PARK WASHINGTON CONDOMINUMS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

OCTOBER 1, 2013

MINUTES

PRESENT: Pat Fullmer-President, Chuck Drake-Treasurer, Brenda Henry, Andy Wilkens-Secretary and Jeff Amsler.

ALSO PRESENT: Greg Stumpf #806 and Cohens #102.

CALL TO ORDER:

The Board of Directors meeting was called to order at 6:10 p.m.

PRESENTATION:

Insurance Agent Mike Spanbauer was present to discuss a bid he presented to the Board. He went over all coverages and answered all questions presented by the Board. After the agent left the Board discussed switching from State Farm to Anderson Ban Insurance and Mike Spanbauer. It was moved by Chuck Drake and seconded by Jeff Amsler to accept the quote prepared by Anderson Ban Insurance with one change which was increasing the fidelity coverage to $250,000. Motion carried unanimously.

HOMEOWNERS FORUM:

An owner commented on some paint peeling on a wall in front of the building.

TREASURER'S REPORT:

Chuck Drake reviewed the financial with the Board.

OLD BUSINESS:

Tree Trimming Bids:

The Board reviewed bids presented by a professional tree care company as well as the building maintenance supervisor. No decision was made but a discussion was held on prioritizing tasks to be done at the building.

New Collection Policy:

The Board reviewed a new collection policy prepared by the Association's attorney that is required by a recently passed senate bill. The approval of the policy was tabled pending some questions to the attorney to clarify some points.

Backflow Installation:

The Board reviewed a bid to install a backflow preventer on the sprinkler system to replace one that has been missing for some time and was not replaced properly. It was moved by Andy Wilkens and seconded by Jeff Amsler to approve the quote from Colorado Heating and Cooling for the project. Motion carried unanimously.

Petty Cash Discussion/ Maintenance Contract Discussion:
The Board discussed the contract with Jim Scharper in detail regarding duties, what he does daily, etc. The Board requested that Nikki send over the work duties addendum of the contract to each member again. The Board also asked Nikki to have Jim prepare a written monthly maintenance log to track his time at the building and to attend the beginning of each Board meeting to give a brief presentation. The Board also discussed giving Jim a petty cash fund for purchasing supplies needed for the building, etc. It was decided that applying for a Home Depot credit card may be a better option so that will be looked in to.

Results of Fire Inspection:
Nikki discussed her walk around with the fire department and the various items they asked to be looked at. One item they require is that the stairwell doors leading from the garages must be unlocked or must be tied into the fire system so they automatically unlock when the alarm is activated. Bids will be solicited to see what the best options are.

Snow Removal:
The Board reviewed a bid from Cut Rate Landscape who has done the snow removal for the last several years. It was also discussed that Jim Scharper would be interested in doing the snow removal for the community. Nikki will speak to Jim about it and ask that he prepare something for the Board to review.

Other Board Business:
The Board asked Nikki to check with the attorney to find out if any type of agreement exists between the owner of the penthouse and the HOA for the HOA to check on and take care of that unit because it is empty (keeping heat on, cabinets open, etc.) If no such agreement exists then a letter will need to go to the owner letting him know he needs to have someone taking care of the unit.

The Board discussed the issue of smoke smells from units coming out into the hallways. It was decided that letters should go to units that are causing the issue and they would be required to add weather stripping or any other material around their doors to keep the smoke smell from entering the hallways, this will apply for marijuana smoke as well.

ADJOURNMENT:
There being no other business to come before the Board, the meeting was adjourned at 8:37 p.m.