

**Mercer Park
Board of Directors Meeting
April 20, 2015**

Mercer Park Board Members Present:

Randy Morales	Vice President
Catherine Chan	Secretary
Phillip Heil	Treasurer

Call to Order: 6:08 p.m.

Minutes of Last Meeting: Minutes from the March Board meeting were not available for review at the meeting. Approval of the Minutes will take place via email. A copy of the Minutes will be posted in the clubhouse mailbox area for residents review.

Community Discussion:

#11-101 attended the meeting to discuss a kitchen remodeling project proposal. The homeowner is requesting approval to run kitchen hood-fan vent to the outside of the building. The project would require cutting into the siding, creating a vent very similar to the dryer vents already in existence. The homeowner agreed to sign a hold harmless/maintenance agreement.

Financial Report:

Total Operating Income	\$53,267.43	YTD	\$152,783.00
Total Operating Expenses	\$35,861.05	YTD	105,596.05
Transfer to Reserves	\$ 0.00	YTD	2,460.94
Net Operating Income (loss)	\$ 4,558.81	YTD	\$ 27,319.63

Insurance Reserves	\$ 6,527.13
Cash in Checking & Sweeps	\$ 69,986.08
Capital Reserve & CD	\$826,328.77

Total Delinquencies 10/31/14 \$ 24,215.75

Property Manager Report on Active Homeowner Delinquencies:

There are four accounts 30 days past due, totaling \$1,131.00. The outstanding amounts are for repair charges, January dues increases and fines. The Board discussed fines for outstanding/unpaid fines.

There are two accounts 60 days past due, totaling \$699.00. Homeowners have been contacted regarding outstanding balances.

There are two delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling \$22,045.75. A settlement was reached on one unit and payment received per the agreement; motion, made, seconded and passed to write off the remaining balance. All collection accounts 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 an Edmonds Landscaping proposal for Spring/Summer plantings for the pots in front of the Clubhouse. The landscaping budget and goals were reviewed. The Edmonds landscape proposal for Clubhouse pots planting was accepted unanimously and signed by the Board. A second proposal from Edmonds Landscaping—for landscaping throughout the project and creating structural support for a concrete stair landing at Building 11—was reviewed by the Board.
 - ✓ The Board unanimously **approved** of the Building 11 stair project.
 - ✓ Clearing the area behind Building 14 and returning it to original condition – the Board asked Management ensure drainage was a part of the bid before this project could be approved.
 - ✓ Clearing brush and debris around Building 5 was proposed and will be reviewed by Board members.
 - ✓ Planting additional grasses north of Building 2 was **approved** by the Board.
 - ✓ Clearing/removing cut up and piled brambles between Building 11 and 12 will be reviewed at a later date.
 - ✓ The Board decided against replanting Vinca around the base of trees throughout the property. The Vinas typically requires some replanting every year due to lack of irrigation/watering.
2. Management is in contact with The Plumbing Joint regarding main drain line jetting in Buildings 12, 13, and 14 – the work will be scheduled within the next couple weeks and residents will be notified with access requirements.
3. Building #16 supply line leak repairs – insurance claims are pending.
4. New signature cards for UMPQUA & Foundation Banks – no action required.
5. 118th Ave SE traffic concerns – no update.
6. The first round of chimney inspections and dryer vent cleaning was completed on the 4th. A second visit was completed a week later. Any units not inspected during the scheduled visits are responsible for having an inspection completed and submitted to Management.
7. Swimming pool plan for buildings 13 and 14 – pending.
8. The Board is looking to review options on composite decks to replace wood. Management has contacted contractors; research on pricing and options is pending.
9. Moss removal was completed and the Board is pleased with the result.
10. The new Reserve Study draft was presented to the Board for review. Some changes will be required.
11. The Board reviewed bids for replacement of the #09-101 patio. The Board unanimously accepted a bid from Ruff Construction for replacement of the patio slab. Management will forward the approval and schedule the work.
12. 118th Ave stairway treads replacement ongoing.

13. All reports indicate rodent invasion has been abated.
14. Management and the Board are anticipating ants to be a prevalent issue this year.
15. Annual Meeting review.
16. Spring Newsletter is in progress.

New Business:

1. Unit #01-102 garage was damaged by a vehicle two years ago. The homeowner previously claimed there was no damage, and has now discovered a portion of the drywall inside the garage that was damaged. The Board is requesting the owner cut the drywall away to reveal if there is any structural damage to the garage, and will review further once more is known.
2. The Board reviewed options for removable window decals for parking stickers. The Board would like to see samples and ask manufacturers what the lifespan of the vinyl window clings is.
3. The next series of mid-level entry replacements will be scheduled for early May.
4. Management is in contact with QSA about cleaning off the curbs and painting them red.
5. Recent pressure washing left wood on some of the stairwells exposed. Management will complete a walkthrough looking at the stairways for dry rot replacement needs and painting requirements, focusing on the front stairways. Management and the Board would like to give homeowners that would like to sand and paint any railings not included in this year's stairwell project the option of doing so, providing paint for those homeowners. Instructions for the paint prep and painting would be included with paint.
6. Board members are concerned that some light globes may be missing, or lights out. The Board will give a list of lights/globes to Management.
7. Parking enforcement was discussed.
8. Unsupervised underage residents in the Clubhouse discussed as a concern.

Adjournment: Meeting adjourned at 8:26 p.m.

Respectively submitted by

Shiree Teixeira
Administrative Assistant
Property Concepts, Inc.