

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
December 12th, 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 December 12th, 2006, at 5:30 pm at St. John's Episcopal Church along Kirkland Avenue.

**Officers:** The President, Marna Hanneman, opened the meeting at 5:35 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

Andrew Person – Member-At-Large

Larry Hoyt – Member-At-Large

Joan Hensley – Member-At-Large

Sally Barkley – Facility Manager

**The CWD Group:** Leah Handewith

**Homeowners' Forum:**

Bill Anspach of Units 525 and 526 will be moving in. He and his wife want to know the procedures for having hardwood floors and air-conditioning installed in their units. He did talk to SSA, an acoustical engineering company and will share his findings when we get to that matter on the agenda.

Bob Dodson on Unit 504 said that he received a high estimated water bill from ISTA even though his unit had been vacant before he moved in. He appealed the bill and was able to get it reduced from \$100 to \$5. Sally met with Kevin of ISTA regarding the billing issue. Some units whose water usage was being monitored by boxes that transmit the water information were located in places in the building that were “dead” areas. They have since been moved. Bills will no longer be estimated.

He also wanted to get the Board’s advice on how to deal with the issues he has with the cabinets installed in his unit. According to Sally Barkley, cabinets are a problem for about 40 units in the building. Continental was having difficulty with their cabinetmakers and installers. Sally suggested contacting Rosemary of Continental for resolution.

[Note: Upon further review, Sally sent an email after the meeting saying that the cabinet issues had been resolved with the exception of Unit 224.](#)

Carol Dore of Unit 204 said that the steps on the 2<sup>nd</sup> floor courtyard facing the church were too dark. The Board will look into installing another light at the top landing.

Jim Balkman of Unit 219 asked about the courtyard facing Kirkland Avenue with the non-ADA compliant steps and where the picnic furniture was removed. These items will be addressed at tomorrow’s walk-thru with Continental. He also asked about the selection process that was used in selecting the property management company. Marna explained that the Board spoke to our present management company about our concerns and these were never really addressed. Then the Board went to several different condominium complexes around our area regarding their management companies and then spoke to two of these management companies before making the choice to go with Suhrco.

Surhco will start January 1<sup>st</sup>, 2007. They will be sending letters out to the owners as to where to send HOA dues payments. The process took about three months and was finally decided last month.

Avril Pattenaude of Unit 329 asked about automatic withdrawals. Marna said that payments for January 2007 are to be given to Sally who will forward these to Suhrco. CWD will not automatically deduct for January 2007. Also, as Chairman of the Rules Committee, Avril wanted to thank Leah for providing the guidelines for the committee. Leah mentioned that there was a Rules book that was provided by CAI. Stan and Melissa will check to see if they have this and will forward a copy to Avril for reference.

**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 5:40 pm.

**President's Report:**

The holiday get together was small but very successful.

Bob Dodson and Carol Dore have volunteered to find out who would be interested in a progressive party that would be held from floor to floor possibly next month.

Nouri, who happens to be an excellent chef has invited everyone to his open house on December 16<sup>th</sup>.

Marna thanked Sally and Melissa for putting the newsletter together.

Marna said that the Board is attempting to get all of the leases for the units that are being rented out. We would like to incorporate an acknowledgment and understanding of Kirkland Central's Rules and Regulations in the event of a transfer of ownership or change of tenants.

Ritchie pointed out that under the law the real estate agent has the responsibility of passing along this information. Melissa pointed out that in a transfer of ownership, the resale certificate is provided to the new owner along with the CC&Rs of the HOA. As far as tenants are concerned, it is understood that the tenants are also made aware of these rules and regulations and they can be held responsible for any violations.

Marna received a letter from a relatively new unit owner asking to be reimbursed for the expenses he incurred for locking himself out of his unit. Marna pointed out that Kirkland Central is not an apartment complex and that we are each responsible for our own units and the costs relative thereto.

**Secretary's Report:**

The minutes of the November 21st, 2006 meeting were distributed to all board members before the meeting. With the exception of the misspelling of Andrew Person's last name and the lack of a motion to approve the Treasurer's Report, there were no further corrections or additions. A motion was made by Stan Hill to accept the minutes. The motion was seconded by Larry Hoyt and approved unanimously.

**Treasurer's Report:**

The Treasurer's Report for the month ending November 2006 was distributed to the Board Members. Ritchie Tryon reported that as of November 30<sup>th</sup>, 2006, Cash was \$72,968. Receivables were \$8,807. Total assets were \$81,775. Operating liabilities were \$12,317, prepaid assessments were \$6,312. Total liabilities were \$18,628. For the month, the Association had \$63,147 in cash. Total accrued costs for November were \$22,141. Accrued costs for the year were \$152,904.

We transferred \$16,000 into the Insurance Reserve out of the Operating Budget. \$5,000 was transferred into the General Reserve. Leah said the Earthquake Insurance has been paid in full. We are paying monthly for Property Liability Insurance. Funds are being transferred from the Operating Budget into the Insurance Reserve so that we would have the money when these come due in May 2007.

Regarding Delinquent Accounts, 98 are current, 6 are 1 month past due, 2 are 2 months past due and 3 are 3 or more months past due. 3 are still under Developer's Expense. The amount comes to \$6,526.58. The difference between this amount and the amount on the financial reports is due to the financial reports include even partial amounts owing. The Delinquent Assessment report only has entire months owing.

Sally spoke with the unit owner that has not paid HOA dues to-date. We now have her current address. The unit owner is selling her unit. The Board wants to make sure that her delinquencies do not slip thru the cracks.

There being no further questions, Stan Hill made a motion to approve both this month's and last month's Treasurer's Reports. Andrew Person seconded the motion. Motion was unanimously approved.

**Community Association Manager's Report:**

- The air-conditioning policy will wait until the Spring.
- Leah attached the leases on file and she did talk to Unit 205 who will get us a copy of the lease to her unit.

On the hard surface flooring, a request was sent to Terry Leahy per the November 21st the hard surface flooring policy incorporating the form to be completed or signed by the unit owner below.

Mr. Leahy was hoping to have the policy for the Board by the meeting unfortunately his mother passed away but he will be getting that to us shortly. Mr. Leahy also received a recommendation for an acoustical engineer who would provide the answers regarding acoustical design which it is believed that Mr. Leahy will incorporate into the form.

- During the November 21<sup>st</sup> meeting, the Board decided to adopt an On-Site Key Policy however it was not determined whether emergency key services would be provided to the unit owners and that an additional charge would be assessed to that unit owner. Leah provided a sample of a policy without the emergency services and another without.
- Leah attached 2 additional proposals for window washing. The chart in the Manager's Report shows what they will provide.
- Leah also included the garage cleaning proposals and brought the one from Davidson Macri.
- Leah attached the HVAC contract from Gasline Mechanical. A copy was provided at November's meeting for review. Total contract price is \$2,100 per year for 4 preventative maintenance visits. \$3,000 was budgeted for this expense. Leah brought the original for signing.

The current PSE gas bill was received from MK Properties which is the management commercial units. Leah contacted Lori Minnae with PSE to inform her that: (1) Leah was not able to receive any past billings from Cornell & Associates; (2) that Cornell was no longer the management company for the commercial units; and (3) that the address needed to be updated.

Lori Minnae will change the name on the account to Kirkland Central. Lori did provide Leah with the invoices for the past 3 months. The unit owners will need to reimburse the commercial units for the gas expenses paid to-date.

- Leah sent a letter to Unit 406 regarding the exterior appearance particularly the change in the unit door hardware. She has not received any response neither has the door hardware been changed.
- Leah received the invoice from Stephen's Electric for the repair to the electrical PVC pipe for Commercial Unit 2. This invoice was assessed to the Commercial Unit. The invoices and notice was sent to Lisa Healy for payment.
- Leah still has not received Pioneer Door's invoice. This needs to be assessed to the unit owner. The unit owner is eager to pay it.
- Proposals for a transition audit (8/1/06 to 12/31/06) has been requested from Andrew McAlister and Stanford Munko. Costs for an audit usually range from \$1,500 to \$2,000 with additional costs for extra time. The audit was budgeted at \$2,000 in the Annual Budget.
- Elevator Contract. The standard contracts for elevator service are 5, 7 or 10 years. Thyssen Krupp's account representative, Dirk Curtis, can meet with the Board to discuss other options and also the benefits of a 5-year contract. They are willing to work with the Board if we want yearly contracts.
- Leah also wrote up, but did not include in the Manager's Report, about Budget Committee, Social Committee and Maintenance Committee Guidelines.

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

- Both elevators were down on Saturday, the 9<sup>th</sup>. One is still under repair – the motor burned out. Sally insisted on getting a brand new motor instead of a rebuilt one to replace this one. Sally spoke to Mark who said they should have one overnighted from the east. Hopefully we will have the elevator operating by tomorrow afternoon if not it could be the next day. This is one of the issues to be addressed during the walk thru tomorrow and we are certainly not signing off on this issue nor signing any contracts. We are not paying any repair fees at this time.

Marna was told by Continental that we only had a 90-day guarantee on these elevators which is unacceptable.

Leah reminded us that during the initial walk-thru Rosemary of Continental told us that we had a 1-year warranty on the elevators. Neither Sally nor the Board ever received anything in writing to this effect.

- The front door wouldn't open yesterday. The repairman came out and the door was working fine. The door was stuck again today. The repair people are coming out tomorrow to adjust it.

Sally now has a key to the door that leads from the garage to the commercial spaces. She can now lock open the door during business hours. Patrons to the commercial units can get to the garage from the hallway but not vice versa. Sally is talking to the manufacturer and is waiting for bids from two electrical companies to hard wire the push bar for the doors to stay open during the retail units' business hours.

- Chandeliers in the lobby still do not work correctly. It was determined there was a design flaw in the actual fixture. It is hoped that the chandeliers will be working correctly in a week or two.
- We finally hung a “No Skateboarding” sign at the front yesterday. The knobs still can’t be put on the benches until the temperature gets up to the 70’s.
- The City of Kirkland also provided garbage cans at the front and Waste Management will be collecting the trash from these cans on the same day they collect ours at no extra charge to Kirkland Central. The City pays for that.
- The Postmaster came last week and waived the 26” requirement which will allow us to put more parcel lockers in the mail room.
- Horizon will be installing a security camera at 9 am tomorrow. Ritchie will let him in to access the telephone room.
- Continental needs email addresses for warranty issues.
- Sally reported that there have been 4 sales / closings resulting in 4 move-ins in the next 6 days. There is only 1 developer unit left.

**Old Business:**

- Hard surface flooring policy. Bill Anspach of Units 525 and 526 spoke to SSA who is the acoustical engineer on record for Kirkland Central. Our floors were set up to HUD Grade 2 level guidelines. The 3 guidelines are defined as follows:
  - Grade 1 – Luxury condos
  - Grade 2 – Multi-family units
  - Grade 3 – Single family or lowest level

SSA will come in and do the tests for impact isolation. The noise transmission should at least be at the current level.

Bill asked SSA to put a proposal together along with the guidelines. Bill will turn these in to Sally.

Marna gave Bill a copy of the CWD-provided Hard Surface Flooring Policy for Bill to forward to SSA as a reference.

- Key Policy. The Board decided to adopt the policy that provided an additional charge to be assessed to the unit owner for emergency key services. There would be a \$10 charge if the service is provided between the hours of 9 am and 5 pm, Mondays thru Fridays. There would be a \$100 charge if the service is provided after 5 pm or during weekends and holidays. This fee will be assessed to the unit owner.

Andrew Person moved to adopt the above policy. The motion was seconded by Larry Hoyt and was unanimously approved.

- Window Washing. The Board agreed to wait until the Spring for this to be done. Estimates will be updated in March 2007.
- Common Area Carpet Cleaning. The issue of how to keep the light carpet clean will have to be addressed at another Board meeting.

Garage Cleaning. We need to have the garage cleaned on a regular basis in order to keep the dirt from the garage from coming into the building. The last bid from Davidson Macri was for \$270 per quarter for a sweep only. We need to make sure that these contractors were actually going to vacuum the dirt and not just blow it around. We are also missing the written bid from Bali. We will address this in the January 2007 meeting but would like to get the cleaning done on a quarterly basis.

Larry Hoyt moved to schedule the garage cleaning pending approval of the winning bid.

This motion was seconded by Andrew Person and unanimously approved.

- HVAC Contract. Stan Hill made a motion to approve a one-year contract with Gasline Mechanical. This was seconded by Ritchie Tryon and unanimously approved.
- PSE Gas Billings. Discussed during the Community Manager's Report.
- Kirkland Downtown Association Membership. Marna spoke to Kelly regarding the dues. Dues are \$200 per year.

Larry Hoyt made a motion for Kirkland Central to join the Kirkland Downtown Association in January 2007. This was seconded by Melissa Lising and unanimously approved.

- Contribution in the Memory of Ron Reed. Melissa Lising moved to make a \$100 contribution to St. John's Episcopal Church in the memory of Ron Reed. This was seconded by Larry Hoyt and unanimously approved.
- Annual Meeting Date. Stan Hill made the motion to hold the annual meeting on the 3<sup>rd</sup> Tuesday in March 2007 in lieu of the monthly Board meeting. This motion was seconded by Larry Hoyt and unanimously approved.
- Other New Business. Melissa de Leon of Unit 205 requested that the move-in fee be reduced. Sally found out that she moved in her second tenant without letting anyone know. The Board did not agree to reduce the move-in fee.

**New Business:**

- Exercise Equipment Preventative Maintenance. Leah contacted two companies who were supposed to contact Sally for access to the exercise room in order to provide bids. The two companies are Excelsior and Mercury.

- Audit Proposals. We only have 1 proposal from Andrew McAlister. Leah knows of three good condo auditors. Melissa will contact Hellam Varon for a bid.  
Ritchie pointed out that we will need a reserve study at a later point especially after the first year. Our reserves are marginal. Marna said that we need a budget for this study.
- Elevator Contract. This item is on hold for now due to the major problems we have with the elevators. Continental's warranty with them has ended. We have not been billed since then for subsequent repairs. The Board will not sign off on the elevators on tomorrow's walk-thru. We will continue to work with Continental until these problems are resolved.
- Donation to St. John's for Room Use. Larry Hoyt made a motion to donate \$200 to St. John's Episcopal Church for Kirkland Central's room use for 2006. This was seconded by Ritchie Tryon and unanimously approved.
- Christmas Tree Pick-up Schedule. Sally will check on these by next week.

**Other matters:**

- Joan thanked Sally for a wonderful holiday party.
- Joan reported that Sharon Stevenson of Unit 201 can hear everything going on above her. Marna suggested she talk to Continental and see if this is a building oversight. It was also suggested that she talk to the people above her.
- Marna thanked everyone and wished everyone Happy Holidays.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 7:21 pm.

MELISSA LISING, Secretary

MARNA HANNEMAN, President

Date:

Date: