

**PARK WASHINGTON CONDOMINIUM ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING**

**NOVEMBER 14, 2012**

**MINUTES**

**PRESENT:** Dan Serafin, Chuck Drake, Brenda Henry, Andy Wilkens, Jon Fisher and Jeff Amsler.

**CALL TO ORDER:**

The Board of Directors meeting was called to order at 6:30 p.m. A quorum was established.

**HOMEOWNER FORUM:**

An owner present brought several items to the meeting that had fallen onto her patio from a recent wind storm. A reminder to all residents to be mindful of the items they have on their patios as they can come loose and damage other units, etc.

**APPROVAL OF MINUTES:**

It was moved by Jon Fisher and seconded by Chuck Drake to approve the July 7, 2012 Special Board meeting minutes as presented. Motion carried unanimously.

It was moved by Jon Fisher and seconded by Chuck Drake to approve the July 30, 2012 Special Board meeting minutes as presented. Motion carried unanimously.

It was moved by Brenda Henry and seconded by Chuck Drake to approve the September 12, 2012 meeting minutes as presented. Motion carried unanimously.

The 2012 Annual meeting minutes were reviewed for accuracy. The 2012 Annual meeting minutes will be presented to the Owners for approval at the 2013 Annual meeting.

It was moved by Jon Fisher and seconded by Chuck Drake to approve the October 24, 2012 meeting minutes with additions to Association Business, Section C regarding insurance added by Chuck Drake. Motion carried unanimously.

**FINANCIAL REPORT:**

Chuck Drake reviewed the October 2012 financial statement prepared by Hammersmith Management. Chuck had several questions about the financial and entries made. A full review of the backup documents that support the financial will be made at Weststar's office with Nikki Kreger and Terri Houser in accounting. As of October 31, 2012 there is approximately \$44,753 in the Operating account and \$8,855 in the Reserve account. The Association did receive approximately \$9,000 from an owner delinquent in their homeowner's dues.

**OLD BUSINESS:**

Reserve Study Contract:

It was moved by Jon Fisher and seconded by Brenda Henry to approve the bid from SBSA to perform a Reserve Study for the Association for a cost of \$5,200 pending review and approval from the Association's attorney. Motion carried unanimously.

#### Basement Renovation:

After some discussion on renovation of the basement and sub basement it was decided that further bids will be obtained for the work once specifications are written. Those specifications will include adding paint and flooring to the laundry room and laundry room restroom along with the paint, tile and drywall work for the basement hallways.

#### **NEW BUSINESS:**

##### Garage Door Opener:

It has been noted that the garage door opener is in poor condition and that several mechanisms that help run the door properly need to be replaced. The Board asked Nikki to obtain bids for replacing the garage door opener.

##### Hot Water Circulation Pumps:

A discussion was held on replacing the hot water circulation pumps for the building due to the fact that it takes a long period of time to deliver hot water to units. The consensus of the Board was to allow this issue to be addressed by the Reserve Study Company and move forward after completion of the study.

##### Routine Building Tasks:

A detailed list of day to day building tasks was reviewed by the Board. Many of the items can be done on a volunteer basis by Board members, some can be accomplished by Management and some will need a vendor to complete. One of the items on the list is the replacement of bulbs in and outside of the building. The Board asked Nikki to obtain bids for a lighting maintenance contract.

##### Elevator Service Bids:

It was reported that the current contract with ThyssenKrupp Elevator has been terminated effective December 28, 2012. Nikki with Weststar Management is obtaining bids from other elevator companies and will report back to the Board.

##### HVAC Service Bids:

The Board discussed whether or not bids should be solicited for an HVAC maintenance contract. Currently Major Heating and Air does service at the building on a time and material basis. The Board instructed Nikki to ask Major if they would provide a six month maintenance contract and if a discount in their hourly rates apply if the contract is signed.

#### **ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 7:56 p.m. for Executive Session to discuss action on a delinquent owner's account.