

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
November 21<sup>st</sup>, 2006**

**Date and Time:** Pursuant to Article 3 Section 3.7 of the Kirkland Central Association, a regular meeting of the Board was held on November 21st, 2006, at 5:30 pm at St. John's Episcopal Church along Kirkland Avenue.

**Officers:** The President, Marna Hanneman, opened the meeting at 5:20 pm. The Secretary, Melissa Lising, was present to record the meeting.

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

Stan Hill – Vice President

Ritchie Tryon - Treasurer

Andrew Person – Member-At-Large

Larry Hoyt – Member-At-Large

Sally Barkley – Facility Manager

**The CWD Group:** Leah Handewith

**Absent:** Joan Hensley – Member-At-Large

**Homeowners' Forum:**

Tai Hing Tse of Unit 518 wanted to say that the Board is doing a good job.

Avril Pattenaude of Unit 327 said that people are treating Kirkland Central like an apartment building. Marna said that she was going to address this in her President's Report.

Charlotte and Ray Svenson of Unit 318 were wondering about the BBQ situation. Marna said that the Board dealt with this issue 2 meetings ago. Leah checked with the City of Kirkland.

Because we have steel decks and cement product siding, the City has no problem with us having gas BBQ on our decks. We should pull it as far away from the siding to prevent discoloration.

The Board also decided not to allow charcoal BBQs only gas and electric are allowed.

Kwok (Jenny) Har Lam of Unit 518 wants to know about the hard wood flooring policy. She has an allergic reaction to carpet and wants to replace it with wood. Marna said this was going to be taken up in old business.

Tai and Jenny of Unit 518 are interested in volunteering and wanted to know the guidelines and time requirements. Leah has guidelines that will be provided. Marna mentioned that the Rules and Regulations Committee was the most pressing one.

Sally also mentioned that the residents could come to her with their issues prior to the Board meetings and she would pass these along for the Board to consider.

**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 5:40 pm.

**President's Report:**

Bobbie Reed's husband, Ron, of Unit 203 passed away 2 days ago due to a massive stroke. The Board's condolences go out to Bobbie and her family. Marna wants to do something for Bobbie and will put it under New Business.

We need Chairs for several committees. Marna wants to nominate Avril Pattenauade to chair the Rules and Regulations Committee. The next is the Social Committee for us to get to know our neighbors through potlucks in every floor and the upcoming Christmas social. Charlotte volunteered to be a member but cannot chair since she is involved in a Board at another condominium complex.

According to Ritchie the Finance Committee can be put on hold for a while. We also have only 1 person in the Maintenance Committee. Marna asked Leah to get information on the responsibilities of those 4 positions and post these on the KC website as well as provide Sally with this information so that people can know what these entail.

Marna suggested joining the Kirkland Downtown Association as a Board to show our support of the city.

Marna received a letter on the 17<sup>th</sup> of November 2006 from Rob Stern of unit 216 and Tina Cooper of Unit 219, dated the 8<sup>th</sup> of November 2006. Joan got it at that time and passed it along to Marna. This was regarding the appeal and permitting of Merrill Gardens. Bill Anspach of Unit 525 and 526 took the lead on the matter regarding the height of the building. He hired his own attorney to do so. Stan and Ritchie went to a few meetings and were successful in pushing the setback from 15 ft to 30 ft. KC is very interested in this project as it affects the west side of the building and the views tremendously.

**Secretary's Report:**

The minutes of the October 24<sup>th</sup>, 2006 meeting were distributed to all board members before the meeting. There being no further corrections or additions, a motion was made by Andrew Person to accept the minutes. The motion was seconded by Larry Hoyt and approved unanimously.

**Treasurer's Report:**

The Treasurer's Report for the month ending October 2006 was distributed to the Board Members. Ritchie Tryon reported that Working Capital was \$79,750.03. Reserves were \$15,053.10. Change in Working Capital is up \$6,809.38 from last month. Change in Reserves is up \$5,039.12. Total Liabilities is \$113,500.76.

Leah reported that delinquencies are down. We now only have 3 units that have not paid their dues at all since they moved in. CWD has only contact information for 2 homeowners. Since it does cost money to do a skip trace to find the third, Leah needs authorization from the Board. Marna would like to ask Eric if he has information on this homeowner before doing a skip trace.

