

**PARK WASHINGTON CONDOINIUM ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**JANUARY 9, 2013**

**MINUTES**

**BOARD MEMBERS PRESENT:** Dan Serafin-President, Pat Fullmer-Vice President, Chuck Drake-Treasurer, Brenda Henry, Andy Wilkens and Jeff Amsler.

**ALSO PRESENT:** Barbara Cohen, Erin Wilkens and Helen Baldwin.

**CALL TO ORDER:**

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

**FINANCIAL REPORT:**

Chuck Drake reviewed the current financial with the Board and thanked the Weststar staff for the promptness of the report each month.

**OLD BUSINESS:**

Basement and Sub Basement Renovation:

The Board reviewed three bids for paint, tile and laundry room repairs. After some discussion it was moved by Brenda Henry and seconded by Andy Wilkens to approve the bid from Stefco, Inc. for \$6,902. Motion carried unanimously.

Reserve Study:

Dan Serafin reported that he, Chuck and Nikki Kreger met with Jerome from SBSA to go over some of the building items briefly. Jerome then spent four hours touring the building and its systems and will send a preliminary report for the Board to review within the next few weeks.

Elevator Contract:

Dan Serafin reported that after speaking with a ThyssenKrupp representative they have agreed to give Park Washington a new five year contract with a fixed rate of \$565 per month. The contract will include full coverage and has a 190 cancellation clause included. The Board agreed this is a good contract and will stay with ThyssenKrupp.

Monthly Lighting Contract:

The Board reviewed a revised contract from Jim Scharper to do a monthly lighting check as well as minor miscellaneous repairs that may be needed and agreed to sign the contract.

HVAC Service Contract:

The Board is still waiting on a new maintenance contract from Major Heating and Air. Nikki will speak with Jack the owner if one does not arrive soon.

**NEW BUSINESS:**

## Emergency Lighting Bid:

The Board reviewed a bid from Scharper Reflections for replacing the emergency lighting that is currently not functioning when there is a power outage. Based on the price of the bid, the Board requested that Nikki solicit two more bids and ask about LED alternatives.

**ADJOURNMENT:**

The Board of Directors meeting was adjourned at 7:07 p.m. for an executive session to discuss a Board issue and receivables.

**CALL TO ORDER:**

The Board of Directors meeting was reconvened at 7:40 p.m. A quorum was established.

## Board Member Resignation:

The Board accepted the resignation of Jon Fisher, Board Secretary, by email and agreed to appoint Pat Fullmer as the new acting Secretary of the Board.

## Dues Write-Off:

It was moved by Chuck Drake and seconded by Pat Fullmer to write off a \$10,988 balance from the receivable list to bad debt. \$8,000 of the debt will be written off to the allowance for bad debt and \$2,988 will be charged to the current bad debt expense line item. Motion carried unanimously.

**ADJOURNMENT:**

The reconvened meeting was adjourned at 7:44 p.m.