

**AMBASSADOR I CONDOMINIUM**  
**505 East Denny Way Seattle, WA 98122**

**Attending:**

Tim Trohimovich, President  
David Murphy, Vice President  
Suzanne Heidema, Treasurer  
Gaby de Jongh, Secretary  
Dann Moomaw, Member-at-Large

Ty Booth, Member-at-Large  
Lisa Lightner, Building Manager  
Amra Fikic, Agynbyte  
Derrick Williams, homeowner  
Dona Cutsogeorge, homeowner

**December 1, 2021**  
**6:30pm**

### **Ambassador I Budget Ratification Meeting**

1. Call to Order.
2. Presentation of 2022 Operating Budget adopted by the board in November and reflects a 6.51% increase in HOA fees; biggest expenses include insurance, administrative management, water/sewer/garbage.
3. Budget Q&A. Homeowner asked for clarification for the increase. The Association's costs for utilities and maintenance services have increased. The cost of management has increased due to additional charges for getting bids and monitoring contractors. The cost of repairs has increased because the Ambassador I is an older building and contractor costs have significantly increased. The cost of insurance has increased. The Association needs to maintain good reserves to reduce the chance of another special assessment. The elevator is due for major upgrade and the hallways need to be painted again.
4. Budget Ratified.
5. Adjourned at 6:45pm.

### **Ambassador I Regular Board Meeting**

1. Call to Order. Suzanne moved to approve the agenda; David seconded. Approved 6-0.
2. Homeowner and Tenant Forum
  - a. Garbage/Recycle Disposal. Homeowner complaint about tenant leaving empty boxes in the gym area. Lisa reached out to the homeowner to inform tenant to recycle boxes instead of leaving them in the gym area.
  - b. New gym has a rubbish can that is heavily used, Lisa moved it away from the mail racks and added a sign for gym use only.

- c. Homeowner brought up option for front door fortification for security, something that fits the character of the building such as iron scroll work. Homeowner will work with Lisa on submitting photos of examples for future consideration.
3. Meeting Minutes
  - a. Approval of October 26, 2021, minutes. Suzanne moved to approve the minutes with additional comments, David seconded. Approved 5-0, 1 abstained.
4. Financial Report
  - a. October 30, 2021, Financial Review – total Operating Cash \$28,364.79 and total Reserve Cash \$494,191.87.
5. Old Business
  - a. Draft Collection Policy. Agynbyte recommends the board adopt a new collection policy because the Ambassador's current policy does not state the amount of the late fee and probably limits the association's ability to assign an account to an attorney in those rare cases where legal action may be warranted. Suzanne states the association does have a collection policy which does state the dollar amount of the late fee and no change is needed. Board agrees.
  - b. Mailbox replacement. The Mailbox Guy quote \$8,417.59, will still need to have the space framed out and need consultation for parcel lockers by a contractor. BKS Security quote is more expensive. Suzanne requested more bids from Lisa and possibly pushing this project out until spring. Board agrees.
6. New Business
  - a. Fischer Plumbing Invoice for \$7,370 plus taxes paid out of operating costs. Suzanne moved to make the invoice a reserve expense and reimburse the operating account, Ty seconded. Approved 6-0.
7. Building Manager Report
  - a. Storage Unit usage. Homeowner has another person occupying their locker and is not sure how to proceed. Flyers were circulated to ask the occupant to remove their belongings by a certain date and no action has been taken. Suzanne states the homeowner is deeded the locker and can evict the occupant. Suzanne will email the owner of the locker and his property manager to inform them.
  - b. Request for Gym feedback and the Magic Mirror training. Lisa will ask for dates the training will be available from the representative.
8. Next Meeting Date: December 20, 2021, at 6:30pm.
9. Adjourn. Ty moved to adjourn; Tim seconded. Approved 6-0. Adjourned 7:56pm.