

**Mercer Park Condominium Association  
Board of Directors Meeting Agenda  
June 20, 2022, at 6:30pm**

**Call to Order**

- **Board Attendees:** Lisa, Andrea, Curtis, Marielle, Kris
- **Additional Attendees:** Isaiah P. and Nick (PM, stair project, Steadfast), Juan Rodriguez, Jim R (15-102)

**Meeting Minutes Approval**

1. May 2022 via email

**Financials**

1. Assets

Cash-Operating	
10000-00 - Cash, Operating, Checking	\$180,815.14
10100-00 - Cash, Operating, Checking, Prior Manager	\$289.16
10500-00 - Cash, Operating, Insurance, Columbia Bk	\$6,673.83
 Total Cash-Operating	 \$187,778.13
 Cash-Reserve	
12000-00 - Cash, Reserve	\$17,052.61
12100-00 - Cash, Reserve, Columbia Bk	\$144,924.48
12150-00 - Cash, Reserve, Columbia Bk Sweep	\$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	\$827,320.60
 Total Cash-Reserve	 \$1,163,908.01
2. Signature cards still outstanding – **ACTION:** Lisa to send PDF.
  - a. Board positions:
    - i. President – Lisa
    - ii. VP – Marielle
    - iii. Treasurer –Kris
    - iv. Assistant Treasurer - Curtis
    - v. Secretary – Andrea
  - b. **ACTION:** Lisa to lead getting signatures.
3. Separate accounts managed by BOD
4. Delinquency totals \$ 12,096.40 as of end of May, down from April
  - a. No action needed from BOD.
  - b. Making progress, down from April

**Open Forum – 10 minutes**

**Stairways & Deck Project Discussion – Isaiah**

- Project tentatively scheduled – starting first few stairways on July-20<sup>th</sup>
- Homeowners will need to be out of their unit for 2 days. Units getting stairway replacement, will need to find alternative accommodations. Association will not cover accommodation costs.
- Starting on 6-303 as there is a hallway with additional stairwell for access.
- Deck coating will be brought in after roughly 8 stairwells are completed.

- 15 stairways to be completed. Need a larger staging area due to size of project. Requesting parking spots near the club house: **handicap spots, plus spots #3 and #4** to be reserved for staging area.
  - **ACTION:** Juan to coordinate posting notifying homeowners of space unavailability. Notice to go out via email, USPs, and physical barrier/temp fence.
- **ACTION:** Nick to provide schedule to Juan.
- **ACTION:** Juan to get estimate to paint the neighboring railing.

### Entry Lights & Water Fountain

- Entry Lights – open work order, ordered matching replacement lights.
- Fountain – open work order
- Jim to send photo to Juan of 3<sup>rd</sup> light referenced for replacement. **Action:** Juan to follow up on replacement.
- Fountain is missing Mercer Park logo waterfall spout.

### Old Business

1. Landscape changes
  - Brightview - \$3,282 monthly
  - Eastside - \$1,725 monthly
  - Earthworks - \$3,850 monthly
  - Current Greentown contract (written 7/2020) is \$1,680 monthly before tax
  - Lisa motions to proceed with replacing current landscaping company with **Eastside**. Kris seconds. No objections. **ACTION:** Juan to confirm that Eastside will sweep stairways and pick up landscaping debris, especially in the Fall and prepare custom SOW.
  - Blackberry debris pile behind building 1 is still present.
  - **ACTION:** Juan to follow up and confirm irrigation is on and working. Brightview should have completed work.
2. Stairs / Decks w Steadfast
  - Isaiah to present at meeting - see summary above in open forum.
3. Dog stations
  - Kris to review locations to update scope.
  - **ACTION:** Kris to update proposal and share with BOD via email.
  - New signage available in the office.
4. Clubhouse walkway
  - Steadfast \$71k
  - Archadeck \$74K
  - NW Maint. declined
  - Request to AC Moate – expected on-site this Wednesday. Juan to ask about topcoat solves.
  - Curtis asked if we could get a bid for replacing only the small section at the top with issues rather than completely rebuilding the entire walkway. He observed that the majority of the walkway didn't have any obvious issues. It might be time for a topcoat as a preventative maintenance best practice.
    - i. **ACTION:** Juan to work with Steadfast and other vendors for revised bids as required
5. Reserve approval to Schwindt.
  - Study ETA 6-8 weeks. Likely available at the July or August meeting.
  - Separate reserve study meeting to be scheduled.

- Juan to share MCP latest “working” document.
  - **ACTION:** Curtis to share latest working document with Juan.
6. Roof and Gutters
    - ProClean stating on the 28<sup>th</sup>. 1 day job
  7. Painting Railings
    - From previous minutes needed additional discussion.
    - **ACTION:** Juan to start looking for vendors to provide scope for paint + soft wash.
    - Identify highly visible areas for soft washing prior to requesting SOW.

#### New Business

1. Insurance renewal 7/13
  - a. Bids in hand from Joe H insurance
  - b. Partners Insurance preparing offer
  - c. CUA Insurance preparing offer
2. Missing hoses & reels at several buildings
  - a. Flexible hoses are recommended.
  - b. **ACTION:** Marielle to walk around and count which buildings are missing hoses and reels and notify Juan. Will need a chain and lock.
  - c. 100 ft hose is recommendation per Kris in Building 1.

Executive Session: If needed

Adjourn : **8:33 PM**

Set next meeting date: **Monday, July 18<sup>th</sup> @ 6:30 PM**