

**Mercer Park
Board of Directors Meeting
September 24, 2013**

Mercer Park Board Members Present:

Walt Casto	President
Wendy Shol	Vice President
Curtis Johnson	Treasurer
Randy Morales	Member at Large

Call to Order: Property Manager Len Gonzales called the meeting to order at 6:15 p.m.

Minutes of Last Meeting: Minutes from the August 27, 2013 meeting were presented for approval. A motion was made, seconded and passed to approve the Minutes. A copy of the Minutes will be posted in the clubhouse mailbox area for residents review.

Financial Report:

Total Operating Income	\$42,079.12	YTD	\$377,331.37
Total Operating Expenses	\$34,790.18 utility mo.	YTD	222,674.11*(excludes transfer to & reserve exp.)
Reserve Expenses	\$15,886.73	YTD	67,298.80
Transfer to Reserves	\$10,756.00	YTD	64,536.00
Net Operating Income (loss)	\$ (19,353.79)	YTD	\$ 22,822.46
Insurance Reserves	\$ 6,455.11		
Cash in Checking & Sweeps	\$ 21,895.71		
Capital Reserve & CD	\$898,609.22		
Total Delinquencies 8/31/13	\$ 50,971.62		

Property Manager Report on Active Homeowner Delinquencies:

There is one account 60 days past due, totaling \$4,004.89. A payment plan is in place.

There are two accounts that are 30 days past due, totaling \$2,735.00. The outstanding amounts are due to maintenance charges and all homeowners have been notified.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling \$42,638.73. One of these accounts has been foreclosed on by the Association and is being rented month-to-month while awaiting eventual lender foreclosure. All collection 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. The Board reviewed the Clubhouse window/repair and tinting. Sunrise Glass is scheduled to fix/replace two broken windows. Once the new windows have been installed, Pro-Tection will finish tinting the remaining windows.
2. The parking stall numbering project is on hold and will be completed as soon as weather conditions are right.
3. Dry Rot Repair Project Phase 1 has been completed by Sam Warner Construction. Building 13 is awaiting full stairway repair. Steadfast will complete the stairway repair as they are still working on other projects at the property. The stairs are safe to use until they receive repairs.
4. Dry Rot Repair Project Phase 2 is underway by Steadfast Construction. They are completing work on the lower level decks. The estimated time of completion is mid October.
5. Steadfast Construction is working on mid-entry resurfacing. The trial entryways at Building 4 are estimated to be completed by Thursday, September 26; however, project progress is dependent on weather conditions.
6. Management gave the Board an update on water damage repair in #5-103/Keene. The Association paid ServePro less \$10,000.00 that is the responsibility of the homeowner (Declaration Amendment IV). Tersuli will complete repairs in accordance with CAU's estimate. Management did a walkthrough with Tersuli and will inspect drywall installation later this week. The Board is anticipating an increase in the Association insurance deductible due to this claim.
7. Brink Management was accepted as the rental manager of #15-101. Brink found a tenant for the unit; they are scheduled to move in by the end of September. The unit needs a garage door opener, which Management is having installed.
8. Superior Cleaning is scheduled to complete a limited building clean on October 8, 2013. Management sent a notice to all homeowners.
9. Dryer vent cleaning is scheduled for October 21, 2013. Management sent a notice to all homeowners. All vents will be accessed from the outside of the building. Homeowners can request their dryer vents be cleaned from the inside as well.
10. The Board discussed placing a second bulletin board in the Clubhouse for homeowner use. Management will look for a bulletin board to complement the one already in the Clubhouse.
11. Management will check with Bulger to see if they have completed the installation of new knobs at the Clubhouse.

12. A bench will be placed in the old mailbox space in front of the Clubhouse in the Spring.
13. The Board discussed various landscaping topics. The landscapers have ordered bark to match the type currently behind the buildings. The Board requested Management contact the landscapers regarding fallen-leaf pick-up. It is believed the landscapers have been blowing leaves into piles and leaving them. Gravel has been ordered to build-up the pathway by Building #10.

New Business:

1. The Board discussed Association Rules pertaining to pets. The Association Attorney was consulted prior to the meeting and verified that the Association can require proof of weight for dogs. The Board discussed rules regarding pets as well as possible revisions to the rules in the future. Management will check with the Association Attorney regarding pet restrictions as allowed by Washington state law.
2. The Board inquired of Management how new tenant/new pet information forms are gathered. Management outlined the steps for obtaining this information. The Board further inquired how compliance with submission of the required forms/information can be encouraged amongst homeowners. Management responds to continued non-compliance/non-response to violations with follow-up letters and fines in keeping with the Association fine schedule.
3. The Board discussed scheduling of the 2013 Budget Meeting to address the upcoming year's budget, as well as scheduling of the November Board of Directors Meeting. The Budget meeting will be scheduled for early November and homeowners will be notified of the date and time.
4. The Board discussed various winterization concerns including gutter cleaning, irrigation and water fountain shut-down, and bib cap installation. Management will work on scheduling all necessary items.

Executive Session:

The Board discussed a payment plan for an overdue account. There is a lien against the amount. The payment plan will remain in place contingent on continued payments.

Adjournment: Meeting adjourned at 7:30 p.m.

Respectively submitted by

Shiree Teixeira
Administrative Assistant
Property Concepts, Inc.