

Ambassador I Condominium

505 East Denny Way Seattle, WA 98122

Minutes

April 22, 2014

Regular Board of Directors Meeting

Board Members Present: Nick Hart, Steve Wilson, Mohammad Makarechian, Jon Carter, David Morse, David Murphy, Ty Booth

Building Manager: Lisa Lightner

Owners & Residents Present: Margo Reich, Alicia & Jamin Aahl, Suzanne Heidema

Approval of the Agenda: Agenda approved.

Approval of the March Minutes: Minutes approved.

Homeowner/Tenant Issues:

Jon Carter noticed a wall on the first floor is painted with two different types of paint. Lisa Lightner will check on paint supplies in store room to obtain a paint to correct. Jon Carter also noted a broken wall socket on same floor.

Former co-manager Myrna has been ill and Jim Arthur has been away with her. Jim will meet with Lisa Lightner to provide information on the building.

It was noted that the elevator thresholds need cleaning.

Lisa Lightner would like a copy of the cleaning contract. Discussion on quality of work done by cleaning crew. Lisa would also like a copy of the landscaping contract to hold crews accountable. Board approved.

Suzanne will cancel the manager's \$50/month cell phone contract. (New manager already has cell phone). Mohammad shall research on internet connection for the office in a day or two and contact Suzanne.

Garage stairwell discussion. Nick will speak with Mackie about including a garage stairwell covering with the design committee.

Building Manager Report:

The Ambassador I's new manager, Lisa Lightner, arrived prior to the board meeting for an informal "meet & greet" in the workout room. The manager came to the board meeting with copies of a manager's report. Directives were to become familiar with the building, replace the burned out lights, organizing keys & maintenance rooms, arrange to have hallway carpets cleaned. Issues reported were to fix cabin lights in elevator (fixed) and repair washer in laundry room (fixed). On-going project is the pressure washing of the stairwell and exterior. No concerns noted.

Residents have not yet contacted the manager. She is most accessible via email. Information to be posted/emailed.

Issues with the front door were discussed and explored.

Financial Report:

Suzanne gave financial report. Revenue is ahead of budget. Expenses are under budget - though there has not yet been carpet or window cleaning. These may be scheduled for May or June. Financials are in line with the budget. Discussion about location of building's finances & contracts if something were to come up with our accountant ~ Quickbook files are on a thumb drive.

Old Business:

- Unit #506 noise complaint update: Situation has been resolved. Homeowners and tenant have worked with the board to mitigate noise which affected homeowner in unit below.

- Front porch tile: The association still needs to come up with a design and obtain bids. Bids obtained from former manager have not been located - Suzanne will try to obtain them. Jon Carter and Steve Wilson have offered to work on the front door issues (loose glass, door handle, condition).

- Internet connection for entry system: Mohammad & Suzanne are researching costs for an internet connection.

- Notice board updates: David Morse will have the approved March minutes posted after the board meeting.

- Maintenance progress/follow-up: Eric Schroeder was hired last month for part-time building maintenance. Work has begun on the east stairwell. Stairwell has been cleaned, scraped. There will be some concrete repair and repainting. Stairwell has not had much work done since conversion in 1991. Pressure washing of the exterior has begun. It was noted that the window wells on the Denny Way side of the building do not drain well. Motion made and approved to have drains cleared to prevent water intrusion into basement.

New Business:

- Vote on hiring new building manager: The board had an earlier email vote to hire Lisa Lightner as the new Ambassador I building manager. Formal vote made and approved at this meeting.

- Insurance renewal: Suzanne has received partial renewal costs for insurance on the building. Awaiting the earthquake insurance costs. Renewal is 8 May 2014. Motion made to approve continuing with present insurance company. Motion passed.

- Elevator maintenance contract renewal: Inspection was made and it was noted that our elevator service company has not complied with rules. The board is unhappy with the present maintenance company. Contract expires in 2015 and board feels it would be best to change to another company. Building manager is to oversee that elevator maintenance company is doing contracted services.

- Discuss the 80% carpet rule: Steve Wilson brought up some of the difficulties involved in enforcing the 80% coverage rule if there are noise complaints. Many of the units have various layouts, furniture arrangement, etc. The Rules Committee is to work on a more "workable" solution to solve similar situations in the future. Mohammad will chair the committee and contact Tim T (former chair) for assistance. Call was made for committee members and three homeowners, Alicia & Jamin Aahl and Margo Reich, volunteered. Margo felt that the complaint procedure was difficult and that process took longer than it ought to have.

Adjournment:

Steve Wilson made a motion to adjourn, David Murphy seconded.