

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
September 13<sup>th</sup>, 2010**

**Date and Time:** Pursuant to Article 3 Section 3.7 of the Kirkland Central Association, a regular session and executive session of the Board was held on September 13<sup>th</sup>, 2010, at 5:30 pm at the Kirkland Central lobby, 211 Kirkland Ave, Kirkland, WA 98033.

**Officers:** The President, Marna Hanneman, opened the meeting at 5:31 pm. Secretary, Greg Peszek, was present to record the meeting.

**Quorum:** The following Board Members were present:

- Marna Hanneman – President
- Melissa Lising – Vice President
- Greg Peszek - Secretary
- Mike Reph – Treasurer
- Stan Hill – Member-At-Large
- Bill Anspach – Member-At-Large
- Andrew Person – Member-At-Large
- Sally Barkley – Facility Manager
- Suhrco Residential Properties, LLC: Jean Norberg

**Absent:**

**Call to Order:**

The meeting was called to order at 5:31 pm.

**President's Report:**

- Some agenda items have changed since the pre-meeting agenda over email. Andrew to follow up on insurance renewal.

- Andrew reports that he is working with some new folks to get a better picture of what the building's insurance requirements are.
- Marna recommends that we act swiftly on deciding what broker of record we should sign.
- Moss Bay next Monday to meet the new Kirkland City Manager, come by for a talk.
- Council Meeting next Tuesday regarding Park Place and the new proposal of the 10 story building.

**Secretary's Report:**

- **Marna Hanneman made a motion to approve the July 2010 meeting minutes, pending changes. Melissa Lising seconded the motion which was unanimously approved.**

**Treasurer's Report:**

Operating Funds	\$ 33,653.50
Petty Cash (included in Operating Funds)	\$ 500.00
Reserve Funds – Chase Common (58.3%)	\$ 47,008.78
Reserve Funds – Chase Residential (41.7%)	\$ 30,299.71
Reserve Funds – Banner: Common (58.3%)	\$ 0
Reserve Funds – Banner: Residential (41.7%)	\$ 0
Insurance Reserve Funds: Wells Fargo Bank	\$ 72,865.60
CD: Foundation Bank – Common #980 (9/30/12)	\$ 32,852.58
CD: Foundation Bank – Residential #980 (9/30/12)	\$ 43,548.79
CD: Foundation Bank – Common #981 (9/30/12)	\$ 32,852.58
CD: Foundation Bank – Residential #981 (9/30/12)	\$ 43,548.79

**Outstanding Financial Commitments:**

\$1,199.91	Har-Bro of Washington: repairs #425 ***
\$1,599.36	Har-Bro of Washington: repairs #425 ***
\$10,000.00	Maintenance Reserve – Chase: Loan for J2 expense
\$12,799.27	

\*\*\* Continental has paid these two and will be removed from our books.

**Delinquencies over 30 days:**

\$24,166.48 – See Aged Delinquency Report for details

- **Marna Hanneman made a motion to approve the July 2010 financial report. Melissa Lising seconded the motion. Which was unanimously approved after discussion.**

### **Rental Cap Committee Report:**

- Rental cap vote is at 44.69% yes, 3.93% no. Commercial property owners and one large stakeholder have not signed.

### **Facility Manager's Report:**

- Some suggestions to move security cameras are included in the reports after the recent break-in in to the storage area. This will be discussed under new business.
- Painting was complete on 9/7 and 9/8.
- The ballast in the maintenance room and other outdoor fixtures have been replaced.
- Tile and grout issues around the toilets have been resolved.
- Sally will look in to see if Bonifed Lock and Key in Totem Lake now carry key blanks for the safe keys.
- Sally has received a bid from Intercept Controls for adding card swipes at all entry doors. Jean mentions that these are systems that are not networked require extra maintenance and do not record use. The concern is that the locks have not been re-cored and the keys are easily copied. Sally has been asked to ask for a bids to re-core using more secure keys.

### **Property Manager's Report:**

- Sally and Jean have nearly completed this year's operations manual.
- Jean is still working on a list of "high risk" unit components and will discuss with Jens Johansen.
- The 2009 draft audit is almost complete, final draft will be out soon. Jean will shop out the 2010 audit before the board considers the current engagement letter.

### **Old Business:**

- Envelope study update
  - Marna and Bill have been in contact with Continental regarding the envelope study.
    - Our engineers and Continental are still working on agreeing to what is appropriate for a resolution.
    - The largest concern at the moment is the improper priming of the deck as the fix for that issue may require a very large amount of labor.
    - Other fixes are either complete (toilet and plumbing repairs) or are in progress.
    - Bill is confident that this will be wrapped up in October or November.

## New Business:

- Move-in fee for unit 217 has been paid at the reduced rate (\$300).
- The move-in fee and late fee reduction request for 309 (\$300 move-in fee and \$450 in late fees). **Marna Hanneman made a motion to reduce the late fees to \$50, pending swift resolution (paid in full in 30 days). Greg Peszek seconded the motion which was unanimously approved.** Jean will follow up with an email and a letter via certified mail.
- Overnight parking issues in the commercial lot:
  - Some are parking overnight in the commercial parking lot connected to Kirkland Central residential parking lot
  - Anywhere from 5-15 cars parked in the commercial lot overnight
  - Proposed solutions:
    - Approve a 2am parking rule (no parking after 2am without board approval).
    - Notify residents of new rule
    - Enforce the rule
  - The commercial owners would like to see revenue from the overnight use of the spots.
- Budget prep for 2011:
  - October is the budget planning meeting, usually meetings are set up at Suhrco.
  - Please give Jean any items to add to the agenda as she is on point for starting the planning.
  - Budget needs to be ratified in November.
- Camera repositioning:
  - Sally and Marna have had recent discussions around what areas of the building are covered well and those that are not.
  - The estimate is \$1,500 for the work.
  - **Marna Hanneman made a motion to have Pacific Ridge move the cameras, not to exceed \$1,500. Stan Hill seconded the motion which was unanimously approved.**

## Homeowners' Forum:

- ISTA bills from Suhrco are confusing; the amounts seem to not follow. Jean asks to follow up if the next bill was confusing and she will sort it out.
- Some owners have noticed that there is still a pet issue with the building and owners not keeping on top of their pets to prevent them from doing their business on the carpet in the building. Jean suggested looking in to a pet fee, however it is difficult to enforce. The board would like to look in to the issue in the future.
- Melissa is considering putting in hardwood floors and wanted to know how to contact the people who have already put in hardwood floors to get an idea of what the sound transmission is like.

**Adjourn:** There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting at 7:00 pm.

Greg Peszek, Secretary

Marna Hanneman, President

Date:

Date: