

**MINUTES  
KIRKLAND CENTRAL OWNERS ASSOCIATION  
BOARD MEETING  
February 27th, 2007**

**Date and Time:** Pursuant to Article 3 Section 3.7 of the Kirkland Central Association, a regular meeting of the Board was held on February 27th, 2007, 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

Andrew Person – Member-At-Large

Larry Hoyt – Member-At-Large

Joan Hensley – Member-At-Large

Sally Barkley – Facility Manager

**Suhrco Residential Properties, LLC:** Jean Norberg

**Homeowners' Forum:**

Jim Balkman of Unit 319 reported that his storage and parking spaces were sold. He wanted to know what the Board needed from him in order to make everything official. Jean of Suhrco said that Jim's attorney would draft something for the Board to approve then his attorney would file it. The Board will have John Coe look at the document and ask for his findings. The Board will support the sale.

Nancy Guthrie of Unit 308 was of the opinion that hard copies of the minutes must be provided to everyone. Jean clarified that these only needed to be made available. Copies of the minutes could be obtained from the Secretary of the Board or the Property Management Company. Nancy also thought that a roster of each unit owner and their phone number should be put into a pamphlet. Minutes were posted on the KC website when CWD was managing the building. Jean pointed out that this information cannot be given out without the unit owner's permission.

At the very least the Board members' information should be available. It was pointed out that Sally had that information. Sally mentioned that she had almost everybody's email addresses and would ask if unit owners wanted their information published in a booklet.

Nancy asked if written notices were going to be sent out regarding the annual meeting. Suhrco will be sending these out. Because she does not have a computer Nancy wants to have the minutes and notices mailed to her.

Avril Pattenaude of Unit 327, chair for the rules and regulations committee, wants to meet with 2 or 3 Board members to find out how detailed we want these to be.

Avril also reported that her smoke alarm goes off intermittently. Sally recommended checking the battery and if that fails to call Continental. Sally says that this should still be under warranty.

Jim Balkman strongly suggested that calls to be Board be fielded by the Property Manager. From a legal standpoint an opinion from a Board members could be misconstrued as a Board position and open to misuse.

Laura Genova is the new resident of Unit 315. She wanted to know who each of the Board members were.

Carol Dore of Unit 204 wanted to remind the Board about the door hinges.

**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 5:51 pm.

**President's Report:**

The Board interviewed 2 attorneys last week and 1 last night. The Board chose the Coe Law Group. John Coe seems to fit our needs for where we are at. He also represents the commercial units. Both principals will sign a waiver that in case of a conflict John Coe will excuse himself and we will each have to retain separate counsel.

Marna announced that on March 17<sup>th</sup>, St. Patrick's Day the Wild Rover restaurant is having a brunch in association with the Downtown Kirkland Association. It will be held from 10 am to 2 pm. The cost is \$20 per ticket with the Downtown Association receiving \$15 for each ticket sold. The commercial property manager is asking who is responsible for cleaning the area in front of the commercial units. The declarations are not clear. According to the CC&R's, schedule C covers the parking areas. The walkway areas are not specified. One of the things John Coe recommended as the first order of business was to tighten up the declarations so that responsibilities are made clear.

**Secretary's Report:**

The minutes of the January 23rd, 2007 meeting were distributed to all board members. No corrections were sent in.

The minutes of the February 20<sup>th</sup> Executive Session were also handed out with one correction. The revised minutes were sent out. There were no further corrections or additions. A motion was made by Andrew Person to accept the minutes. The motion was seconded by Larry Hoyt and approved unanimously.

### **Treasurer's Report:**

Ritchie Tryon requested for copies of the bank statements from Key Bank.

Prior Management Cash (not yet received) is \$62,001.59. Operating Funds is \$13,199.65. Petty Cash is \$500. Operating Reserves is \$25,197.15. Insurance Reserves is \$20,527.81.

The Reserves in Transit is \$9,088. Jean explained that this is the reserve check that has been cut out of our operating account but not yet received into our maintenance reserve account or it is allocated money in the operating account that has not been cut yet. Ritchie said that this was the amount that he reported as "missing" in last month's report almost to the dollar. Jean also mentioned that it is the January contribution to the maintenance reserve and the insurance reserve.

Ritchie will give the Board a more complete report within 48 hours. Jean turned in a delinquency report to Ritchie. CWD was going to close out the operating accounts by last Friday but Suhrco still does not have a check. Suhrco is still showing prior management funds in our report.

A motion was made by Andrew Person to accept the Treasurer's abbreviated report. The motion was seconded by Larry Hoyt and approved unanimously.

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

- Garage cleaning is tentatively scheduled for the first week in March. Marna and Sally thought that it may be a good idea to wait until after the March 20<sup>th</sup> meeting so that this can be announced to majority of the unit owners and everyone will have advance notice to move their cars. Sally will check with St. John's to see if we can use their lot that day.

- Touch up painting is scheduled for next week.
- 44 security camera surveys were received. Sally will compile the results at the end of this week.
- We need to have a “No Parking” sign painted in the garage for resident Alan Aho. He is the only resident who has a parking space in the commercial section and he keeps coming home to an occupied stall.

Ritchie asked if Alan’s space can be re-assigned. Jean said that this was a question for John Coe. Jean will inquire about re-allocating one of the disabled parking spaces inside the garage.

- Sally received a letter from Lisa Healy regarding the de-icing protocol for the front of the building which she has forwarded to Marna.
- The 5<sup>th</sup> floor hallways were freezing while it was warm on the other floors. HVAC contractors said that someone on the 4<sup>th</sup> floor had shut off all the vents which caused the problem. These vents cannot be closed or they will overwork the furnace and take years off the life of the furnace.
- Sally wanted to thank Alan Aho for taking our broken red dolly and having it welded.
- Andy Loos from SRM Development wants permission to use our driveway for 1 day next week for PSE to crane in their electrical vault. They will have to remove our hedge for the day and will replace it when finished. In exchange they will build us a 4-ft wide sidewalk for access to our garage exit doors.
- WaMu is planning an evening in March for our residents where they will stay open late and some special activities. The date has yet to be determined.

- Studio B has expressed an interest in having a KC Yoga night. They would offer a free class for whoever is interested and thought we might like to have wine and appetizers following the class.
- Terra Bite has also expressed interest in hosting an event.
- Sally is planning to change her office hours after the annual meeting in March. She will announce her new hours at that meeting. She plans to come in later on Tuesdays and Thursdays and leave later as well. This will give her a chance to connect with residents who come home after 5 pm.
- Sally needs to have residents give her as much advance notice as possible for deliveries and cleaning personnel.

#### **Property Manager's Report**

- Jean met with Avril regarding the rules and regulations. She recommends less is more and to make sure that everything that is decided upon is uniformly enforceable, fair, needed and reasonable.  
  
Avril asked about the deductible being part of the HOA dues. Article 23.2 of the Declarations states that the homeowner is responsible for the deductible. Deductible is \$5,000.
- Draft committee charters for Board review. Each committee needs to meet, put together a mission statement, decide on when and how often to meet. Jean needs input from the Board on the roles of these committees.
- Bid requests for garage cleaning. Innovac's bid was declined. Bid from Relikor is pending.

Bid from Davidson & Macri was received. It came to \$67.50 per hour with a 2-hour minimum.

- Jean followed up with the garage door company regarding generator for doors / lighting and battery for back up lighting. The additional generator will need to be contracted to another source. A separate action item was established for the generator.
- Jean is working with the Board to draft a Board Charter – Mission statement.
- Contacted Mike Ringer at ISTA for copy of the contract and information for management change. Jean did speak to Donna. Donna will initiate billing for the next billing cycle. ISTA was only billing for gas for the fireplaces and not for heat. Under a separate cover they will send out the billing from the commencement of the heating amounts.

The ISTA contract is a 12-month contract with a provision for a 2% increase every 12 months. The provision that the contract was renewable every 30 days after completion of the initial term was crossed out. Contract can also be terminated for cause by breach of contract with a 90-day written notice and failure to improve. She suggests having John Coe look at the contract to find out how to get out of it and look for another vendor.

Sally said that owners want tenants billed directly. Jean said that this can be done.

- Dissolution of the Developer LLC. Jean reported that “Kirkland Central LP” is actually a limited partnership and not an LLC. As of January 24<sup>th</sup> the partnership is still active. We only have 2 years from the dissolution of the limited partnership within which to file suit against the developer.
- Home Depot account set up. Marna, Stan and Sally are signers. Account number was given to Sally.

- Hard Surface Flooring Approval Process. John Coe took the information that Terry Leahy had written up. He split the documents into 2. First are “step by step” instruction rules for hardwood flooring issues. The second is a Board policy guideline to be used when reviewing applications.
- Updated management report routing slip to indicate that monthly financials go to the Board via email. President and Treasurer to have month to date general ledgers each month. Marna asked that Sally be included in the routing.
- Investigate the cost of a back up generator. Jean sent an email request to Jeff for info. Bid request was forwarded to Paul Hughes at Pacific Detroit Diesel on the 20th. Still waiting for response.
- Rental cap. Jean wants to resolve the 90% and 67% conflict in the Declaration first.
- Collection resolution. Board did not receive the resolution. Jean will re-send this for Board to review.
- Separation drain / sewage backup. Per Sally plumbing was repaired but cleaning was not done. Line was plumbed backwards. Another company needed that has a long enough hose. Project just needs sanitizing. Jean recommends either Superior Cleaning or Servicemaster since both do haz-mat cleanup.
- Move-in fee. The issue with Unit 203 was resolved. Unit owner was correct in paying the \$100 fee instead of the \$300 since her tenant moved in on 10/23/06 and the Board did not approve the new move-in fee until 10/24/06.
- Violation fine letter was sent to the owner of Unit 406 regarding non-conforming door hardware. Jean will send another letter with an escalated fine.

- Bid requests were sent for elevator maintenance contracts. Received proposals from Thyssen Krupp, Virtual Transportation and Sterling Elevator. Our existing warranty will continue even if we go with another vendor for regular maintenance.
- Andrew McAlister was engaged to prepare our tax return which needs to be filed by March. The transition audit will take about 4 to 6 months.
- Notice of the annual meeting which will be held on March 20<sup>th</sup> and asking for nominations for board positions needs to be sent out at least 10 days in advance. The Board wants it done earlier. Notices will be sent via email and the newsletter by Friday.

**Old Business:**

- Maintenance Schedule. Andrew will have this to Sally tomorrow.
- Mailbox Cubbyhole Update. Stan reported that we will have 4 parcel boxes that are keyed. These boxes will take up 2 slots and costs \$500. We can have do the same for the other 2 slots. If it is easy enough to install then we can convert the other side with 4 more parcel boxes. It takes about a month to get these parcel boxes in.
- Rental Cap Status. Larry referred to Jean's suggestion of asking Gary Ackermann his intent when he wrote up the conflicting percentages in the condo Declarations.
- Floor Watch. Joan needs ideas on how to get the other floors involved. Jean will get an updated roster to the Board. We can send a friendly email to try to improve homeowner interaction and to try to develop a greater sense of community. It was suggested to hold a barbeque social in the spring when the weather gets better.
- Hard Surface Policy. The Board's next step is to review the documents sent by John Coe and to give him feedback / input. Stan is to be our point of contact with John Coe.

- Garage Floor Clean Up. Stan Hill proposed a motion to allow Jean to proceed with the garage floor clean up so long as it does not exceed \$500. This was seconded by Larry Hoyt and unanimously approved.
- Kirkland Fire Department. Ritchie reported that they have nothing to do with Kirkland Central. Jean said that they would inspect annually to ensure that we are up to code. Ritchie recommended that someone do fire alarm and sprinkler inspections. Jean and Sally said that the monitoring company would contact them when it was time to do the inspections. This should be on our maintenance list.
- The Board gave Marna authorization to approve Andrew's request for approval of the loan document he submitted.
- Jean will notify Marion Morgenstern and Terry Leahy of the Board's decision to retain John Coe and thank them for their time.

**New Business:**

- Door Hinges. Carol Dore of Unit 204 asked Stan to help her adjust her door hinges to prevent them from slamming. It was determined that this was not Continental's responsibility as it could be attributed to ordinary wear and tear.
- Newsletter. We need to get one out soon. Sally is working on this.

**Adjourn:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 7:32 pm.

MELISSA LISING, Secretary

MARNA HANNEMAN, President

Date:

Date: