

April 19, 2017

Ambassador I Board Meeting Minutes

Convened at 7:05 pm

**Attending:**

Steve Wilson – Vice President  
Brian Shineman – Treasurer  
Bill Bielby – Secretary  
Suzanne Heidema – Accountant  
Lisa Lightner – Building Manager

Tim Trohimovich – Member at Large  
Ty Booth – Member at Large  
Robin Cole – Member at Large  
Maki Suzuki -- Homeowner (202)

1. **Approval of Agenda** -- Motion by Ty, second by Tim, approved 6-0.

2. **Approval of March minutes** – Some edits – "Architect" spelled out; "pending retrofit legislation" added; "removal of window trim" instead of "wood"; votes were 7-0, not 6-0; regarding package bins, "if you replace *OR* move" and "...or in exercise room or where lobby chairs are"; regarding email votes, should say "ratify" rather than "confirm"; also, "Suzanne talks to insurance agents before annual renewal, and confirmed that coverage was for replacement costs less deductible." Motion to approve after those changes by Tim, second by Ty, approved 7-0.

3. **Homeowner/Tenant issues**

a. Steve confirmed that Gary Gilligan will inspect Maki unit (202) with moisture meter (also Ty's unit 501).

4. **Old Business**

- a. New latch guard ordered (Suzanne) – about 2 weeks out per email from Suzanne.
- b. Window replacement update (Brandon and Robin) – meeting will be scheduled next week to review current bids. Brandon has reviewed all 3 bids – still has to talk to Tately, because he left off some of the scope. WES will probably be lower, since he has included everything.
- c. Maki questioned plumbing and electrical on bid – will all be covered on next week's meeting with Brandon next Tuesday (will plan on 7:00pm).
- d. Retrofit legislation (Brandon) -- Brandon doesn't believe we are required to do earthquake retrofitting. Will also cover during next Tuesday meeting.
- e. Rules committee – short term rentals (Tim) – Tim will review this next meeting
- f. Package bins (Suzanne, Lisa, Steve) – Suzanne, Steve, Gary met today to inspect workout room area. Contemplating replacing baseboard heaters with wall heaters, to accommodate lockers. Still searching for lockers that are reasonably priced and large enough for packages. Just having packages in workout room has been helpful. Will build shelves and install coded lock – one code for residents, another for delivery folks, for the workout room. May eventually install lockers (one per floor ratio), large enough to fit packages for everyone on that floor. Tim moved that we approve coded lock for door for \$1104.22. Brian seconded, passed 7-0.

5. **New Business**

a. (none)

6. **Building Manager Report** (Lisa) – Not convinced intruder was buzzed in – used UPS code. Talked to UPS, who said they suspect someone hacked lock codes. Video showed intruder looking in package, not wanting it, and leaving.
7. **Financial Report** (Suzanne) – Slightly under budget with utility bill, but we paid two at end of January and we are still a month behind – will have 2 bills in April at beginning & end of month. Discussed whether we should use reserve money for window project, and how money requested from bank should include all soft costs (not taking those from reserves, leaving reserves as cushion).
8. **Next Meeting** – (regular monthly meeting) will see after next Tuesday Special Meeting.
9. **Adjourn** Robin motioned, Brian seconded, approved 7-0.

Recorded by Bill Bielby