**There was no motion made to accept the Treasurer's Report.**

**Community Association Manager's Report:**

- We need to adopt policies for Hard Surface Flooring and Key Policy. Air-conditioning Options and Request Form is on hold until Spring 2007.
- Move-in fee was changed to \$300. Rules were updated in the Resale Certificate and AIS reports.
- Through coordinating with Sally, we now have a current list of leases on file. List was distributed to the Board.
- ISTA – Our account manager, Beth Love, said that water billings will be sent to the homeowners the week of the 20<sup>th</sup>. Marna also spoke to her and said that our first bill will be from 8/1/06 thru 11/7/06. We will be billed monthly thereafter.
- Key policy was sent to the board members for review.
- Gas – Leah was informed by Puget Sound Energy that the gas bill for the whole building has been going to Cornell and Associates (Andrew Pearson's accounting company). Andrew will work on this tomorrow.
- Vendor contracts were provided.
- The HVAC contract from Gasline Mechanical was also submitted for review and signatures. Total contract price is \$2100 per year for 4 maintenance visits. Scope of work was also provided.

- Marna had a question on the Elevator Contract. There was no date on the contract but it was a 5-year contract. On page 5 of that contract was a notice to the HOA that at the time that the HOA was given control of the condominium that it was their option to assume the contract. A decision not to assume the contract shall be made within 60 days of election of the Board members and conveyed in writing to the Elevator company. The Board members were never made aware of this contract. Leah believes that if the HOA is in a contract signed by the developer then the HOA has at least a year to opt out of that contract and since we are the interim Board it could be argued that the regular Board has not yet been put in place. Marna was concerned that the Board was being put in a precarious position.
- Marna was also impressed at the Janitorial contract which was determined to be favorable for the HOA.
- Window washing. Bain will not do condominiums over 5 stories so they would not submit a proposal. Leah is getting a proposal from another company. Sally is also getting a proposal from another company. Ritchie and Stan think that we should get the work done in the Spring and Fall. We will utilize the submitted bids as a basis for the cost to do so.
- Holiday decorations. Our rules and regulations already address this issue and allow wreaths only on our doors. The Board needs to consider what would be allowed on the balconies and the timelines they would be allowed.
- Credit card application for Sally Barkley was sent in with a credit limit set at \$1000. We can increase that limit later on if we need it. Petty cash should still be maintained for use in places where credit cards are not accepted.

- Rental Cap Enforcement. It is provided in our Declarations that a 90% vote of the residents is required for any amendment to the Declaration. The Board is hopeful that the prices of the units would make it unprofitable for investors to rent units out. In order to garner votes to meet the 90% requirement, the Board can point out that it would be more difficult for us to sell out units because lenders will not provide financing if our building has less than 65% owner occupancy. The Board can also offer to: (1) grandfather current rental units with the condition that when these are sold, they cannot be sold for rental purposes; and (2) provide hardship clauses for those that need to rent their units out should they find themselves in a dire financial situation.

We currently have 32 rental units. This puts us at about 70% owner occupancy.

- Leah provided rules and regulations from another complex (Canal Station) as a sample.
- Garage cleaning proposals. Pro Sweeps can set up a quarterly service where they sweep and run the machine in for \$145 each time. It will cost \$2200 to scrub the floors – hand rubbing maintenance of oil spots in the garage. Billing of residents whose cars cause these oil stains should be addressed in the rules and regulations. Commercial units seem to have the most number of oil stains due to contractors working on the spaces. This should be addressed under the finishing process. Regular customer oil stains will be addressed after that.
- Website hosting. Notice of the Harvest Social was sent.
- Parking violation. Correspondence sent to Unit 406. No response received.

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

- Harvest Social was a success thanks to the participation of our commercial tenants. Washington Mutual, Terra Bite and Elle all donated nice prizes. Terra Bite and Elle both had their grand openings on November 18<sup>th</sup>. Shnoo, the yogurt place will be opening in 2 weeks. JoCha Café will be opening at the end of the year. Washington Mutual opened November 20<sup>th</sup>. The Yoga Studio is open.
- Garbage issues are coming up due to the opening of the commercial spaces. We have no place to put more dumpsters. Sally has been working with Lisa of MK Management and Jeff of Waste Management. The 8-foot dumpsters don't have wheels. The only option is to double our pick up with commercial paying half of the cost and the HOA paying the other half.
- Main garage door opener was a problem for 4 days last week. This was caused mainly by the re-programming of the garage door. We need a better emergency plan for situations like this.
- Lighting issue caused by a commercial contractor who burned out our outside lights has been addressed.
- Newsletter has been delayed due to the untimely death of Bobbie Reed's husband. Sally will work on a temporary one in the meantime.
- Sally has been working with Building Specialties Northwest to provide larger parcel lockers instead of the cubbyholes we now have. Postal regulations require that everything start at 26" above floor level. Sally was advised that we could get the Postmaster to sign off on that provision. We need 6 – 8 parcel lockers. For now packages are being delivered to Sally's office and she is having to deliver these to the residents.

- Sally is waiting for another window washing bid as well as a carpet cleaning bid for high traffic areas and a whole clean.
- Sally has a meeting with Elaine Borjeson of the City of Kirkland to try to get garbage cans at the front of the building to alleviate garbage from the commercial units. Melissa pointed out the need for garbage receptacles in each of the garage levels to prevent residents from using the carts as trash receptacles.
- Knobs for concrete benches to prevent skateboarding cannot be installed unless the temperature is at least 72 degrees. This may not be done until July.
- Christmas tree bags have been ordered and will be available next week. Distribution areas will be set up either outside Sally's office or in the garages. Christmas trees cannot be removed or transported to or from the units unless they are in these bags. Sally will try to arrange for 2 pick up dates for Christmas trees. These bags will fit 7.5 ft by 6 ft wide trees. The bags cost \$0.89 @ which will not be charged to the homeowner.

Ritchie voiced concern over allowing residents to have live Christmas trees. Marna and Sally pointed out that there were no provisions not to allow residents to have them. Sally asked the Fire Marshall for safety regulations on the proper handling of live trees. This will go into the newsletter.

It was suggested that rules and regulations should be provided in case of a resident's abuse of the live tree policies on cleaning up.

**Old Business:**

- Key policy. Leah provided on-site and off-site policies for consideration. It was determined that it would be good for keys to be kept on-site for emergency situations. Sally has a locked key box in the locked area in her office where the keys can be kept. She already has keys for over half of the residents. It was suggested by one of the attorneys to eliminate #3 of the policy and instead have a hold harmless letter kept with Sally.

Stan Hill moved that we go to an on-site key policy. This was seconded by Melissa Lising and unanimously approved.

- Ista update was discussed.
- Window washing was also discussed.
- Hard surface flooring policy. Marna Hanneman made the motion to have a lawyer draft the hard surface flooring policy incorporating the form to be completed or signed by the unit owner below for distribution. Larry Hoyt seconded the motion. This was unanimously passed.

**New Business:**

- Holiday decorations. Stan Hill moved that single strand or icicle white Christmas lights be allowed on the balconies no earlier than the day after Thanksgiving and must be taken down no later than January 15<sup>th</sup> of the following year. This was seconded by Larry Hoyt and unanimously approved.
- Credit card, rental cap and rules and regulations were discussed earlier.

- Garage cleaning will be put off until we receive the bids.
- December Social should be set for the first week in December to decorate the lobby and the Christmas tree. Egg nog and cookies will be served.
- Annual Meeting. Set date for mid-February to hold it.

**Other matters:**

- Ritchie raised the issue of garbage etiquette and wants to make the signs more explicit. Andrew suggested that a padlock be installed and also limiting the clearance to about 6 inches which prevents anything larger from being put in without having to unlock the padlock. Boxes would have to be flattened first.
- December meeting. Stan Hill made a motion to move the meeting up to December 12<sup>th</sup>, 2006, seconded by Melissa Lising. Unanimously approved.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 7:10 pm.

MELISSA LISING, Secretary

Date:

MARNA HANNEMAN, President

Date: