

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
September 19<sup>th</sup>, 2006**

**Date and Time:** Pursuant to Article 3 Section 3.7 of the Kirkland Central Association, a regular meeting of the Board was held on September 19th, 2006, at 5:30 pm at St. John's Episcopal Church along Kirkland Avenue.

**Officers:** The President, Marna Hanneman, opened the meeting at 5:30 pm. The Secretary, Melissa Lising, was present to record the meeting.

**Quorum:** The following Board Members were present:

Stan Hill – Vice President

Ritchie Tryon - Treasurer

Larry Hoyt – Member-At-Large

Joan Hensley – Member-At-Large

**The CWD Group:** Leah Handewith

**Absent:** Andrew Pearson

**Homeowners' Forum:**

Avril Pattenaude of Unit 327 asked that a letter be sent to the owner of unit 227 to remove the red umbrella and the flag that was set up on September 11<sup>th</sup>. Leah Handewith will send the letter.

Ms. Pattenaude also suggested that a statement be included in the CC&Rs requiring that outdoor or patio furniture must blend or be in keeping with the color of the building.

It was also determined that the property manager should be contacted in times when the Facility Manager is not available. This should have been done when elevator 2 was down on Friday and

was out all weekend. It was noted that elevator 2 never functioned properly. This is the developer's problem. The service vendor should be contacted for repair issues since Kirkland Central has a 5-year Platinum service contract in place.

Joan Hensley remarked on excessive noise from neighbors. She suggested putting fines in place.

Other board members suggested asking these neighbors to tone down.

**Call to Order:**

There being no other matters to discuss, the Homeowner's Forum was adjourned and the regular meeting was called to order at 5:37 pm.

**President's Report:**

Homeowners' Social set to be held next week. Suggested date was September 27<sup>th</sup> from 6 to 7 pm. Food budget of \$150 was set for wine, cheese and crackers. Water and soda will be included for non-wine drinkers. Leah will create a flyer and post the event on the website. Sally Barkley will post flyers in the building. Name tags will be made available at the social.

The Board will be able to hold its meetings every 3<sup>rd</sup> Tuesday of the month at St. John's Episcopal Church. A donation will be made to the church in lieu of payment.

**A motion was made** by Melissa Lising and seconded by Stan Hill that Ritchie Tryon take over the Treasurer's duties and responsibilities. The motion was approved unanimously.

**Vice-President's Report:**

Per Eric (?), the developer's representative, the courtyard was never intended to be a recreational area but was merely set up for aesthetic reasons. Per Marna (Hanneman), the showroom mock-up had tables and pavers on display. It was therefore represented that way.

Per Sally (Barkley), the furniture was taken away by Seacrest had the furniture up but Continental took these away due to chipping and peeling. These are being stored in another building. We can request to get these back.

It was suggested that the door to the courtyard be kept locked to avoid liability. A ramp needs to be installed in order to make the courtyard ADA accessible and the pavers need to be placed closer to each other to better support the furniture.

Developer does not want the HOA to discuss warranties with their vendors in order to avoid confusion with their own punch list items. It was suggested that we wait until we get closer to the end of the warranty to come up with our own punch list to give things a chance to settle and for problems to arise. It is highly likely that we can get the developer to address whatever issues we may have at that time.

The matter of getting the garage doors to automatically open so that cars can be moved out in cases of emergencies and power outages has been discussed by Stan (Hill) with Sally (Barkley). There is currently no way to get out once you are in. So far the alternatives have either been expensive or would jeopardize the security of the building. Sally (Barkley) has keys to manually open the garage doors. She will provide the Board Members with copies of these keys which can be used when Sally (Barkley) is not around (mainly on evenings and weekends).

Commercial has asked that the main garage door remain open longer. They asked that it be open from 6 am to 10 pm. Sally (Barkley) said “no” for now. The gate is closed at 3:30 pm. Sally (Barkley) usually lets people out if they need to leave the garage later.

Care still has to be taken that doors close properly behind you and that other cars do not “piggy back” behind you when you open the garage door.

**Secretary's Report:**

The minutes of the August 29<sup>th</sup>, 2006 meeting were distributed to all board members before the meeting. There being no corrections or additions, a motion was made by Ritchie Tryon to accept the minutes. The motion was seconded by Joan Hensley and approved unanimously.

**Treasurer's Report:**

Bank statements were distributed to the Board Members.

Property Management writes the checks for the HOA except for reserves which needs 2 Board signatures.

The Boards needs the landscaping plan as well as all other plans before we do the final walk thru. Sally (Barkley) says she will have blueprints and plans and will make this available for review to any who are interested. As many Board Members as possible should be present during the walk thru. The Developer is taking photos and is making notes of the annual maintenance for each item.

Budget planning kinks still have to be worked out. The statements will be changed accordingly. The HOA received a \$14k bill for sewer capacity. The majority of this bill will be paid by the Developer since the Developer is responsible for the period from February to August 2006.

The Kirkland Fire Department wants us to install a Knox box at the front. Only 1 box is required and we have ours in the back. The key we have has to be re-done because it was keyed to Seattle's code and not Kirkland's.

All Board Members should review the financial statements and contact the Treasurer with any questions. The Treasurer should review all line items and report to the Board.

Collections and assessments are going to be worked on. Balance due letters are going out this month and a \$30 charge will apply the month after. Maggie (?) of CWD will then start collection proceedings. It was agreed that the HOA should take a tough stand on delinquencies early.

It was agreed that for the first year, the Board will follow the budget recommended in the Public Offering Statement for a full year until September 2007 since we have no actual history to base a projected budget on. Any items grossly over or under bid can be discussed during Board meetings.

Avril Pattenaude asked if water and sewer usage were included in our HOA dues. Leah (Handewith) said "no". Only water, sewer and gas in the common areas are covered. Each unit is separately metered. ISTA North America, Inc, will be sending residents a usage bill. They will then collect payment and reimburse the HOA. The ISTA contract was signed by Marna Hanneman as HOA President.

#### **Community Association Manager's Report:**

Leah Handewith handed out booklets on the Roles and Responsibilities for different Board positions.

It was determined that the Board wants a Social Committee, a Rules Committee and a Maintenance Committee. Sally (Barkley) has a list of warranty items that she continues to send to Continental for action.

Amendment No. 1 to Condominium Declaration for Kirkland Central Condominiums regarding parking and storage spaces was distributed to the Board and will be posted in the building for other homeowners to review.

Developer expenses can be updated if necessary. There is a running list of accounts that is sent to Mark McKallor. The Developer owes the HOA \$21,994.15 because our insurance had to be adjusted. Earthquake insurance was paid in full so the HOA needs to reimburse the Developer from August 2006 to April 2007 premiums. The Developer owes \$2,762.72 in assessments for August and September 2006 for unsold units. Jackie Haynes is head of accounting for the Developer.

There are still 5 units that have not yet closed. The Developer will continue to pay assessments for these units until they do.

Leah (Handewith) is working on several maintenance contracts for building components.

Continental Properties is in the process of doing an operating plan for the building. Leah (Handewith) handed out a new draft of the annual operating plan for the Board to review.

#### **Facility Manager's Report:**

Continental continues to work towards the completion of the residential units. Commercial spaces are progressing.

Sally Barkley is working with individual homeowners and doing walk thrus with subcontractors.

There have been 2 elevator breakdowns. Sally (Barkley) is in touch with Thyssen Krupp.

Sally (Barkley) wants to establish a procedure to handle breakdowns during evenings and weekends. She also wants to go thru the warranties.

Dumpster issues are slowly being resolved. Pick up is twice a week while move-ins are still going on. She hopes to get it down to once a week once everyone has settled in.

We are 3 weeks out for signage at front saying "No Skateboarding". Also 2 to 3 weeks away from attaching skateboard knobs / clips to discourage skateboarders.

We are also waiting for gate signs saying “Closed from dusk to dawn”. Sally (Barkley) is exploring the possibility of using magnetic timers on the gates.

The commercial front area step is too high. It was suggested that either a planter or a garbage receptacle be put there to act as a preventive measure.

It was decided that the covers in the elevators should stay on until most of the residents have moved in. Aiming for these to be removed by Christmas time.

Thanks to Ritchie Tryon we now have 2 carts each for P1 and P3.

Residents still have to complete their information and hand it in to Sally (Barkley). Forms will be made available at the social along with the unit numbers of those who need to complete them.

#### **Old Business:**

A motion was made by Marna Hanneman and seconded by Stan Hill to approve the Policies on items 1 thru 10 as stated on the Agenda. The motion was approved unanimously.

It was agreed to postpone setting policies on items 11 thru 13 until next month’s Board meeting.

#### **New Business:**

*a. Rental Cap Agreement* – we have a total of 110 units in the building. 28 are rentals. The Board has been requesting a copy of which units were purchased as investments or primary residences. There is no rental cap in our declarations right now. We need to create an amendment and need a 90% vote for it to pass. A motion was made by Joan Hensley and seconded by Marna Hanneman for the Board to seek legal advice on what the HOA’s options are on this matter. Leah Handewith will contact a suitable attorney. Leah (Handewith) also handed out rental cap amendment verbiage and procedures.

**b. CAI Membership** – It was agreed that Kirkland Central be members of CAI. The motion was approved unanimously. It was further agreed that the HOA shall pay the 3-member board CAI annual membership fee of \$255. The President, Treasurer and Secretary shall be the representative members to CAI.

**c. Replacement reserve signature cards** as well as the insurance reserve signature card were signed by the President, Vice-President and Treasurer.

**d. Developer Walk Thru** - The Board will wait to hear from the Developer before doing the walk thru. Leah will email Rosemary and ask for at least 2 weeks' notice.

**e. Key Policy / Real Estate Lockboxes / For Sale Signs** – The Board agreed to keep things as they are right now. No lockboxes and no signs on the building.

**f. Window Washing** - Leah will obtain 3 bids to do a Fall window washing. These are only for windows not accessible by homeowners. We may be able to ask the hotel being built across the street to pay for window washing once the building is complete since they are causing most of the dirt. This may not be until Spring 2007.

**g. Pets** – It was agreed to change page 4 of the rules and regulations to read “2 pets” instead of “2 dogs and 2 cats”. The size issue will be discussed in 3 months.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 7:37 pm.

MELISSA LISING, Secretary

MARNA HANNEMAN, President

Date:

Date: