

**MERCER PARK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 25, 2012**

MERCER PARK BOARD MEMBERS PRESENT:

Alan Zander	President	Wendy Shol	Member at Large
Walt Casto	Vice President	Curtis Johnson	Member at Large
Ole Bore	Treasurer		

Association Members Present:

#14-107/Nelson

Call to Order: Allan Zander called the meeting to order at 6:05 p.m.

Open Forum/Community Discussion:

Mr. Nelson attended the meeting to discuss numerous parking violations and fines assigned to the unit homeowner ledger. Discussion provided an explanation behind the adoption, implementation and enforcement of parking permit procedures and House Rules regarding on-site parking. Mr. Nelson purchased a replacement parking permit which will be provided to the unit resident. Mr. Nelson also requested the fines assigned to the unit be removed as he, the unit owner, has no control over the resident. The Board explained the Association governing documents do assign responsibility for tenant non-compliance with Association governing documents, rules and regulations to the unit owner. The Board informed the homeowner a review/discuss of his request to remove/reduce fines assigned to the unit would be take place during the executive session of the meeting and he would receive written notification of the Board's decision.

Minutes of Last Meeting:

Minutes from the July 24, 2012 and August 28, 2012 meeting were presented for approval. A motion was made, seconded, and passed to accept both the July and August Board Meeting Minutes as submitted. Copies of the July and August Minutes will be posted in the clubhouse mailbox area for residents review.

Financial Report: August 30, 2012

Total Operating Income:	\$43,114.80	YTD \$374,303.66
Total Operating Expenses:	39,723.54	YTD 410,215.42(Utility Month+additional income)
<hr/> Net Operating Income	<hr/> 3,391.26	<hr/> YTD (\$35,911.76)
Insurance Reserves	\$ 21,168.58	
Cash in Checking & Sweeps	11,816.63	
Capital Reserve & CD	780,107.18	

Homeowner Delinquencies as of 8-31-12 = \$49,406.72

Property Manager Report on Active Homeowner Delinquencies:

There is one current account in collection with Association Attorney totaling \$5,334.99 including legal fees posted to the account. The Attorney is proceeding with foreclosure lawsuit on the unit.

There is one account 60 Days past due totaling \$726.00. Homeowner received notification account will be forwarded to Association Attorney for legal collection processing if the account is not paid in full by October 15, 2012.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney totaling \$41,990.73. Two of these accounts have been foreclosed on by the Association. One unit is currently being rented, month-to-month, and the other unit is being readied for rental by the HOA while awaiting the eventual lender foreclosure. These accounts are currently inactive but are regularly monitored by the Board, Management and Attorney for any/all potential collection opportunities.

All other delinquent accounts are less than 30 Days past due or consist of outstanding fines, legal fees or late fees.

Old Business:

- 1) Management reported patio/deck rail cap paint is scheduled to begin as soon as garage door trim and concrete bulk head painting has been completed. Patio/deck rail cap project will be accomplished prior to the onset of the rainy season.
- 2) Garage door trim re-touch up has been completed and Management is scheduling the final walk-through review of the project. Project invoice will be paid upon satisfactory final walk-through.
- 3) Board Member, Walt Casto, submitted information for replacement planters to be installed on both sides of the shed entry. The planters are made of polyethylene vinyl and have a 15 year limited warranty. The price for the planters is \$179.99 each including shipping. A motion was made, seconded and passed to order and install the planters.
- 4) Management report the Safety Team completed the Annual Sprinkler System Confidence Testing without any problems or equipment issues arising. This year's testing was completed efficiently and swiftly thanks to excellent homeowner assistance and the help of Board Member Walt Casto. Thank You to all!
- 5) Management reported the parking lot re-striping project was finally completed after much confusion and frustration. Scot's Sealcoat report on the 1st day of re-striping 15

vehicles were parked in the North and South ends of the complex where cones and caution tape were posted indicating No Parking. In order to not waste a day of work Scot's proceeded to re-strip any available parking space. This "miss-mash" of re-striping, while keeping the project progressing, added to the confusion of where/when the striping would occur. The project was completed, however, within the contracted time frame and price quote.

- 6) Management presented a more detailed scope of work description for the McLeod Construction concrete repair at one entry at building #5 and one entry at building #7. A motion was made, seconded and passed to accept the concrete repair proposal at building #7. Management was instructed to, again, request McLeod clarify their repair procedures at building #5.
- 7) The Board reviewed/discussed proposals submitted by Bartlett Tree and NW Superior Tree for fall tree trimming and removal needs. Both proposals were prepared after an on-site walk through of Mercer Park Property. A motion was made, seconded and passed to accept the NW Superior Tree bid. The decision was based on the NW Superior Tree bid being the lowest price quote (\$4,801.59), for comparable scope of work, and excellent work completed by NW Superior Tree on past Mercer Park projects. The work will be scheduled as soon as possible during the month of October.
- 8) Dennis Miller completed replacement of the clubhouse exercise room door frame. Dennis will begin removal of the rotted shed planters as soon as his schedule allows.
- 9) Edmonds Landscape has completed the four approved landscape improvement projects and requested satisfaction feedback from the Board. The Board is very pleased with entry way tree planting, triangle curb planter make-over at building #9 and the addition (where needed) of entry planter vinca. The Board requested Management contact Edmonds and request additional/alternate plant options for the clubhouse planters.

New Business:

- 1) Management reported the cleaning of the, HOA owned, unit in building #9 has been completed to satisfaction. Dennis Miller will remove the unit carpet and Management has requested bids for unit painting. The unit is being readied for renting, until such time as the lender forecloses on the unit.
- 2) The planned tiling of clubhouse entry areas, that are currently carpeted, has been placed on "hold" until projects currently in progress have been completed.
- 3) The discussed and established a Standard Operating Procedure to homeowner notification of work projects that require action on the part of homeowner's:
 - ✓ Notification of upcoming project mailed to homeowner(s) and tenant(s) 14 – 20 prior to project start date.

- ✓ Additional notification posted on unit doors 1 week prior to project. If there is no volunteer available to do the posting, the Board will hire someone to complete the posting.
 - ✓ 1 week prior to project start date = Notification/explanation posted at clubhouse mailbox area.
- 4) New Board Member, Curtis Johnson, presented a presentation discussing the establishment of a Mercer Park Website to enhance communication between the Board, Management and Homeowners. The site would be a content distribution portal and not a discussion forum. The initial design and setup, as well as the initial web hosting, would be donated by Curtis. A motion was made, seconded and passed to purchase the domain name, Mercer Park.org, and to pay Curtis \$1.00 per year to make him a Mercer Park contractor acting as the web master for the Homeowner's Association. Information will be provided to all Homeowner's upon completion of website set up.
 - 5) Double D Cleaning submitted a proposal for cleaning foreclosed unit #9-102. The Association was awarded temporary ownership at a foreclosure hearing and is currently preparing to rent this unit; while awaiting evidential lender foreclosure. The Board approved the unit cleaning portion of the proposal and declined the carpet cleaning portion of the proposal, as the carpet will need to be replaced in order for the unit to be rented. The Board requested Management obtain bids for unit carpet removal and bids to repair mold/leak in unit master bedroom.
 - 6) A discussion on how to proceed with two units that have continuing House Rule and/or Parking violations was held. It was decided to continue with violation letters and fines (as provided for, and outlined in the House Rules) being posted to the violating unit ledgers. Homeowners are provided the opportunity to appeal violations/fines to the Board of Directors. If appeals are not submitted and fines are not paid, the delinquent homeowner account will be forwarded to the Association Attorney for collection processing. All accrued legal fees are posted to the violating unit and the Mercer Park declaration allows for electrical power termination to a delinquent unit.
 - 7) The Board set the date for the 2013 Budget Committee Meeting. The meeting will be held on October 16, 2012 at 6p.m. in clubhouse. Notification of the meeting will be posted at the clubhouse mailbox area, inviting any interested homeowner to participate in the budget preparation process.

Adjournment: Board President, Allan Zander, adjourned the meeting at 8:17p.m.

Respectfully submitted by

Barbara Shepherd
Administrative Assistant
Property Concepts