

**MINUTES
KIRKLAND CENTRAL OWNERS ASSOCIATION
BOARD MEETING
December 15th, 2009**

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 December 15th, 2009, at 6 pm at the Kirkland Central lobby, 211 Kirkland Ave, Kirkland, WA 98033.

Officers: The President, Marna Hanneman, opened the meeting at 6:01 pm. Secretary, Greg Peszek, was present to record the meeting.

Quorum: The following Board Members were present:

Marna Hanneman – President

Stan Hill – Vice President

Greg Peszek - Secretary

Bill Anspach – Member-At-Large

Andrew Person – Member-At-Large

Sally Barkley – Facility Manager

Suhrco Residential Properties, LLC: Jean Norberg

Absent: The following Board Members were absent:

Bob Dodson – Member-At-Large

Melissa Lising – Treasurer

Call to Order:

The meeting was called to order at 6:01 pm.

President's Report:

- Light shields have been placed on the lights on 3rd and Kirkland Ave by the city

- Security cameras have helped us find our tree after it went missing. Please remember that you are responsible for your guests and their actions while they are in the building.
- Always be aware and vigilant about people you do not recognize in and around the building; be polite but challenge their presence.

Secretary's Report:

Marna Hanneman made a motion to approve the September 2009 Board meeting minutes, subject to changes. Stan Hill seconded the motion which was unanimously approved.

Marna Hanneman made a motion to approve the October 2009 Board budget meeting minutes, subject to changes. Stan Hill seconded the motion which was unanimously approved.

Treasurer's Report:

In Melissa's absence the Treasurer's report was skipped.

Facility Manager's Report:

- Some of the security cameras have malfunctioned but are still under warranty and are being replaced. Cameras are simply broken and there were no signs of vandalism.
- Wall heaters in the restroom and in the storage rooms are on to prevent pipes from freezing. Sally has been asked to print up small signs to place by the controls to let people know.
- We have signed a contract for snow removal with Teufel Landscape for snow removal.
- We will suggest to the city to place a caution sign by the public walkway gate
- Some owners are going to help with setting up a new version of Microsoft Outlook for Sally's office to help with sending out mass emails.

Property Manager's Report:

- Followed up with Jon Coe to satisfy FHA certification, FHA does not need a letter
- Followed up with Gasline mechanical, the original design for the garage did consider the additional heat from the commercial HVAC system.
- Tolling agreement is still in progress, needs to be finished ASAP. Suggestion is to backdate the agreement to when we first started talking about.
- Follow up on insurance and Jean has looked in to new providers, new bids enclosed. Marna suggested having someone look to compare policies (Andrew has volunteered).

- Follow up with Sally for a new schedule for the On Site Manager's office. Recommendation M/Tu/Th: 9am-5pm, Fri 10am-4pm. No office hours on Wed. Board will meet in exec session to discuss.
- Financial health report: need to transfer funds to cover insurance premium and J2 invoice need to be rectified. After general fund is reimbursed \$13,607, J2 invoice is \$17,234 and consideration needs to be made for the rest of the month's expenses. Fios install will net the association ~\$12,000, other shortages are likely from delinquent HOA dues, the board does not want to bank on either of those potential sources. \$22,784 needs to come from insurance reserve to operating for earthquake insurance.
- **Motion by Marna Hanneman to move \$22,784 from insurance reserve to reimburse operating, seconded by Andrew Person, unanimously approved.**
- **Motion by Marna Hanneman to borrow \$10,000 from reserves to pay for the J2 invoice and pay for operating expenses, to be reimbursed within the legally allowed timeframe, seconded by Andrew Person, unanimously approved.**

Old Business:

- Bill's update on the envelope study. A meeting has been scheduled for mid-January to meet with Continental and the engineers to go through the J2 list and come to an agreement. It is unknown at this time if a full agreement will be hashed out then but this is the first step.
- Homeowner's survey: Jean will send out a sample survey from what she believes was agreed to earlier for board review, and then have it emailed out or printed.

New Business:

- Stan and Marna will be away for 1/11, meeting will be tentatively rescheduled for 1/25 at 6:00pm.

Homeowners' Forum:

- With the Verizon sale, will we be able to keep our agreement?
- Rental cap: still in the works, needed attention after budget ratification. Board has solicited for someone new to lead the rental cap committee. Need to keep traction on that issue.

Adjourn: There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting at 6:53 pm.

GREG PESZEK, Secretary

MARNA HANNEMAN, President

Date:

Date: