

# Mercer Park Condominium Association Board of Directors Meeting

May 29, 2019

Attending;

Len Gonzales, Property Manager  
Andrea Burgess, President  
Afreen Rahman, Vice President  
Robert Allan Zander, Treasurer

Guests;

Unit Owner Edna Chun, #1-302  
Unit Owner Marie Abercrombie, #5-203  
Unit Owner Curtis Johnson, #7-103 (former Treasurer)

Called to order: 7:01 PM

Len requested the minutes from the last meeting. Andrea will forward her notes.

**Financial Report:**

***April 30, 2019 financial report***

Total Operating Income	\$ 52,820.39	YTD	\$250,216.99
Total Operating Expenses	\$ 44,344.26	YTD	\$128,005.47
Transfers to Reserves	\$ 17,001.00	YTD	\$ 34,002.00
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Net Operating Income/Loss	\$ (8,524.87)	YTD	\$ 88,209.52
Insurance Reserves	\$ 6,621.18		
Cash in Checking & Sweeps	\$ 16,916.48		
Capital Reserve & CD	\$1,038,284.82		
Total Delinquencies 04/30/19	\$ 13,299.75		

**Delinquent Account Status as of: April 30, 2019**

Please refer to your Chronicle.

## Community Discussion:

Marie wanted to sit in on the meeting to introduce herself. She recently moved here to be near family.

## Old Business:

- 1) Mail Delivery/package delivery report: Edna reported that the postal worker seems to be using the package lock boxes as intended. Some packages that have been on the back shelves have not been picked up in several months. 4 of the unclaimed boxes were via UPS. Edna will label them as “unclaimed, return to sender,” and send them back.
- 2) Fast Signs address signs onto buildings: All signs have been installed except (2) door signs on building 2. Those will be done, soon.
- 3) Stair replacement on #4-202 and #4-203 have been completed and passed inspection. The undersides are being painted also, to prevent water incursion. Len requested approval to pay the invoices: \$25,063.50 and \$23,501.50 respectively. (One of them has an additional landing.)
- 4) Stair replacement for #3-302 – is the next one to be replaced since it is in the worst condition of the stairways left to replace. Len proposes that the list of the next ones needing replacement would be in this order; #12-301 and #12-302. He notes that the stringers and beams are continuing to deteriorate. Estimates are (for 3-302) \$23,522.87 and (12-301) \$22,862.27 and (12-302) \$22,862.67. The vendor offered to give us a 3% discount if we approve these 3, at the same time. The Board agreed that it needs to be done.
- 5) Garbage/recycling enclosure bids: Len has requested a bid from Steadfast Construction for making the enclosures look more like the buildings. In progress.
- 6) Still seeking parking enforcement volunteers.
- 7) Board meeting minutes note-taker: Susan Shoults agreed to take it on again.
- 8) Exercise room security bars: Since people are not closing the windows when leaving, we are having security bars fabricated by Bulger Safe & Lock. In progress.
- 9) Washing buildings: Lakeview ProWash has us on their schedule for June 24<sup>th</sup> through Friday, July 5<sup>th</sup>. They need a 30% deposit to keep that schedule firm. Notices to residents (to move stuff and close windows) will be provided by the vendor.
- 10) Board election results:

We need to re-establish the stagger of board terms after the resignation of Art. Allan’s current term expires in March 2021. Newly elected members are Andrea and Afreen and their terms will expire in March 2022. The goal is to have (2) 3-year term members, (1) 2-year term member and (1) year term member. The Board will need to appoint (2) more Board members each for 1-year terms which will be up for election to a full 3-year term, at the next annual meeting. The 3 current Board members will meet privately, to discuss who might be interested.

Allan then brought up the need to decide on which officer seats will be filled by the current Board. Since this is the first meeting of the newly elected Board, the Board members must make the determination at this meeting. It was decided that Andrea would continue as President, Afreen would become Vice President and Allan would take on the Treasurer role.

**New Business:**

- 1) Garage for building #5: The damage that someone made with their vehicle has been repaired. No one has admitted to the incident. The repair cost \$2,750.
- 2) Building #4 front railing damage: The driver who caused it, did come forward and their insurance policy will cover the repair, \$1,348.73. Len has submitted it to their insurance provider.
- 3) Reserve accounts signatory: Allan reported that he spoke to our bankers to have the old Board members removed from the authorized signers list. Allan wants to make sure that we have two signers on all account transfers. Curtis pointed out that bankers tend to say they will do that but generally neglect that detail. Allan handed out to the Board members present, the authorization forms so that we can transfer the funds. We're trying to make sure that safety measures are in place to prevent embezzlement. Len pointed out that we need to transfer \$38,000 from reserve to checking soon, in order to move forward with the current projects.
- 4) Building #4-201 Gutter: Replacing the gutter and the rotted fascia behind it is estimated to cost \$1,348.73. Board expressed approval to proceed.
- 5) #16-201 Neighbor complaint: The new owners are complaining about the harassment from their upstairs neighbor. The property manager has recommended that when it happens again, to call the police. Len offered to send the harasser a letter of warning. The Board does not have responsibility for the verbal behavior of residents. Harassment is a criminal offense.
- 6) The final audit for 2018 will be in the chronicle for the Board.
- 7) #7-303 Window and Door replacement Request: Replacements must be approved by the Board. Len gave them the name of Lake Washington Window & Door because they have replaced windows here, before and they know what our style and construction requirements are. There are preapproved windows and doors available through that vendor. Len will request photos of the windows and nailing flange, before the installation, so that it can be approved.
- 8) The 6 pillars at the clubhouse need to be painted, so Len got an estimate from Steadfast Construction for \$495.45. Board approved to proceed.

**Executive Discussion:**

None.

Adjourned at 7:52 PM

**Next meeting: 7:00 PM Tuesday June 25th, 2019**

Respectfully submitted by Susan Shoults, #5-202