

**Mercer Park Condominium Association
Board of Directors Meeting Agenda
April 27, 2022, at 6:30pm**

Agenda Items: Gray text

Meeting notes: Black text

Call to Order: 6:40 PM (Zoom meeting)

Attendees:

Board Members: Andrea, Curtis, Lisa, Marielle, Kris

Community Members: Carol Buck

Meeting Minutes Approval

1. March 2022, approved via email.

Financials

1. Assets

Cash-Operating

10000-00 - Cash, Operating, Checking	\$167,988.21
10100-00 - Cash, Operating, Checking, Prior Manager	\$5,214.22
10500-00 - Cash, Operating, Insurance, Columbia Bk	\$6,672.16

Total Cash-Operating \$179,874.59

Cash-Reserve

12000-00 - Cash, Reserve	\$23,685.28
12100-00 - Cash, Reserve, Columbia Bk	\$144,917.22
12150-00 - Cash, Reserve, Columbia Bk Sweep	\$94.01 \$94.01
12200-00 - Cash, Reserve, CD, CIT Bk, 12 M 03/04/23	\$77,436.46
12250-00 - Cash, Reserve, Umpqua Bk	\$97,079.85
12350-00 - Cash, Reserve, Columbia Bk DDM	\$827,238.59

Total Cash-Reserve \$1,170,451.41

2. Accounting meeting – Date TBD. Juan scheduling for 5/23 at 2:30 PM.
3. Signature cards need to be returned. **ACTION:** Lisa, Andrea, and Curtis to sign. Consider having Kris sign after onboarding period.
4. Accounting adjustments – Adjusted \$0.01 rounding error
5. Collections actions – 3 months grace up in April. (Accounting reversed any March charges)
6. Delinquency totals \$15,665 as of end of March.
 - a. **APPROVAL:** Andrea motioned to send pre lien demand letter to collect ~\$1,800 late fees. Marielle seconds. No objections.

Open Forum – 10 minutes

- Landscape trimmings present behind Building 8 and 1. Concerns about fire hazards. **ACTION:** Juan to notify Greentown.
- Deck concerns, building 11 (3rd floor, west side) – board members to address via email.
- Deck aesthetics – shading/privacy screen concerns (building 5, 3rd floor unit). Need for standard. Any board member can submit a request to the board, subject to approval.
- **ACTION:** Juan to check Building 5 deck on Friday 4/29. Will send a warning letter, if there is an infraction.

Old Business

1. Annual Meeting
 - a. Results – Kris Seibel received majority votes.
 - b. **ACTION**: Curtis to add Kris to admin level access on website and SharePoint. Use Kris' gmail account.
 - c. **ACTION**: Juan to grant access to board area of web portal.

2. Landscape changes
 - a. Brightview - \$3,282 monthly
 - b. Eastside - \$1,725 monthly
 - c. Earthworks - \$3,850 monthly
 - i. Brightview and earthworks have larger overhead and management. Eastside is a smaller outfit, hence cost differences. Brightview is used at a number of Trestle properties. Expect growing pains, but known as good performer.
 - ii. Current vendor willing to meet with board members to walk property.
 - d. **DECISION**: Give existing contractor 1 additional month.
 - e. **ACTION**: Juan to schedule meeting with current vendor to address concerns. Aiming for 5/9 or 5/16 for a site walk. Vendor on 30-day PIP.

3. Trees
 - a. \$2,890 from Davey
 - b. \$2,669 from Devoted per his message below.
 - c. \$1,816 From Andy's
 - d. Entry tree w Kemp West – tree is still present.
 - e. **ACTION**: Juan to follow-up with Kemp West. Approval was sent.
 - f. Bids are to remove the 5 critical trees.
 - g. Marielle motions to approve Andy's. Curtis seconds.
 - h. **ACTION**: Juan to schedule tree removal with Andy's.

4. Janitorial
 - a. Spoke w Mercury. Onsite walk invitation.
 - b. Juan meeting with Mercury tentatively on Friday 4/29. Juan to address the following concerns: trash/recycle areas, base boards, floors, front door exterior and glass, dusting, doorways, handles/touchable surfaces.

5. Decks / Stairs
 - a. Steadfast revised bid offered for review
 - b. 2 additional companies declined. CDK and Charter
 - c. MSNW not suited for this size
 - d. Can refer job to Trestle "Project office"
 - e. Steadfast 15-102 stairway bid for \$2,146 - Board approved.
 - f. Lisa has concerns with Steadfast due to project size (\$\$\$). Previously got 3 bids, so decided no need to re-bid.
 - g. Juan impressed with Steadfast's responsiveness.
 - h. If entire project is completed – 15 stairs and 51 decks, cost totals roughly \$900K. Results in reserves being depleted to roughly \$300K.
 - i. Payment terms can be negotiated, but prior practice has been half at start, half at completion.

- j. Once decks have been done, can hold homeowners accountable for care.
 - k. Operating account is not included in Total Cash-Revenue (current \$1.17M).
 - l. \$17,564 per stairway. 24 remaining to do.
 - m. ~\$12K per deck.
 - n. **APPROVAL:** Marielle motions to move forward with 15 stair ways for a total cost of \$263,460. Lisa seconds the motion. Andrea, Kris, and Curtis favor, no objections.
 - o. **ACTION:** Juan to notify Steadfast and schedule. Juan to set up a meeting with Issah to set expectations, ensure scope is set up properly to cover stairways so MP is not financially liable for faulty issues issue like unit #15-102.
6. Dog stations
- a. Brookstone - \$3,883
 - b. Greentown - \$2,190
 - c. Paulson - \$688 – decision to remove from bid options.
 - d. MSNW delay due to family issues
 - e. Keep on agenda for next month when we can get bid from MSNW.
7. Clubhouse walkway
- a. RFP with Steadfast, NWMS, & CDK but CDK passed.
 - b. Juan to see what other contractors can offer. Bids came in quite high.
8. ACC requests
- a. 3-101 floors, fans, keyless entry, window AC. Approvals completed
 - b. 8-303 floor request. **ACTION NEEDED:** Approve in portal, or via email. Lisa completed.

New Business

1. Reserve Study approve 2021 draft
 - a. Cedecore 3 yr - \$1,155.25/yr.
 - b. Association Reserves 3 yr - \$1,420 / yr.
 - c. RSG 3 yr - \$1,550 / yr.
 - d. Schwindt 3 yr. - \$1,700 / yr.
 - e. New legal requirement to have reserve studies.
 - f. Can still do a la carte, but Juan recommends 3 year plan with one company.
 - g. Juan has previous experience with Cedecore and RSG and pleased with work.
 - h. Curtis impressed with Schwindt, but thinks management of content/changes needed was poorly handled.
 - i. Totals above are averages. On-site year is more expensive, off-site years are less expensive (\$800).
 - j. 2024 is our next scheduled on-site year.
 - k. Comparable product will result from all vendors as they are held to the same standards per RCW.
 - l. **APPROVAL:** Curtis motions to approve another non-off-site reserve study with Schwindt. Marielle seconds. No objections.
2. Pull Stations on Building 4 to be replaced first week in May.
3. Roof and gutter cleaning
 - a. Interlake bid for 2022 - \$13,820 (\$5,410 now, \$8,410 Nov/Dec)
 - b. **ACTION:** Juan to get 2 additional bids.

Executive Session: If needed

Adjourn: **8:26 PM.**

Upcoming Meetings:

Deck Meeting (Board Members Only): **Monday, May 9th 6:30 PM**

May board meeting scheduled for: **Monday, May 23rd 6:30 PM.**

Accounting Meeting **Monday 5/23: 2:30 PM.**