

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
April 11th, 2007**

**Date and Time:** Pursuant to Article 3 Section 3.7 of the Kirkland Central Association, a regular meeting of the Board was held on April 11th, 2007, at 6:30 pm at St. John's Episcopal Church, 105 State St S, Kirkland, WA 98033.

**Officers:** The President, Marna Hanneman, opened the meeting at 6:30 pm. Co-Secretary, Melissa Lising, was present to record the meeting.

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

Stan Hill – Vice President

Bob Dodson - Treasurer

Alan Aho – Co-Secretary

Ritchie Tryon – Member-At-Large

Andrew Person – Member-At-Large

Sally Barkley – Facility Manager

**Suhrco Residential Properties, LLC:** Jean Norberg

**Homeowners' Forum:**

Avril Pattenau de Unit 327 asked about: (1) duplicate water and gas bills; (2) sign-up sheet for instructions on the proper use of the exercise equipment; (3) Unit 206 had an open flame from their gas BBQ; and (4) Rules and regulations committee is ready to meet with members of the Board.

In response: (1) other residents did get duplicate bills; (2) Sally will post the sign up sheet; and

(3) Jean will check with Farmers' Insurance regarding the open flame issue. Jean mentioned that the City of Kirkland allows the use of these BBQs.

Brad Gilmore of Unit 501 asked about air-conditioners. This item is on the agenda under "Old Business".

Joan Hensley of Unit 215 wants to install a lock on her patio door. She was advised to submit her proposal to the Board. If approved this will be used as the standard for similar requests.

**Call to Order:**

There being no other matters to discuss, the Homeowner's Forum was adjourned and the regular meeting was called to order at 6:43 pm.

**President's Report:**

Marna signed the agreement to allow SRM Development to use our driveway for 1 day next week for PSE to crane in their electrical vault. They will have to remove our hedge for the day and will replace it when finished. In exchange they will build us an 8-ft wide sidewalk that will go alongside our building.

On May 5<sup>th</sup> CAI is having a seminar on Rental Caps and ADA requirements at the Bellevue Coast Hotel. Marna, Melissa, Bob, Ritchie, Alan and Tai Tse volunteered to attend. Jean will register us. Registration fees will be paid for by the HOA.

The City of Kirkland will be holding a meeting of the Moss Bay Neighborhood Association at the Heritage Hall on May 21<sup>st</sup>. Some matters of concern are the traffic diversion from Central Way into Kirkland Avenue and the installation of a traffic light at the corner of State Street and Kirkland Avenue.

Marna has been corresponding with our attorney, John Coe, regarding re-writing the Declarations as well as the re-allocation of parking spaces for ease of transfer of ownership. Bobbie Reed of Unit 203 has a parking space available for sale. This can only be sold to someone who actually lives in the building.

The tables and chairs for Stan's lawns are coming back. Signs will be installed warning everyone to use these at their own risk because that area is not ADA compliant.

**Secretary's Report:**

The minutes of the February 26th, 2007 executive session, the February 27<sup>th</sup> Board meeting and the March 22<sup>nd</sup> executive session were distributed to all board members. No corrections were sent in.

A motion was made by Stan Hill to accept the above minutes. The motion was seconded by Ritchie Tryon and approved unanimously.

The minutes of the first annual HOA meeting will be approved at the next annual meeting. In the meantime unapproved copies will be sent out to the homeowners.

**Treasurer's Report:**

Bob reported that as of the end of the month the Operating Funds were \$26,608, Capital Contribution \$51,300, Developer Funds \$10,110, Common Reserves \$16,545, Residential Reserves \$16,750, Insurance Reserves \$24,735 and Reserves In Transit \$15,259. Our Outstanding Financial Commitments are \$27,166.

A motion was made by Ritchie Tryon to move Capital Contributions out of Operating Funds into an interest bearing reserve account. The motion was seconded by Bob Dodson and unanimously approved.

The Board can close the Foundation Bank accounts with 2 signatories.

**Facility Manager's Report:**

- We had our first tagging 3 weeks ago. City of Kirkland Anti-Graffiti Department helped remove the tagging. Bids were submitted by 2 Anti-Graffiti companies to apply an anti-graffiti coating to the building. We have decided to go with the one bid that is the permanent coating that lasts up to 10 years. They coat the building up to 8' high. The cost of the application will be \$2,758.08.
- City and Waste Management was contacted to request another garbage can for the front of the building.
- City of Kirkland was also contacted about the skateboard deterrent studs that were promised last fall.
- City of Kirkland and Stephens Electric were notified about 2 LED lights embedded in the bench and sidewalk that do not work.
- Stephens Electric came out last week to repair light fixtures in our driveway that vandals broke off last month. Unfortunately we will be charged for this repair as it was a result of vandalism which is not under warranty.
- Gas leak in the commercial area was repaired with the cooperation of Puget Sound Energy, 3 HVAC companies and an Environment Testing Company. They also discovered a small leak at the main gas line connection and were able to repair that as well.
- Security camera survey was submitted to the cable company but Sally has not heard back.

