

**Mercer Park  
Board of Directors Meeting  
January 28, 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  
#01-201/Louis Yanez

**Call to Order:** Property Manager Len Gonzales called the meeting to order at 6:19 p.m.

**Community Discussion:**

#01-201/Yanez attended the meeting to request permission to rent their unit. Management informed them that while they don't need permission to rent their unit, tenant screening is required. The Board reviewed pet rules and move-in/out fees with the homeowner. Management will forward an Owner/Resident information form for #01-201/Yanez to submit with their lease.

#2-102/Dorey attended the meeting to discuss the patio space behind the unit and the requirement that the patio be brought to uniform condition before the sale of the unit. The Board explained why the requirement is the responsibility of the current owner, despite installation by a previous owner. The homeowners feel they shouldn't be held responsible for something that hasn't been addressed for a long time. Responsibility for particular portions of repairs and renovations haven't been settled at this time. Architectural uniformity is a concern throughout the property and efforts to enforce it evenly are ongoing. The first step in this situation is to remove pavers installed in the patio area behind the unit. The homeowners agreed to remove the pavers.

**Minutes of Last Meeting:** Minutes from the November 19, 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	\$43,001.30	YTD	\$602,535.03
Total Operating Expenses	\$51,426.37 utility mo.	YTD	292,719.99*(excludes transfer to & reserve exp.)
Reserve Expenses	\$ 1,605.87	YTD	148,263.51
Transfer to Reserves	\$ 0.00	YTD	86,048.00
Net Operating Income (loss)	\$(10,030.94)	YTD	\$ 75,503.54
Insurance Reserves	\$ 6,459.42		
Cash in Checking & Sweeps	\$ 4,369.09		

Capital Reserve & CD                    \$871,861.87

Total Delinquencies 12/31/13   \$ 54,314.55

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

There are two delinquent accounts in collection with the Association Attorney, totaling \$5,084.89. One account is following a payment plan. The other is in the process of being sold and payment is expected to be received.

There is one account 60 days past due, totaling 635.00. The homeowner has been contacted to request payment.

There are 28 accounts that have outstanding balances, consisting of repair charges (due February 1, 2014) fines, legal fees or late fees.

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.

**Old Business:**

- 1) Management presented an update on damage repair and assignment of uninsured amount to unit #5-103/Keene. The account was paid in full, less \$39.90 that was not included in the outstanding balance given to the homeowner. Management has received notification of Trustee Sale of the unit. Motion made to write off nominal outstanding balance, seconded and approved.
- 2) Follow-up gutter cleaning and moss control application was completed January 8, 2014.
- 3) Management updated the Board on Building 3 and #5-303 garage repairs. All repairs have been completed and homeowners have reported they are happy with the work.
- 4) Sidewalk, curb, parking lot pressure washing was completed January 24, 2013. Pressure washers found three more dumpsters than were bid; Management approved washing of the additional spaces. Management will review the work against the scope of work. The Board requested further mossy areas be addressed in the Spring.
- 5) Steadfast Construction will begin stair-stringer replacement next week. This work was previously approved by the Board; however, weather conditions delayed commencement of the project. Management will notify homeowners of start dates as the work is scheduled.
- 6) The Board reviewed a bid from Steadfast Construction for #6-101 closet moisture damage. A revised bid was requested to exclude window repairs; the responsibility for window repair/replacement falls to homeowners.

**New Business:**

- 1) The Board reviewed a list of maintenance repairs that were performed using reserve funds to determine whether they were in-fact reserve expenses (non-reserve expenses are the responsibility of the Association to refund from operating funds). RCW64.38.075 was referenced in discussion of the potential need to refund reserve withdrawals. The following repairs were considered to be non-reserve expenses and must be paid back into the reserve account by the Association within 2 years of the withdrawal of funds:

- a. \$2,995.76 Sewer Backup Mitigation (1-800 Water Damage)
- b. \$6,848.00 Exterior sewer clean out (Pipeline)

Total: \$9,843.76

Motion made to repay the amount over 4 quarterly payments of \$2,460.94 seconded and passed.

- 2) The Board reviewed a bid from Pipeline Plumbing for Interior Line Cleaning. The bottom units of each building will be snaked starting with Buildings 1, 2 and 3. Potential start dates were discussed: February 18, 19 and 20 were proposed dates for the 2 day project. Unit access into the ground-floor units is required. The Board discussed key boxes for homeowners' use and how to make arrangements with homeowners wishing to utilize this option. Management will contact homeowners regarding when and how to make their units available for this project.
- 3) The Board reviewed a bid from Steadfast in the amount of \$81,648.00 for entryway recoating (removal of felt and installation of water-proof surface). This project qualifies as a reserve expense and will be paid from reserve accounts. The Board and Management discussed doing the project in phases or all at once. The Board hopes to have the project scheduled early in the warmer seasons.
- 4) The Board discussed low maintenance options for optimal distribution of Association funds amongst reserve accounts. The current account is setup in such a way that maintenance of an insurable balance is cumbersome. Management will present manageable and transferable options to the Board in the near future.
- 5) #15-101/HOA tenants gave move-out notice. Brinks signed a new tenant. The new tenants will move in February 2014.
- 6) The Board requested Management get pressure washing bids for siding and for bumpers. The painting of curbs will also be solicited this year. The Board wishes to have these projects scheduled and completed early in the warmer seasons.
- 7) The Board requested Management see if the cleaners could clean the metal window frames in the Clubhouse.
- 8) The Board discussed the age limit for using the Clubhouse without adult supervision.
- 9) The Board requested Management look into the possibility of having someone who focuses specifically on planters update the planters outside the Clubhouse on a seasonal basis for the sake of a better value. The Board is not unhappy with the current landscapers, but wants to optimize the landscaping budget. A list of recommendations by the landscapers was discussed:

specifically the landscaping in the front/entry of the property. Options include bark dust in spaces that don't support plants. Members of the Board will meet with the landscapers to discuss issues and options with the landscapers.

- 10) The Board and Management discussed access to garages that contain Association property (i.e. Sprinkler Systems). In the event these fixtures are damaged, Board and Management need quick access to the space in order to address the issue. Options for access without inconveniencing homeowners were discussed. Management will contact locksmiths regarding options and ideas.

**Adjournment:** Meeting adjourned at 8:50 p.m.

Respectively submitted by

Shiree Teixeira  
Administrative Assistant  
Property Concepts, Inc.