

**Mercer Park
Board of Directors Meeting
August 29, 2016**

Mercer Park Board Members Present:

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|---------------|-----------------|
| Randy Morales | President |
| Art Lander | Vice President |
| Phillip Heil | Secretary |
| Allan Zander | Member at Large |

Call to Order: 6:13 p.m.

Community Discussion:

10-302 homeowner attended the meeting to discuss unit renovations, including changing from vinyl to tile on the bathroom floor as well as updating counters, cabinets in the bathroom. There are no planned changes that require Board approval at this time. The homeowner will forward information for the contractor completing the work for the Association files.

11-302 homeowner attended the meeting to discuss privacy issues pertaining to her balcony. The homeowner would like to have approval to have a privacy screen on their patio, having previously had the request denied by the Board.

Minutes of Last Meeting: Minutes from the July 26, 2016 meeting were presented for approval. A motion was made, seconded and passed to approve the Minutes as written. A copy of the Minutes will be posted in the clubhouse mailbox area for residents review.

Financial Report:

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|-----------------------------|---------------|-----|--------------|
| Total Operating Income | \$59,370.80 | YTD | \$353,684.48 |
| Total Operating Expenses | \$52,984.61 | YTD | 231,211.53 |
| Transfer to Reserves | \$ 7,582.00 | YTD | 53,074.00 |
| Net Operating Income (loss) | \$(11,877.88) | YTD | \$ 69,398.95 |

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|---------------------------|--------------|
| Insurance Reserves | \$ 6,557.75 |
| Cash in Checking & Sweeps | \$ 19,622.21 |
| Capital Reserve & CD | \$904,982.54 |

Total Delinquencies 07/31/16 \$ 12,558.30

Property Manager Report on Active Homeowner Delinquencies:

There is one account in collection with the Association attorney.

There are two accounts 60 days past due. Homeowners have been contacted regarding outstanding balances.

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 provided a proposal for repair of unit #03-202 entryway soffit leak at an estimated cost of \$725.00 plus tax.
2. Edmonds Landscaping provided examples (photos) of cobble rock for installation where ivy was removed in an effort to abate rodent activity. The pest control vendor recommends using small crushed rock, which compacts and further discourages rodent activity. The Board requested a brown shade of rock, as opposed to white or gray.
3. Management met with STS Construction regarding deck repairs/component replacement. STS Construction warned against using powder-coated aluminum due to differences in installation requirements resulting in increased costs. The Board is in agreement that the aluminum is not a viable option. Management is obtaining bids for using azek composite products.
4. The Plumbing Joint provided an estimate for installation of water sources at two locations where none is present for the purpose of irrigating bare areas. The installation is estimated at approximately \$1,800.00. Management is going to follow up with the landscapers regarding installation of a sprinkler head at Building 11. Management will update the Board on options.
5. Davey Tree completed tree pruning. Edmonds Landscaping trimmed entry maples. The cost of trimming maples was removed from the invoice from Davey Tree.
6. A Board member met with Four Season's Pest Control and completed a walk-through of the property. The landscapers have been asked to be mindful of the rat traps and to be careful not to move them. Missing boxes have been replaced.
7. Management obtained an attorney opinion regarding replacement of the railings: upgrading the materials does not constitute a capital improvement; consequently, a vote of the homeowners is not required to approve the railings.
8. Board approved AC products are still being researched.
9. A follow up letter was sent to unit #15-101 regarding dog/rodent fence removal.
10. The Board reviewed parking permit replacement options. Phil offered to facilitate the swapping out of old permits with new ones. Management will obtain cost information for Board approved replacement options.

New Business:

1. The Board discussed asking the landscapers to stop blowing leaves from the area from behind the buildings. Management will contact the landscaper to request they only blow away leaves behind the building once a month, rather than weekly.
2. The Board inquired whether architectural uniformity requirements dictate that all windows have screens. The Association documents will be referenced.
3. It was suggested that detailed recycling rules be posted at the garbage/recycling enclosures. The rules were taken from the Republic Services website. Improper use of the garbage/recycling bins can result in additional charges to the association.

4. The Annual Audit is pending receipt of bank statements for an Association account. Management provided a letter to the Board for signature, requesting the bank release bank statements.
5. A parked vehicle with a car cover on the property is not in violation of any Association rules as long as it is moved within the required time (45 days).
6. Management confirmed that dryer vent cleaning and gutters were cleaned March 2015. Dryer vent cleaning is typically completed every other year. Gutter cleaning takes place twice each year (after Thanksgiving, and in late winter). Motion made, seconded and passed to schedule dryer vent cleaning for this fall. The Board discussed having them completed annually going forward.
7. The Board reviewed a bid from Superior Services for washing decks and deck railings throughout the property. This will be a light pressure washing, and the vendor will be careful not to exacerbate any compromised sections of deck material. The Board approved the bid. Management will contact the vendor for scheduling.
8. A Board member showed the Board pictures of HDTV antennas, installed on their unit deck by screwing into a trim Board. The Board confirmed that the antennas have been installed in a way that is not approved (adhered to the building). Antennas/satellite dishes have never been allowed on decks in anyway and currently require Board approval prior to installation.
9. Irrigation schedule was reviewed.
10. A walk-around of the property was completed by the Board and violation letters were sent to units found to be in violation of Association rules. Maintenance needs were noted and Management is in the process of scheduling various repairs. The list was reviewed in detail.
11. Downspout at Building 16 needs cleared of leaves/debris.
12. Parking update: 15-301 parking pass violations are on-going. The situation is being monitored. Additionally, vehicles using a handicapped permit must also have a Mercer Park parking pass in order to park on the property.
13. A Board member raised concerns about empty units. Unless there are rules violations, there isn't any action to be made on the part of the Board.

Adjournment: 8:32 p.m.

Respectively submitted by

Shiree Franks
Administrative Assistant
Property Concepts, Inc.