**Minutes**

**Board of Directors Meeting**

**Parkside at Woodbridge**

**Monday, November 7, 2016**

**5:00-6:00 pm, Panera Redmond**

In Attendance: Anna Martchenko, Howard Hillinger, Courtney Babcock (Kappes Miller)  
Absent: Lawrence

**Old Business:**

1. July board meeting minutes – Approved unanimously
2. Financial status
   1. (August and September financial reports)   
      Maintenance up significantly YTD due to cost of repairs to roof and interior at one unit and other increasing maintenance items, required short term borrowing of funds from reserve fund which will need to be paid back. Developing budget plans to do more proactive maintenance measures to propose in budget to stay ahead of needs and avoid future surprises.
3. Roof inspections  
   Motion to proceed with inspection proposal at cost estimated to be up to $4,000, Approved unanimously.
4. Landscaping
   1. plant replacements –   
      Motion to proceed with replacement of overgrown/dying vegetation in front of units as first priority by Prograss; most of replacements will be at north units (along 67th), cost of approx. $2,800 from current year’s budget. Approved 2-0
   2. side yards  
      Anna to work with unit owners to implement policy adopted last summer to share costs of improvements.
5. Irrigation  
   Deferred action pending budget and reserve study
6. Reserve Study  
   Reviewed proposals from Association Reserves and Kappes Miller; selected Kappes Miller proposal due to same scope and lower cost meeting requirements to be confirmed (limited update/no site visit or full study with site visit) as needed to meet legal requirements. Since three year period since last full study and increasing maintenance costs indicate potential deferred maintenance issues, motion to proceed with full study to combine efforts and therefore lower total cost.

Approved unanimously.

1. Website   
   Kappes Miller has now launched website for ease of ordering refinancing and resale certificates; link will be added to association website
2. Gutter cleaning and repairs  
   Kappes Miller will send gutter repair person to fix overflowing gutters at Barry Serrano’s unit

Motion to proceed with gutter cleaning in December after leaves have fallen; Kappes Miller to seek estimates from new providers due to concerns with quality of service from prior provider; approved unanimously

1. Window replacements (if needed) Deferred action pending budget and reserve study

**New Business**

1. Reserve funds transfers – authorization of automatic transfers when needed for cash flow  
   Deferred action; Kappes Miller will notify Board when action needed; will revisit if that is not sufficient
2. Bank transition  
   current bank has been sold to foreign bank; moving accounts to local bank with no increase in cost. Motion to approve passed 2-0
3. Fire alarm monitoring and maintenance proposal  
   Courtney Babcock clarified annual alarm testing is required by City; proposal approved unanimously.
4. City traffic safety – Costco traffic  
   deferred for future action based on need for clarification from City
5. 2017 Budget –   
   considered budget and monthly fee scenarios to cover shortfalls due to increased maintenance, roof repairs, preventive maintenance and increasing reserves. Board to communicate needs to members to seek input. Motion to approve budget as proposed with addition of funds for deferred maintenance and reserves replenishment for 12% increase for budget ratification meeting prior to end of year, and to revisit after reserve study and roof inspection results known. Approved unanimously.
6. Crawl space repairs – Pavel’s unit  
   Courtney Babcock to solicit proposals to make repairs which may include power ventilation system; to inform board and Pavel of costs for action.