

## **Ambassador I Regular Board Meeting – November 23, 2018**

Attending:

Nicholas Hart, President

Brian Shineman, Treasurer

Lisa Lightner, Building Manager

Tim Trohimovich, Member at Large

Ty Booth, Member at Large

Dona Cutsogeorge, Owner

President Hart called the meeting to order at 7:00 p.m.

1. **Approval of Agenda** – Tim moved to approve the agenda as written, second by Brian. Approved 4-0.
2. **Approval of October Minutes** – Ty moved to approve minutes, second by Brian. Approved 4-0.
3. **Homeowner/Tenant Issues**
  - a. **Internet access options** – Nick said that he had emailed Makie to suggest she explore options for internet service. He mentioned that based on some preliminary research he had done that it appeared our building was not large enough to be served by Wave.
  - b. **Membership survey** – Nick also suggested that we survey the association membership to solicit comments on how the Board is performing and suggestions for improvement. All of the Board Members present agreed it was a good idea.
4. **Exterior Remediation Project** – Robin was not able to attend the meeting, so we postponed this agenda item.
5. **Old Business**
  - a. **Performance review for the building manager** – Nick reported that the survey has been emailed out to the owners to solicit comments on the building manager's performance.
  - b. **Emergency light replacement** – Apparently the contractor only replaced the exit signs. They did not replace the emergency lights. Suzanne and Lisa are working with the contractor to replace all of the lights and make sure the exit signs stay on for as long as they are required to.
  - c. **Elevator door edge replacement** – We have not obtained a second bid and Suzanne is working on obtaining additional bids. Kone bid \$12,405, but the numbers do not add up.
  - d. **Trampoline** – Lisa had obtained information on three different trampoline

options. Brian moved to spend \$250 plus any tax and shipping to purchase a trampoline from Costco. Ty seconded the motion and it passed 4-0. Nick, who has a Costco membership, offered to purchase and deliver the trampoline.

**e. Baseboard replacement** – Robin is still looking into baseboard options.

## **6. New Business**

**a. Ratification of the email vote to replace the washing machine** – Tim moved to purchase a new washing machine for \$1,994 plus \$125 for shipping, installation, and tax. Brian seconded the motion and it passed 4-0.

**b. Vote on the 2019 budget** – The Board discussed the budget. By email Suzanne reported that she did some calculations using the current building reserve study, which includes a plan for the rehabilitation and replacement of the buildings systems. Considering the recently completed exterior rehabilitation work, the building reserve account currently has more money than needed to fund the work planned by the reserve study at this time under. So we can adjust the reserve contribution down from \$76,000 in 2018 to \$70,000 in 2019. The reserve study is being updated, so we will need to evaluate the necessary reserve contribution after the study is completed for the 2020 budget. After the Board discussed the budget, Ty moved to approve the 2019 budget as proposed. Brian seconded the motion and it passed 4-0.

**c. Rule violations in the commercial unit** – The rule violations include working before 7 a.m., working without prior approval of the work by the Board, cutting the fire alarm wires, and cutting the wires to the elevator, putting the elevator out of service for two days. The owner of the commercial unit has been sent the bills for the repairs with a request that the owner pay them. After extensive discussion of the rule violations and potential remedies, Nick called up our rules on his phone and concluded that we cannot fine an owner until they receive a warning letter. Tim moved that the association send the owner of the commercial unit a warning letter. Brian seconded the motion and it passed 4-0. The letter will also ask the owners to turn off their lights when they are not working in the commercial unit.

## **7. Building Manager Report (Lisa)**

**a. Landscaping plans and bids** – The association has received a bid for landscaping and a bid to prepare a landscaping plan. Tim moved to contract with The People's Gardening Collective to prepare a landscape plan to replace the landscaping removed during the exterior building rehabilitation project. Brian seconded the motion and it passed 4-0. The association hoped to get a plan for the membership meeting in January 2019.

**b. Shelves for packages in exercise room** – Steve is researching options. As Steve was not present, the item was postponed.

- 8. Financial Report (Suzanne)** – The Board reviewed the financial report.
- 9. Committee Reports** – There we no committee reports.
- 10. Next board meeting date** – December set for Tuesday 12/18, 7 p.m.
- 11. Adjourn** – Brian moved to adjourn at 8:05 p.m. Ty seconded the motion and it passed 4-0.

Written by Tim Trohimovich