

**MINUTES
KIRKLAND CENTRAL OWNERS ASSOCIATION
BOARD MEETING
Sept 14th, 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 September 14th, 2009, at 6 pm at the Kirkland Central lobby, 211 Kirkland Ave, Kirkland, WA 98033.

Officers: The President, Marna Hanneman, opened the meeting at 6:04 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

Melissa Lising – Treasurer

Bill Anspach – Member-At-Large

Bob Dodson – Member-At-Large

Sally Barkley – Facility Manager

Andrew Person – Member-At-Large

Suhrco Residential Properties, LLC: Jean Norberg

Absent: No board members were absent.

Call to Order:

The meeting was called to order at 6:04 pm.

Committee Reports:

New rental cap amendment given to the committee from John Coe, but not soon enough for the committee to review. Board will review and approve over email in the next week. Next rental cap meeting will focus on getting approval.

President's Report:

- In contact with the city of Kirkland to put up streetlight shields to prevent light from entering units at night.
- Confirmation from KC Limited Partnership that they will renew the partnership. Jean has a copy of the renewal form. Secretary of State usually takes some time to process.
- Still working with Sound Transit to determine the bus routing during construction.
- Kirkland happenings: harvest dinner Wednesday, September 16th (\$25, supports local famers).
- Candidates forum for Kirkland City Council on October 12th at 7:00pm somewhere local. Will look to move the HOA meeting to fit the forum schedule.

Secretary's Report:

Marna Hanneman made a motion to approve the July 2009 Board meeting minutes, subject to changes. Melissa Lising seconded the motion which was unanimously approved.

Treasurer's Report:

Operating Funds	\$ 9,268.67
Security Deposits Held	\$ 0.00
Petty Cash (included in Operating Funds)	\$ 500.00
Reserve Funds – Chase Common (58.3%)	\$ 56,932.90
Reserve Funds – Chase Residential (41.7%)	\$ 30,249.80
Reserve Funds – Banner: Common (58.3%)	\$ 58,616.27
Reserve Funds – Banner: Residential (41.7%)	\$ 74,745.85
Insurance Reserve Funds: Frontier Bank	\$ 77,078.62

Outstanding Financial Commitments:

<u>\$1,900.00</u>	Criterion-Pioli Engineers- Bldg Envelope Report
\$1,900.00	

Delinquencies over 30 days:

\$16,044.81 – See Aged Delinquency Report for details

Motion to approve treasures report for July and August by Marna Hanneman. Andrew Person seconded. The motion which was unanimously approved.

Facility Manager's Report:

- More units up for sale, at 44 units rented currently.
- The tile work was completed on the garage entrance hallways on July 15th.
- On July 22nd the carpet was replaced in the office and mailroom, as well as elevator lobbies on P1, P2 and P3.
- Envelope investigation with J2 is still ongoing.
- Fire alarm testing was done 8/4/09, all systems passed.
- People are speeding in the driveway and garages. Sally has checked in to purchasing speed bumps, but may create more problems than they solve with drainage and garbage dumpsters.
- Revise Move-In Resolution to add a fee of \$300.00 for internal building moves
- The new owner of Unit #421 is requesting permission to allow filming by the TV show House Hunters on the searching and purchase of her unit. It would feature our building and other local Kirkland sights. **Motion to approve the filming of the Kirkland Central grounds by House Hunters, subject to the appropriate insurance riders and damage deposit by Andrew Person seconded by Melissa Lising. The motion was unanimously approved.**
- Gasline Mechanical has come up with a plan to vent out the excessive garage heat from the commercial AC units. Sally has not received the actual bid yet. Discussion to look in to adding the work in to the envelope study or ask the commercial properties to absorb a larger portion of the cost (disagreed by Andrew). No decision was made.
- Someone dumped a mattress in our dumpster and it was determined that it was not one of our residents.

Property Manager's Report:

- Draft amendment for rental cap sent to committee
- KC Limited Partnership renewal form received.
- Forward Criterium Pioli report and response letter to John Coe for review.
- **Motion by Marna Hanneman to direct Suhrco to remove the \$1,900 Criterium Pioli from accounts payable, seconded and unanimously approved.**
- Move in / Move out policy forwarded to all home owners.
- Key policy: draft sent out to the board. Discussion with timing of the rental cap. Marna suggested to ask owners to provide a key. Will look at the policy later.
- Email owner #217 about the reduced move-in fee (from \$500 to \$300). Sally informed the owner and has been paid.
- Bill asked Jean if the 64.50 letter was drafted by Rick Beal, which was not due to the KC LP partnership renewal.

Old Business:

- How as an association can we be more aggressive with the association members who are delinquent on their HOA dues and water/sewage bills. Marna suggested to move up the collections schedule on fines and fees (not assessments such as HOA dues). Sally is directed to not open up the elevators until the move in fee is paid. Jean suggested adding instructions to the violations to allow opportunity to be heard by the next board meeting before sending off to collections. Suhrco has been directed to add to the violation letters that a hearing at the next board meeting has been scheduled with an option to pay the fine or it will be sent to collections.
- Garage column repair is still in process. Bill has spoken with the contractor to move the repair along. Continental is paying for the repair. J2 has concerns that the assessment and repair of the crack. J2 wants to involve a slab specialist. Jean will instruct Kurt to move the light that is in the way of the repair.
- The board has received the final report from J2. The deck has drainage issues that caused the water intrusion in 426 and the deck will have to be rebuilt. Some sealants were omitted, window assemblies appear to be ok. The courtyard has drainage issues due to membrane problems. Soft spots on the roof need to be investigated further. Slab analysis has to be completed on the garage column. Metal awnings were improperly painted (no primer coat used). Bill has asked J2 to put together a budget for the fixes that are needed. Jean recommends having Rick Beal involved after the repair cost estimate is available.
- Insurance coverage renewal is due in October. Carmen will put together numbers and may need to have the building appraised. Bidding for quotes happen every 2-3 years.
- Verizon install is still in process. Marna had told Comcast that Verizon is coming in to the building and they reduced her rates.
- Andrew is still looking in to rekeying the outer locks.
- Andrew is still looking in to renting the commercial spots overnight but there are additional hurdles.

New Business:

- Budget preparation for 2010: need to be mindful of the economic situation and minimize budget increase.

Homeowners' Forum:

- Street light shields: submit complaints to the city - Kari Page (kpage@ci.kirkland.wa.us)
- Stoptlight control box screening is still in progress.

Adjourn: There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting at 7:38 pm.

GREG PESZEK, Secretary

MARNA HANNEMAN, President

Date:

Date: