinquent account Rachel suggested the Board write off, as the owner has gone into bankruptcy.

Rachel went into further detail about the delinquent account, and it was agreed to be written off. Cheryl moved, Rita seconded. Unanimous vote to approve.

Rachel confirmed a new collection agency has been secured.

There was mold found today in building 500, inspectors were called out. Mold was found near the bathroom, springing from the line to the bathtub. The individual units' water source has been shut off. Sheetrock will need to be replaced.

A bid for exterior painting was completed. All five buildings have some areas that need a fresh coat of paint, touch-ups only.

Corion provided a bid to keep the new plater pots in front of the buildings looking clean and nice. Spring, summer, and fall maintenance. The Board approved this. Annual cost of \$3,282.

Rita moved, Mona seconded. Unanimous vote to approve.

Jeff reported the Bike Committee will be putting out a survey in the near future.

A resident in #512 reported some unknown persons knocking on doors asking for folks of specific religion. The resident was encouraged to stay cognizant and advise any unknown visitors Darby Estates doesn't allow soliciting. Jeff commented on packages also going missing when residents aren't home. Overall, the Board recommended getting to know your neighbors and alerting each other when packages arrive. Erin spoke with residents in #512 about the

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unknown visitors and the suggestion of locking the main entry doors was brought up. The Board agreed to table the idea for future discussion.

The community wide BBQ will be held on 8/28/2016 from 1-4pm. Rita made signs and Jim will be hanging them up this week. A resident in #500 will be doing the shopping for food and cooking. Sign-up requested and further details will be on the flyer found in each entry way.

Lawrence requested the upcoming survey include volunteer opportunities. Noted, and will be incorporated.

Donna reported frogs in the retention ponds are becoming a nuisance. Unfortunately, there is nothing the Board can do to resolve this.

Executive Board Meeting

August 15, 2016

Opened at 7:10pm – Closed at 7:45pm

The Board discussed some discrepancies found on the general ledger.

Executive Board Meeting

August 23, 2016

Opened 7:20pm – Closed at 7:58pm

Jeff shared some research on two other property management companies in Whatcom County to review our procedures against theirs. Cheryl moved to require Access Property Management to obtain a majority vote from the Board prior to issuing any checks to A Team Maintenance Service or Access Property Management over \$200. Rita seconded. Unanimous vote to approve.

Next regular meeting: Monday, September 19, 2016 at 6:30 pm.