

**MINUTES
KIRKLAND CENTRAL OWNERS ASSOCIATION
BOARD MEETING
October 11th, 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 October 11th, 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 5:38 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
Bill Anspach – Member-At-Large
Andrew Person – Member-At-Large
Sally Barkley – Facility Manager
Suhrco Residential Properties, LLC: Jean Norberg

Absent: Stan Hill – Member-At-Large

Call to Order:

The meeting was called to order at 5:38 pm.

President's Report:

- City council did approve the new Park Place center with a 10 story building.
- City budget planning is still going on

Secretary's Report:

- **Marna Hanneman made a motion to approve the September 2010 meeting minutes. Mike Reph seconded the motion which was unanimously approved.**

Treasurer's Report:

Operating Funds	\$ 21,711.71
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
Insurance Reserve Funds: Wells Fargo Bank	\$ 76,905.44
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:

\$10,000.00 Maintenance Reserve – Chase: Loan for J2 expense

Delinquencies over 30 days (minus prepaids***):

\$25,915.80 – See Aged Delinquency Report for details

*** This figure from Suhrco has historically been minus prepaid accounts which has been artificially deflating the delinquencies. Jean will follow up to make sure that this number is more accurately reflected in the statements from Suhrco.

6 accounts in collection totaling \$32,194.17. Of those, 2 owners have filed bankruptcy and 1 is in trustee sale (scheduled for 10/29/10). The board has authorized foreclosure on one unit, the attorney is in the process of serving the unit owner. 1 unit owner is disputing the charges, the association is working with the attorney to resolve the dispute. One account has been sent for collection on 9/7, lien filed and demand letter has been sent.

- **Andrew Person made a motion to approve the September 2010 financial report. Marna Hanneman seconded the motion. Which was unanimously approved after discussion.**

Rental Cap Committee Report:

- Mike will work to close on the remaining large stakeholders to get approval for the amendment.

Facility Manager's Report:

- On 9/19 four cars were towed from the P2 garage commercial spots.
- On 9/26 our building was tagged (graffiti) and has been removed.
- 4 units for sale, 5 for rent, 1 parking spot has been sold, 2 parking spaces are on the market.
- Sally will order a few more bicycle racks, price is about \$12 a rack.
- Renew our snow removal contract with Teufel? Jean states that renewing the contract will give us priority over other buildings. Jean also suggests roping off the stairs during a large snow as the stairs are the responsibility of the association.
- Camera move has not progressed since last meeting, Sally will follow up and schedule the move.

Property Manager's Report:

- Operations manual has been on the back burner, Jean and Sally will meet this month.
- Jean has identified some of the high-risk components (hot water heater, dishwasher, washing machine hoses, sink and toilet hoses, etc) for logging and inspection. Some associations do a mass replacement while others simply do inspection or verification. Jean will put out bids for replacement of hot water heaters and inspection of other components.
- Audit is back, bids are out and the board needs to decide who to sign with. Bids have not been returned.
- Bulger has returned a bid to rekey the building, will be discussed during old business.

Old Business:

- Envelope study update
 - Engineers have met and have approved the scope of repairs. The developers have agreed to repair the ventilation for the dryers in the 06 stack but there is concern that the rest of the units are affected. The suggestion is to ask all of the unit owners to reply to a survey asking if they have had a similar issue with their dryer vents. Jean suggests sending that letter out certified mail or with read receipt. Bill will get the letter to send out.
 - Developer and the association are aiming to close all issues by Thanksgiving this year.
- Insurance:
 - Andrew suggests renewing with Bell-Anderson as they have the best rate.
 - There has been some issues with communicating our current broker of record and Jean has some documentation to sign for the board to clarify.
 - **Andrew Person made a motion renew with Bell-Anderson for the building insurance for the 2011 policy year (10/18/2010-**

10/17/2011). Melissa Lising seconded the motion which was unanimously approved.

- Bulger Lock proposal will be discussed during the budget meeting
- Budget meeting will be at Suhrco proposed dates, the proposed dates are:
 - ~~Wednesday 10/13 at 2:30pm~~
 - ~~Monday 10/18 at any time~~
 - Tuesday 10/26 at 1:00pm
- Next month's meeting will be 11/15 at 6:00pm to ratify budget
- **Marna Hanneman made a motion to renew the contract with Teufel for snow removal. Mike Reph seconded the motion which was unanimously approved.**

New Business:

- Document for selling a parking place
 - Melissa has met with the owners and signed it in front of a notary. The association will need a copy of the document, either after it is sent to the county recorder or at the same time.
- The commercial property manager has discovered that storage units 209 and 210 are being used by the association however they are owned by the commercial property owners (Jean verified during the meeting that this is correct). The association is currently leasing a storage unit to a homeowner, Sally will notify that owner that the association will require the use of the unit. The association will compensate the commercial property owners for the October 2010 use of their storage units.
- The commercial owners are hesitant to create rules or regulations around allowing residential use of the commercial spots as the commercial owners are interested in leasing the spaces.
- Some owners have been parking in the handicapped P1 parking spots who do not have the handicap placard.

Homeowners' Forum:

- No owners comments.

Adjourn: There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting at 6:48 pm.

Greg Peszek, Secretary

Marna Hanneman, President

Date:

Date: