

**Mercer Park  
Board of Directors Meeting  
February 25, 2014**

**Mercer Park Board Members Present:**

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

**Association Members Present:**

#2-102/Ben (Mandy) Dorey

**Call to Order:** Property Manager Len Gonzales called the meeting to order at 6:09 p.m.

**Community Discussion:**

#2-102/Dorey attended meeting to discuss inspection for the sale of their unit. A recent inspection turned up possible mold in the unit attic. Management has scheduled an inspection of the attic, at which time—if mold is present—it will be determined what the source is and who is responsible for remediation. Pertinent items will be addressed by an inspector on behalf of the Association. Motion was made to draw up a letter guaranteeing the mold issue will be addressed by the Board. Management will draft and send.

**Minutes of Last Meeting:** Minutes from the January 28, 2014 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	\$64,790.61	YTD	\$ 64,790.61
Total Operating Expenses	\$22,315.76 non utility mo.	YTD	7,807.53*(excludes transfer to & reserve exp.)
Reserve Expenses	\$ 5,421.16	YTD	5,421.16
<u>Transfer to Reserves</u>	<u>\$ 13,850.00</u>	<u>YTD</u>	<u>13,850.00</u>
Net Operating Income (loss)	\$ 23,203.69	YTD	\$ 23,203.69

Insurance Reserves	\$ 6,459.42
Cash in Checking & Sweeps	\$ 26,621.78
Capital Reserve & CD	\$886,354.72

Total Delinquencies 01/31/14 \$ 50,666.65

**Property Manager Report on Active Homeowner Delinquencies:**

There are two delinquent accounts in collection with the Association Attorney, totaling \$3,761.89. One account is following a payment plan. The second accounts balance consists only of legal fees.

There are two accounts 60 days past due, totaling \$1,388.00. The homeowner has been contacted to request payment.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling \$38,514.23. One of these accounts has been foreclosed on by the Association and is being rented by the Association, 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. Steadfast Construction completed stair stringer replacement at Building 13, save for painting. Pre-primed materials were used; the stringers will be painted as soon as the weather warms up. A question was raised regarding #4-203 – railing repairs appear to have been left uncompleted. The Board requested Management have the contractor who completed the work check all the units in building 4 for completion. The Board requested that nail heads left visible following recent repairs be painting over when stair stringer painting takes place in the spring.
2. Interlake Window Cleaning completed follow-up gutter clearing.
3. The Board reviewed landscape improvement bids. Superior NW proposal for trimming/pruning was accepted. Edmonds Landscaping submitted a proposal for entryway landscaping. The Board requested several revisions following a review of the bid. Further bids will be reviewed by the Board at a later meeting.
4. Pipeline Plumbing completed interior line draining in Buildings 1, 2 and 3. The project went smoothly and was completed within a day. Several units were found to have significant clogging.

**New Business:**

1. Management for #15-101 called regarding a neighboring unit – this neighbor was the main reason tenants are moving out. There is little that can be done at this time. This issue is ongoing and will be monitored/documented going forward.
2. Inspection report regarding sale of #2-102/Dorey was presented for the Board's review. Management will contact the homeowners agent regarding this issue – see community discussion.
3. The Board did a walkthrough of the property to look at the condition of the asphalt. There are several small holes that require minor repairs. Several center drains require attention.
4. Several curbs/curb stops are askew or damaged. Management will have someone out to review the curbs and provide a bid for repairs. Many of the curbs also require moss removal.
5. The Board wants to have all the buildings pressure washed prior to the trim being painted in the Spring. The Board requested concrete patios be pressure washed along with the buildings.

Entryway resurfacing: Steadfast has offered a discount for scheduling the entire project – including painting – as opposed to breaking up work into phases. The Board discussed the pros and cons of doing the work all at once or phasing it out. A decision will be made at a later meeting.

6. Discussion of Board position openings and terms – The Board terms are intended to be staggered per the Bylaws Section 3.2. The Board reviewed the history of Board elections in order to determine which Board Members’ terms are up for reelection. Motion made to proceed with the Annual election of the Board as follows, seconded and passed:
  - Wendy and Walt up for reelection for 3-year term
  - One position up for election for duration of term (one year).
7. Pete Paulsen invoice for dumpster clean out – payment responsibility – Motion to pay invoice, seconded and passed.
8. The Board discussed management of Association funds. Management suggested seeking a financial consult regarding HOA asset management. The Board will contact the bank for more information regarding the Association accounts prior to the Annual Meeting.
9. Annual Meeting is scheduled for March 25, 2014 at 7 p.m. (6:30 sign-in). The Board discussed options for encouraging homeowner participation in the meeting. A quorum of homeowners is required for any Association business to be conducted.
10. Edmonds Landscaping contacted Management regarding drainage behind Building 2 – the landscapers wished to confirm that lava rock would be laid down, rather than gravel. The Board confirmed that they would prefer to have lava rock for esthetics and functionality. Prior to the lava rock being installed any remaining pavers behind Building 2 need to be removed, the slope/landscape needs to be reviewed for drainage issues, and drainage issues need to be addressed. The Board agreed to hire someone to dispose of the pavers. The homeowners who have pavers behind their units will be contacted regarding their removal. Steadfast Construction will be contacted to inspect support beams—that support the upstairs patios—behind Building 2.
11. #3-202/Kurtak reported a floor creak in his bathroom and wondered if the Board/Management is aware of any issues with the floors. They are not. The homeowner is welcome to seek out a licensed professional to address the issue. Management will inform the homeowner.

**Executive Session:**

**Adjournment:** Meeting adjourned at 8:14 p.m.

Respectively submitted by

Shiree Teixeira  
Administrative Assistant  
Property Concepts, Inc.