

DARBY ESTATES HOMEOWNERS ASSOCIATION MEETING MINUTES

Monday April 16, 2018

Meeting called to order by President Caleb Clapp at 6:32 p.m.

Roll call of officers: All present with the exception of Erin Christopher who was excused prior to the meeting at her request.

Caleb reviews the new meeting format for attendees in regards to conduct and protocol.

Approval of prior meeting minutes with changes to be done via email. Cheryl to resend.

Financial Report provided by Treasurer Thelma Darling:

The new website was not in our previous budget and has been added.

Dumpster revisions will add an increase to trash removal costs. Thelma will report at a future date on that financial impact.

Windermere is working on delinquent dues.

Thelma presented financial totals through 3/31/18.

Management Report provided by Teresa from Windermere:

Building maintenance work will be starting:

4/26-4/27 roof cleaning.

6/12-6/15 windows and gutter cleaning project.

Window replacements for failing windows beginning 4/19.

Windermere has received over 400 contacts from Darby owners in the first quarter of this year.

Welcome letters have been sent out to 7 new residents.

Hot water heater replacement info was sent out to all owners in February.

New payment options info was sent to owners.

Dryer vent cleaning was completed.

Collections are being made on accounts in arrears.

Resource guide to portals sent.

Statements were mailed to owners without emails.

Owner reminders for payments were sent.

Teresa has provided board with 5 pages of compliance issues.

In the 1st quarter Darby had 18 pages of work orders.

Teresa is meeting with state attorneys regarding Washington Legislation Article which may affect our community.

Deck inspections will be taking place.

Emergency Lighting on 2nd and 3rd floors will be being replaced. Another bid is forthcoming.

Completed Projects presented by Caleb:

Website migration is complete.

Emails have been updated.

Mirror in Fitness Center installed.

Janitorial contract signed with Warriors of Faith.

Landscaping contract with TruGreen Landscaping.

Dryer vent cleaning.

Clubhouse reservation policy resolution available online.

2018 Rules and Regulations updated to be more enforceable.

Signage installed on back fence.

Paid time off for employees policy resolution.

Painting building 504 interior.

Clubhouse paper towel dispensers installed.

Increased dumpster pickup.

Roof patching and general repair complete.

Removal of old satellite dish for roof health.

A question was received from the floor in regards to dryer vent cleaning. Updated method was used. Caleb advised owner to check hose inside near dryer for clogs.

Landscaping question regarding pruning being covered in new contract and use of chemicals on lawn. Will be directed to landscape committee.

Landscaping Committee Report:

Will be meeting when rain ends.

Lighting Committee Report:

Square lights have been chosen for hallways.

Samples are installed on the 3rd floor of Bldg. 512 for viewing.

Bollards wired 277 rather than 100 was cause of blow light bulbs. New bollard sample

coming. Still experimenting with light and affect on those.

Still need volunteers.

Selections need to be made soon to take advantage of rebates.

Block Watch & Safety Committee Report:

Call for more volunteers.

More education for community.

Lighting being sought for 500 & 504 building rear sides.

Signage on North fence line needs to be increased.

Events Committee Report:

Needs volunteers and suggestions. This should be owned by the owners.

Question from floor for landscaping regarding cutting of arborvitae for safety purposes.
Referring to committee.

Question from floor regarding events committee. Sandi Frank volunteered to join.

Maintenance Building Committee Report:

Phase 1, clean up of building. Still need volunteers.
Seeking repurposing of building suggestions to include in next years budget.
Blinds for windows have been ordered.
Waste removal and hazard discussed.
Work needs to start now this Spring.
Publications Committee Update:
Jim has been out of town so newsletter to be published and distributed by him Tuesday, April 17. Rita will provide in Word rather than PDF so that it can additionally be shared on the website.

Unfinished Business:

Window washing has been scheduled with Margaret's.
Blinds have been ordered for maintenance building.
Masonry repairs for bridge entrance with Fish Works. Mud on bridge to be addressed.

Stormwater management. Pond not in compliance. Consultants coming in to address an environmental correction.

Ongoing pest control. Additional bids being sought. Please report any problems to Windermere.

Committee work ongoing.

Upcoming Projects:

Wood chips for dog park.
Deck inspections.

Compliance Reminder: Thelma has added reminder that the Association owns doors, windows, water pipes, and hallway walls. Owners may not deface, damage, nor make additions that are noncompliant, and will be responsible for fines and restoration. The Rules and Regulations that were mailed 30 days ago are now in effect. Inspections and compliance enforcement is forthcoming. Uniformity is important on our property. Screen doors that were installed during the days in the past when enforcement was not done, are grandfathered in. New screen doors must be retractable. There was discussion and a determination of a need to investigate present and future doors.

Question from the floor, Sandi requests more clarification in the Treasurers Report.

Caleb states a need to keep that report off of the website and for owners' eyes only rather than publishing in a domain that is public. Will be made readily available to owners who request it from Windermere.

Sandi would like to know if the Board follows "Roberts Rules". Major discussion follows in regards to owners rights to reports and Teresa states once again they will be supplied to all owners who request such. This is followed by discussion as to responsibilities of our Property Managers versus Board responsibilities. Windermere is paid to manage and provide these reports, this is not the responsibility of the Board.

Discussion involving proper reporting of hot water heater compliance to Windermere.

New Business:

- Hot water heater requirements.

- Night management changes due to failure of past employee to report to work.

- First floor security discussion.

- Fees and dues collection, contact Windermere.

- Rules and Regulations update in effect.

- Discussion of valuables left in cars.

- Communication methods reminder.

Next meeting to be held 7/16/18 at 6:30 p.m.

Director Resignation: Cheryl Kochevar turns in her resignation from the Secretary position due to moving out of state. Resignation accepted.

Meeting Adjourned 7:21 p.m.