

Darby Estates Condominium Association Board Meeting Minutes
July 16, 2018

Meeting called to order at 6:33PM

Roll call-all Board members present:

President Caleb Clapp
Vice President Erin Christopher
Treasurer Thelma Darling
Secretary Kat Carroll
Member At Large Patty Clifton

Also present: Teresa Bosteter, Windermere Association Management

Announcements:

J2 will be on site for deck inspections starting Monday, August 6, 2018.

Financial Report:

Thelma reports the Association's financials are healthy and improving.
Bids were sought for doors to enclose the walkways through the storage unit buildings; initial estimates are in the \$12k to \$18k range.

Management Report:

- Teresa had previously consulted with the Board regarding delinquent accounts in closed session for the privacy of the owners involved but also explained the collection process for owners present.
- Information was presented about the many maintenance requests, both private by owners and those by our Night Managers or concerned residents.
- Discussion of owner communications and compliance enforcement.
- WAUCIOA Washington Uniform Common Interest Ownership Act information meeting to be held Tuesday, July 31 at 6PM at the YWCA on North Forest Street, in the ballroom.
- New compliance notice forms for Night Managers to use
- FHA status needs to be renewed soon
- Audit draft signed off

Committees

*Landscape-Caleb moved that the Landscape committee be renamed as the Grounds committee to more clearly reflect the wider scope of their focus. Thelma seconded, motion

passed unanimously. Thelma reports that after working with Marcy at Garden Spot, the pots have been planted and a watering routine established for the pots that do not have drip lines. Patty reported the Night Manager request for the tree on the west end of the 512 building to be removed so as to provide better observation of the nearby storage building.

*Lighting- Kat reports all interior lighting has been upgraded to LED fixtures and bulbs and all bollards have been replaced. Next phase will select for outdoor lighting fixtures and bulb color where applicable. The bid from Evergreen Lighting to install LED security lighting on the pond side of the 500 & 504 buildings has been approved.

*Block Watch- It was suggested that Block Watch members organize daily walks of the property but Kat determined that to be outside the purview of the Block Watch intent. Explanation for the reasoning behind the Board and the Night Managers joint decision to lock the west vehicle gate to Darby Drive 24/7 as a test run to discourage unfettered access to the storage unit buildings.

*Events- Tom Darling has stepped up to organize a Garage Sale in the Maintenance Building on Saturday, August 11 from 9AM to noon. A few tables are available, first come, first served and the deadline for sign up is August 8.

*Maintenance Building- Caleb has stepped down as chair for this committee and turned it over to Thelma as she has been instrumental in getting this project off the ground. The building has been cleared of refuse, the weights have been sold, and shelving for the remaining necessary supplies has been installed. Lawrence suggested considering table tennis when repurposing the building.

*Quarterly Newsletter- Call out for contributors and volunteers.

*Budget- The Budget committee needs volunteers. Budget meeting is Monday, October 8, 2018 at 6:30PM at the Clubhouse.

Finished Business:

-Patty Clifton has joined the Board as Member At Large until the Annual General Meeting.

-Kat has stepped into the Secretary position.

-Completed projects include window washing, gutter cleaning, cement wall repair, lighting retrofit phase 1, flower pots, moss treatment was applied to the roofs

-The Board has hired Jonathan Aldrich as a full time Night Manager and is still considering another part time employee to make sure all shifts can be adequately covered during vacations..

-The car wash stations have been closed and disabled. City of Bellingham water quality requirements have necessitated this action. Caleb and the Board apologized for the inconvenience.

Unfinished Business:

Sidewalk grinding and repair to commence soon date TBD.

New Business

Request from Sandi Frank to amend the April 6, 2018, Minutes to make clear she had volunteered to gather information regarding water heater replacement. Caleb moved to amend the Minutes; passed unanimously.

The Clubhouse kitchen is to be kept locked unless rented for an event. This is due to it being left messy by casual users.

The retention ponds are out of compliance and the City is allowing Darby to drain, clear, and replant the north pond in 2018 and the south pond in 2019. Discussion of recent red algae bloom in the north pond and car wash run off. Project start date is scheduled for the dry days of August, weather dependent.

Confirmation of Next Meeting

Board Meeting: Monday, October 15, 2018 at 6:30PM

AGM: Monday, November 19, 2018

Input from the Floor:

An owner was concerned about a lack of communication between Windermere and residents, specifically, wanting to know that reports of compliance issues were being taken seriously. Teresa explained that her office receives dozens of reports daily, replying to each report individually is not the office policy but if a response is required, to make that request part of the initial email contact. She also made clear that her office is responsive and that violators and trouble areas are addressed appropriately.

An owner wanted to know why the pedestrian as well as the west vehicle gate to Darby Drive had been locked. The Board acknowledged we'd agreed with our Night Managers to lock the vehicle gate, not the pedestrian gate, and that would be remedied at once. The same owner went on to report many violations of the pet waste policy occurring near the back of the 508 building but could not identify the dog nor the owner responsible. The same owner also suggested reflective vests to help identify our Night Managers.

Caleb moved to close the meeting at 7:42PM, Thelma second, Meeting adjourned.