- Signs need to be installed in our driveway to prevent unauthorized parking. Jean said that we can have either a regular sign or have a sign company come out. The cost for a standard sign is \$50 - \$60. A reflective sign will cost twice as much. We just have to decide what we want the sign to say.
- Sally thanked Patrick Thornquist of Unit 206 for helping set up some programs on her computer.
- There is no scheduled date for ISTA to come in the building and correct the units that are giving off incorrect gas readings.
- Our lawn maintenance service, Condo Commercial, has gone to a weekly mowing schedule. They are scheduled to weed and feed the grass next week.
- Bobbie Reed of Unit 203 is interested in selling her extra parking space for \$25,000. Please let Sally know of any onsite resident who may be interested.
- A follow-up email was sent to Continental regarding leaks and / or cracks that come through the parking garage to the floors below. No response to-date. Sally will continue to follow up.
- For social events, Sally would like to plan an outing to a Mariners' game or a day at Emerald Downs. She will post notices for these.
- A bid is needed to finish the mail room drywall.
- Kirkland Downtown Association is planning a city clean up event for April 21<sup>st</sup> from 9 to 11:30 am.

## Property Manager's Report

- Draft Committee Charters and Board Charters for Board review. Jean can get input from Sally. Jean has template charters that can be referred to. Sally and Jean will present these for Board to review at next month's meeting.
- Back up generator for KC is tabled for now. It was suggested to set up a Safety Committee and have emergency preparedness kits.
- Questionnaire regarding rental cap issue will wait until after the May 5<sup>th</sup> CAI seminar. Jean suggested authorizing 4 hours of work for John Coe to work on our Declarations.
- KC is responsible for maintenance of sidewalks including de-icing, cleaning, etc. per KC HOA attorney, John Coe. Email communication attached. KC will provide de-icers to the commercial tenants for them to spread this in front of their areas whenever necessary. Jean will also contact an ice and snow removal company.
- John Coe communicated the requirements to reallocate limited common elements particularly addressing the unsecured parking space for Unit 320. We can ask the Declarant to do this under special Declarant rights. Declarant has one year from the last closing (February 2007) to make changes. Jean will ask Declarant.
- Jean will follow up on the ISTA contract that she forwarded to John Coe for review.
- Unit Violation. Unit 406 did change the hardware. Jean will follow up on the fine.

## Old Business:

- Hard Surface Floor Policy. *A motion was made by Andrew Person to approve the Hard Surface Flooring Policy and Rules as prepared by John Coe. Bob Dodson seconded the motion and approved unanimously.* Marna signed a copy which the Board adopted.

- Construction Rules. *Stan Hill made a motion to approve the Construction Rules subject to the addition of the provision to name KC HOA as an additional insured under item B 4. Andrew Person seconded the motion and was unanimously approved.*
- Collection Resolution. John Coe suggested we adopt a policy rather than a formal resolution that owners would be notified of a delinquency at 30 and 60 days and forwarded to the attorney for collection at 90 days at the discretion of the Board and the advice of the attorney. We would have more flexibility. *Andrew Person made a motion to accept the policy on collections as written by John Coe. This was seconded by Stan Hill and unanimously approved.*
- Grievance and Fine Procedures. *Stan Hill made a motion to accept the Grievance and Fine Procedures. This was seconded by Ritchie Tryon and unanimously approved.*
- Air Conditioning Options were provided last year. *Stan Hill made a motion to approve the procedure to install Board approved portable A/C units not to exceed 15 amps that utilizes standard outside venting thru a lower window if possible. The A/C unit must be fully contained with the condo unit. No window units. This was seconded by Bob Dodson and unanimously approved.*
- Elevator Contract. Our building is supposed to be under warranty with Continental for 4 years for defects of construction but not for maintenance items. This matter will be put on next month's agenda. Jean will research the warranty issue.
- New Equipment for Exercise Room. *Bob Dodson made a motion that KC get a recumbent bike for a maximum cost of \$1800 inclusive of set up, installation and tax. Stan seconded the motion which was unanimously approved.*

We can schedule a time for the equipment informational meeting at the time of installation of the recumbent bike.

- KC HOA Website. Alan will contact a resident who has offered to build our website.

**New Business:**

- Window Washing. Avril Pattenaude reminded the Board that the hotel across the street might be willing to share the cost of cleaning the windows since their construction contributed to the dirt. Jean will get more bids for this work.
- HVAC Contract. *Marna Hanneman made a motion to hire Gasline Mechanical to do the maintenance on KC's HVAC per their submitted proposal. This was seconded by Ritchie Tryon and unanimously approved.*
- Graffiti Contracts. The cost for this work will be taken out of our General Maintenance Fund. *Ritchie Tryon made a motion to accept a solvent / sealant anti-graffiti system not to exceed \$3500. Alan Aho seconded the motion which was unanimously approved.*
- Rewriting of Declarations. *Marna Hanneman made the motion to hire John Coe to begin the review process of the Declarations. Ritchie Tryon seconded the motion which was unanimously approved.*
- PVC Pipes. Carol Dore of Unit 204 noticed a drip. Alan will check this out.
- Avril Pattenaude was asked to represent KC to help the City of Kirkland plan for the next 5 to 10 years.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 8:49 pm.

MELISSA LISING, Secretary

MARNA HANNEMAN, President

Date:

Date: