

AMBASSADOR I CONDOMINIUM
505 East Denny Way Seattle, WA 98122

Attending:

Tim Trohimovich, President	Amra Fikic, Agynbyte LLC
Michael Glasgo, Vice President	Lisa Lightner, Building Manager
Emily Bourcier, Member at Large	Imran Karim, Treasurer
David Murphy, Member at Large	
Jordan Ade, Secretary	

October 30th, 2023 6:30pm

Ambassador I Monthly Board Meeting

- 1. Call to Order**
- 2. Homeowner and Tenant Forum: none**
- 3. Approve Previous Board Meeting Minutes: Imran moves to approve, Tim seconds. It passes**

4. Critical Business:

a) October 29 elevator issue/investigation and next steps: Lisa reports that upon investigation, it is discovered that someone got trapped in the elevator and called the fire department to get freed. The fire department shut down the elevator and left it shut-down after freeing whoever was stuck. It is not known what happened, but Lisa has requested the fire department report. Our elevator phone goes to Washington Alarm. We have no contract with them. Imran moves to get a contract with Washington Alarm. Jordan seconds. It passes. All ayes, no nays. Amra will re-establish the contract.

5. 2024 Budget Presentation and Motion to Approve

a) Continued insurance coverage could become a problem due to water losses. We also need to get caught up on taking care of the work listed in the reserve study. For example, every year we do not upgrade the elevator the costs to do so will go up. By spending the money for the elevator, we get it off our reserve study and save money. The consultant, reserve study, and elevator company all say we need to take care of the modernization. We have a lot of stuff to do in the next 5 years, and after that we go from 120k a year to 50k.

Jordan moves to approve budget, Michael seconds. All ayes, no nays it passes.

6. 2024 Financial Priorities:

a) Protecting the Association from losses

a. Motion to increase insurance deductible: We had a discussion about if it should be 50k or higher, since Unit 202's loss was 70k. The problem is that individual homeowners are not easily able to get deductibles over 50k. We also need to give time for proper notice to homeowners, Feb 1st, 2024 is reasonable. Homeowners will be liable for up to 50k in water damage. The association is also looking into charging the homeowner for billable costs. Jordan motions to approve the increase, Imran seconds it. Deductible increased to 50k by Feb 1st. All ayes, no nays. It passes.

b. Update/Motion to proceed with legal review of Association governing docs and rules: This would allow the HOA to charge homeowners the billables for insurance water lost costs. This would also make sure we conduct everything properly when dealing with Insurance and Homeowners. Jordan motions, David seconds. All ayes, no nays. It passes.

c. Plumbing systems evaluation: We have 0 years left to take care of this under the reserve study. We have the funds to cover this. With the regular water leaks we need to make sure our plumbing is in working order. Amra will reach out to her vendor for recommendations on who to contact for bids. We need to do both this now to be prepared for the future, and it's something we should do periodically.

d. Proactive communications to homeowners regarding water leaks: Wax toilet rings, caulking. Water lines for ice makers. Water lines can be a plastic tube going through cabinetry and into the fridge. Recommendations could also come from the plumbing systems evaluations. We could also mention our previous experiences with the water losses.

E. HO6 policy for Unit 304: Rental unit's insurance falls under buildings insurance. The unit needs its own insurance. Imran makes a motion for the rental unit to have its own insurance policy. Jordan seconds it. All ayes, no nays. It passes.

b) Protecting the Association from security issues

a. Motion to undertake a security assessment and next steps: Police department did one 15 years ago. We should have an updated one done by a security firm. Amra will get bids for us for this.

c) Protecting the Association through timely maintenance

a. Dryer vent cleaning: Parts of the venting system in the laundry room need serious help, they were cleaned a few years ago but it is still having issues. The 02 stack also has dryers and those vents have never been cleaned. We need to make sure that is cleared up as well. Lisa is still working on this and will double down. Lisa will schedule a cleaning for the 02 stack and continue working on the laundry room vents.

b. C-1 glass/ceiling repairs: Two issues, the first is the ceiling repair that we opened to monitor the water leak, the other issue is the exterior glass in the exterior door, we have asked the owner of the unit to fix this. They have stopped responding to Lisa. We have received two bids, both at about \$1.8k. Imran motions to have G & H contractor fix the ceiling. Jordan seconds. All ayes, no nays. It passes. Lisa will reach out and get this setup. Amra will write a letter to remind C-1's owner they are responsible for their exterior glass.

c. Water heater replacement and 6-year warranty issue: Majority of the water heaters are on the same 10-year warranty because they were replaced at the same time, they will be due for replacement in 2024. However, there are some units that are on a separate 6-year warranty cycle.

d) Ensuring the building's long-term value

a. Elevator project – next steps: TKE needs to do a site visit. We also want Lurch Bates to manage the project. Amra advises that we start with Lurch Bates giving a bid for project management, with the board approving via email. The board doesn't have the capacity to manage the project. We have space in the budget to hire Lurch Bates to project manage this. Lurch Bates understands elevators and will make sure everything is done properly. Amra will engage with Lurch Bates to reestablish our relationship with them and get it going.

b. Landscaping project – next steps: Imrans concern is with the city's involvement with the trees and sidewalk. We need an expert. There is a tree with nothing in the bed because the tree roots are dominant. Lisa will be sending out a bid from a landscaping company.

c. Lobby project – next steps: Amra will help us find vendors and get bids.

e) Optimizing Revenue and Costs

a. SPA lump sum paydown: We have 38k from a recent sale. Imran moves to do a paydown. David seconds. All ayes and no nays. It passes.

b. SPA surplus next steps:

c. Laundry card readers – next steps: Lisa is working with the rep to get details on the conversion from quarters to the card readers. We can do this in tandem with the internet upgrade for the manager's office.

d. Update on bank signers: Imran, David and Michael are the new signers. They will coordinate on taking care of this.

7. Update on water losses:

a) Unit 203: Waiting for owner to sell his unit, it has been on the market for 31 days and is still active.

b) Unit 305: No additional water losses reported outside of the unit. We caught this one before it did any damage.

8. Financial Report:

a) Review September Financials: There was no laundry income because Amra didn't get a check. Lisa doesn't know how to deposit the laundry income because it was previously done through Suzanne. Maybe Lisa could now instead write a check to Agynbyte. Amra will figure out how Lisa could pay her. Another issue was tampering with the roof inside of the Elevator cab. The ceiling was tampered with by movers who were moving a couch in via the elevator and lowered half of the ceiling inside to fit the couch. Jordan was an eyewitness and it looked like there was a lot of stress on the elevator during this ordeal, and the ceiling inside of the cab did not look like it was correctly seated afterwards. However, TKE techs came out and inspected the roof of the elevator, they determined it was safe.

9. Old Business: Moved to November

- a) Building Link
- b) Common areas internet
- c) Window screen replacement

10. Building Manager's Report: Nothing to report

Jordan moves to adjourn, Emily seconds. The meeting closed at 8:54pm.

Next Meeting Date: Budget Ratification, November 28, 2023

Written by Jordan Ade