**Mercer Park Condominium Association**

**Board of Directors Meeting**

**May 28, 2013**

**MERCER PARK BOARD MEMBERS PRESENT:**

Allan Zander President

Curtis Johnson Treasurer

Randy Morales Member at Large

Wendy Shol Member at Large

**Association Members Present:**

#11-101/Striker

**Call to Order:** Curtis Johnson called the meeting to order at 6:10 p.m.

**Open Forum/Community Discussion:**

#11-101 attended the meeting to discuss a violation notice regarding the unit drapery color. It was suggested the homeowner install a tension curtain rod with white curtain, behind the dark color drapery, to bring the window covering into compliance with governing rules. The homeowner seemed to think this would be an inexpensive solution to the window covering requirement.

**Vendor Presentation:**

A representative from 3 Day Blinds provided blind samples and proposal for clubhouse window blinds. The Board reviewed, and modified, the proposal for purchase and installation of 2” slat, wood blinds. Proposed blinds for the south facing clubhouse windows, along entry staircase, and west facing windows, above entry door, were removed from the proposal. 3 Day Blind also submitted a proposal for window tinting to be applied to the windows without blinds. The Board requested photos of the exterior look of tinted windows and will wait for the modified proposal to be submitted prior to making their final decision.

**Minutes of Last Meeting:** Minutes from the April 13, 2013 meeting were presented for approval. A motion was made, seconded and passed to approve the Minutes. A copy of the Minutes will be posted in the clubhouse mailbox area for residents review.

**Financial Report:** **April 30, 2013**

 Total Operating Income $50,883.12 YTD $ 186,109.24

 Total Operating Expenses $ 33,681.03 YTD $ 105,521.03(excludes transfer to & reserves exp)

 Reserve Expenses $ 5,258.07 YTD $ 31,031.35

 Transfers to Reserve $ 10,756.00 YTD 32,268.00

 Net Operating Income (loss) $ 1,188.02 YTD $ 17,288.86

 Insurance Reserves $ 21,168.58

 Cash in Checking & Sweeps $ 18,783.34

 Capital Reserve & CD $865,245.91

 Homeowner Delinquencies as of April 30, 2013 = $ 59,821.58

**Property Manager Report on Active Homeowner Delinquencies by Len Gonzales:**

There is one account in collection with Association Attorney totaling $11,905.49 including legal fees. This unit was sold to a 3rd party at the May 24, 2013 Sheriff’s Sale. The Association will receive payment in full of the outstanding balance within the next two months.

There are two account 60 Days past due totaling $5,105.89. Both homeowners received a 60 Day Past Due Notice and the accounts will be forwarded to the Attorney for collection processing if payment is not received by the end of the month.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling $42,470.73. Two of these accounts have been foreclosed on by the Association. Both units are currently being rented by the Homeowner’s Association, month-to-month while awaiting eventual lender foreclosure. All collection accounts are currently inactive but 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. Clubhouse blinds were discussed during vendor presentation. See above
2. The fire sprinkler system monitoring agreement with AAA Fire was signed/accepted by the Board. AAA Fire has completed the monitoring equipment update and the Safety Team has been notified their monitoring services will be terminated as of May 31, 2013.
3. Sequoyah Electric submitted a proposal for new/additional mailbox area lighting. The price quote on the proposal is $2,152.00. The Board requested additional proposals in order to determine if the Sequoyah pricing is in line with other vendors.
4. Sequoyah Electric submitted a proposal to repair/replace the entry, fountain area lighting. The price quote on the proposal is $780.50. The Board voted to accept this proposal. Management will schedule the work as soon as possible.
5. The parking stall numbering project is to be scheduled as soon as the weather permits. The Board requested the vendor be instructed to complete the project in 3 sections, instead of closing the entire parking lot for a 4-5 hour period.
6. A homeowner submitted a proposal to restore the old mailbox area with matching siding, the park bench currently inside the clubhouse and two planters. The proposal also offered suggestions regarding installation of a display board, for inside the clubhouse, for posting of Association and Owner information. The Board requested members provide additional suggestions and deferred discussion until the next meeting.
7. #9-302 front entry surface repairs will be completed as soon as the weather is dependably sunny for several consecutive days.
8. Management presented three bids for clubhouse security door purchase and installation. Pricing on the bids is as follows: $8,311+tax, $12,120+tax and $20,040+tax. The Board requested more information on security door material specifications, hardware and closer systems. The bids and additional information will be discussed at the next meeting.
9. Management presented a repair proposal submitted by Sam Warner Construction. The proposal is based on needed repairs, reported by homeowner’s in response to a Management survey. The repair proposal is for entry areas and lower level decks only. Management and Sam Warner will be inspecting 2nd and 3rd level decks during the month of June. The price quote on the proposal is $9,275+tax. The Board unanimously voted to accept the proposal. The work will be scheduled to begin in the month of June.

**New Business:**

1. A Master and Earthquake Insurance Renewal proposal submitted by Community Association Underwriters was presented to the Board. The CAU renewal quoted a premium approximately $10,000 higher than last year’s premium, due to an increase in earthquake insurance pricing. Management requested an additional quote from Farmers Insurance; however, Farmers responded they could not come close to the CAU quote due to the Mercer Park loss claim history. Farmers also stated the CAU earthquake quote is below industry standard. The Board voted to accept the CAU renewal proposal.
2. Management informed the Board a Trustee’s Sale has been set for HOA owned unit #9-102 for the end of August. The Board will inform the unit tenant of the sale and resulting occupancy ramifications.
3. Advertising/showing of the HOA owned unit #15-101 was discussed. Board member, Curtis Johnson will placed the ad on Craig’s List requesting first, last and damage deposit and Board member, Allan Zander will show the unit to prospective renters.
4. Management described necessary repair to the, dry rot discovered ,in the entry areas of #13-301 and #11-302. Repairs at #13-301 have been completed and the repairs at #11-302 are the first priority on the Sam Warner Construction repair proposal that was approved earlier in this meeting.
5. A review and discussion of Edmonds Landscape community walk-through inspection notes took place. The Board asked Management to request Edmonds to perform all items noted, however; it was asked Edmonds do only a “light” prune on large Phontia plants.

**Executive Session:**

The Board held a discussion on how to proceed with collection of past due repair funds owed to the Association by a homeowner.

**Adjournment:** Board President Allan Zander adjourned the meeting at 8:50 p.m.

Respectfully submitted by

Barbara Shepherd

Administrative Assistant

Property Concepts