

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
October 24<sup>th</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 October 24th, 2006, at 5:30 pm at St. John's Episcopal Church along Kirkland Avenue.

**Officers:** The President, Marna Hanneman, opened the meeting at 5:30 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 Pearson – Member-At-Large

Joan Hensley – Member-At-Large

Sally Barkley – Facility Manager

**The CWD Group:** Leah Handewith

**Absent:** Larry Hoyt – Member-At-Large

**Homeowners' Forum:**

Melissa de Leon of Unit 205 will be renting her unit furnished. She wants to know if the HOA will waive the move-in fee.

**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 5:33 pm.

**President's Report:**

Bobbie Reed of Unit 203 has offered to be the newsletter lead.

The walk thru with the developer, Continental and CWD took place last Thursday. Continental provided a very thorough booklet on important information about the building along with plans that are very important for us and for future members of the Board to have.

Unit 512 is asking for approval for hard surface flooring to be put into his unit. Marna is of the opinion that he should first get the permission from the owner of the unit in the floor below as well as those units beside him before asking for the Board's permission.

**Secretary's Report:**

The minutes of the September 19<sup>th</sup>, 2006 meeting were distributed to all board members before the meeting. Missing names of board members who made and seconded specific motions were added onto the minutes. There being no further corrections or additions, a motion was made by Ritchie Tryon to accept the minutes. The motion was seconded by Marna Hanneman and approved unanimously.

**Treasurer's Report:**

The Treasurer's Report for the month ending September 30<sup>th</sup>, 2006 were distributed to the Board Members.

Leah Handewith said that the HOA's reserves are in an interest bearing account earning 4.25% per annum.

Marna Hanneman asked why the accounts receivable was higher this month. Leah Handewith explained that the accounts receivable is a month behind in reporting. Other possible reasons are resales that have occurred this month and owners who have not received prior bills due to faulty mailing addresses.

Marna then questioned the office expense amount of \$5,179. Leah explained that most of these were Developer expenses for initial information packets and mail outs done. These will be paid for by the Developer and will not be the HOA's responsibility.

Regarding the elevator expense, this amount reflects the maintenance premiums for the months of August and September 2006. According to Leah, we only have a 90-day contract from May 2006 with Thyssen Krupp. Sally Barkley disagreed saying that at her meeting with Thyssen Krupp, they said that we had a one year contract. Leah will confirm this information and get back to the Board.

There being nothing further a motion was made by Melissa Lising and seconded by Andrew Pearson to accept the Treasurer's Report. The motion was approved unanimously.

**Community Association Manager's Report:**

- Leah wanted to put on record the need to adopt a hard surface floor surface policy and that Unit 512 submitted a request.
- We have the air-conditioning options and request form that are on hold until spring.
- CAI membership and application was sent in. President, Secretary and Treasurer have been receiving information from CAI.
- Reserve account signature cards were forwarded to Foundation Bank so that item is closed.

- Amendment No. 1 to Condominium Declaration for Kirkland Central Condominiums regarding parking and storage spaces was mailed to all offsite homeowners and posted on the website.
- ISTA – account has been set up and waiting for the next utility billings which per the City of Kirkland will be sent out on October 25th for August and September 2006 usage. Once that is received by CWD it will be sent to ISTA for calculation and billing to individual homeowners.
- On site key policy was sent to the board members for review.
- Rental Cap – Leah contacted Terry Leahy who is an attorney who strongly recommended not to inform the lender of how their borrower's unit is actually being used. Lenders would be more likely to call the loan rather have the homeowners evict their tenants. This may result in an undesired lawsuit and great expense for the HOA. He recommends a reasonable rental cap amendment which would allow for grandfathering of current rental units and hardship clauses. Leah attached his law firm's fee structure to draft the amendment. Leah pointed out that there are other condominium lawyers that we could use to compare rates.

Marna mentioned that Marshall recommends implementing some deterrents, such as a higher move-in fee or charging for having a name on the keypad at the entrance, rather than immediately going thru the expense of implementing a rental cap.

- Site walk thru was done with the Developer. Rosemary submitted a punch list of items that needed to be repaired.

Item 1 is done.

Item 2 has been ordered. Hopefully it will be delivered and installed by Friday, October 27<sup>th</sup>, 2006.

Items 3 thru 7 have been completed.

Item 8 repair was completed but not successful.

Item 9 is scheduled for tomorrow, October 25<sup>th</sup>, 2006.

Item 10 has been completed.

- Puget Sound Window Maintenance, Inc, submitted a bid to clean the windows. Leah is still waiting for 2 more window bids.
- Need for volunteers and neighborhood meeting have been posted on the website.

**Facility Manager's Report:**

- Garage door repair is almost completed. Homeowner will be responsible for the cost.
- Rosemary's punch list needs to have someone from the Board and the Facility Manager to sign off on the repairs.

Leah informed the Board that Rosemary from the Developer's office said that the second floor item is not a closed issue to them. If the Board can come up with a reasonable solution, they are willing to discuss it.

- Noise from commercial construction is almost done except for the yogurt place. Noise starts earlier than 8 am which is Kirkland's city code.
- Washington Mutual is opening November 13<sup>th</sup>, 2006.
- Alarm testing will need to be done as work on an emergency evacuation plan once commercial construction is done

- As of this date there are 95 units occupied, 30 units occupied by renters, 27 units have been resold and closed, 8 units are on the market. 3 move-ins are scheduled for next week. Sally wants to wait until next week to pull padding off elevator 1.
- Gentleman who supplied the fitness equipment is willing to do an orientation on how to use the equipment for the homeowners.
- Public works has installed signs on the staircase but nothing in front.
- We need to implement a Christmas tree policy.
- A meeting with Plantscapes is scheduled for Thursday, the 26<sup>th</sup> at 10:30 am, to do a holiday presentation. Stan Hill recommended that we have a social and decorate the lobby ourselves.
- Halloween party scheduled for Monday, October 30<sup>th</sup>, 2006.

**Old Business:**

- Hard surface flooring policy. A motion was presented by Melissa Lising to seek legal counsel as to the definition of “reasonable” withholding of approval. This motion was seconded by Stan Hill and unanimously approved.
- ISTA – Leah will post information on water usage on the website.

**New Business:**

- On site key policy will be put under Old Business for the next Board meeting.
- Rental cap amendment – it was recommended that some deterrents initially. We also need the information from Eric as to which units were purchased as investments. There should be no distinction between owners and tenants, furnished or unfurnished units.

Stan Hill made a motion to increase our move-in fee to \$500 plus repairs for any damage incurred during the move.

The motion was seconded by Joan Hensley. Upon further discussion, a motion was made by Ritchie Tryon to withdraw the last motion. This was seconded by Andrew Pearson and was unanimously approved.

A motion was then made by Stan Hill to increase the move-in fee to \$300 instead. Melissa Lising seconded the motion and this was unanimously approved.

- Window washing – it was clarified that we need additional bids but only for windows that no one can reach.
- Developer walk thru was previously discussed.
- Solicitors – incident involving a realtor who left postcards on our doorsteps. Melissa Lising spoke to the realtor.
- Pads will be removed from elevator 1 in about a week. A sign will be posted saying that elevator 1 is not to be used for moving.
- October social will be on Monday at 6 pm. The budget was set for \$150 for wine and cheese. Leah will post the event on the website.

**Other matters:**

- Pet spots on the grass in the inner courtyard is requested to be repaired. It was also recommended that a sign be put up asking pet owners to take their pets outside the gate to do their business.
- Stan will research on the cost of a copier for Sally's office.
- Skateboarding signs still need to be put up by the City of Kirkland and knobs installed on the benches.
- Christmas tree issue will be added onto New Business for the next Board meeting.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 7:30 pm.

MELISSA LISING, Secretary

MARNA HANNEMAN, President

Date:

Date: