

**AMBASSADOR I CONDOMINIUM**  
505 EAST DENNY WAY SEATTLE, WA 98122

**Ambassador I Regular Board Meeting – July 17, 2018**

Convened at 7:00pm

Attending:

Nick Hart, President

Steve Wilson, Vice President

Brian Shineman – Treasurer

Bill Bielby, Secretary

Robin Cole, Member at Large

Ty Booth – Member at Large

Tim Trohimovich, Member at Large

Suzanne Heidema, Accountant

Lisa Lightner, Building Manager

Josh Kawinski, Homeowner (107)

1. **Approval of Agenda** – Motion to approve agenda by Robin, second by Steve, passed 7-0
2. **Approval of June minutes** – Motion to approve June minutes by Steve, second by Ty, passed 7-0
3. **Homeowner/Tenant issues** -- None
4. **Exterior Remediation Project**
  - a. **Update from Robin** – Robin passed along that architect believes project is progressing well. She also confirmed that windows are pressure tested (water). Zone 1 interior and exterior window installation done. Zone 2 interior and exterior window installation done, except for 108. WES will go into the unit tomorrow and install the windows and exterior trim. Zone 3 finished last interior today. Exterior trim is 95% completed. Masons will scrub with Acid Wash on Wednesday. Intars has posted a notice that 01 and 03 stacks windows should not be opened between 9am and 2pm because they are sealing the brick. The awning was picked up and should be returned new in 3-4 weeks. Roofers are installing roof membrane. The graffiti crew came – not sure how much was completed. Robin will provide a glass block to Intars so he can have the masons replace the glass block in 107.
  - b. **Ventilating units during the heat** – There had been a complaint of south stairwell door being propped open. A resident responded that she had done that to get air into her unit since all her windows were covered and it was extremely hot. Moot point by the time we had received the complaint, since both units affected were completed and windows could be opened.
  - c. **Incident regarding contractor language** – A resident had complained about workers using insulting language (it had been in Spanish). Response was immediate. At next meeting with workers Intars was insistent that they never speak like that on site.
  - d. **Robin's hours** – Motion to approve by Tim, second by Brian, passed 6-0, Steve recused himself.
  - e. **Request for draw** – Motion to ratify email vote to draw \$150,000.00 from project loan by Brian, second by Bill, passed 7-0.
5. **Old Business**
  - a. **Unit 607 update/schedule for install?** – Contractor has been contacted and responded with phone message. Suzanne will follow up.

- b. **Leak into 206, inspection of 306 (Suzanne)** – There is still more work for Gary to complete in 306. Also, there has been more water dripping into the exercise room on Monday, and it doesn't appear to be coming from 306 or 206. Gary following up.
- c. **Emergency lights (Suzanne)** – Motion to approve Kemley bid to replace emergency lights by Brian, second by Ty, passed 7-0.

## 6. New Business

- a. **Ratify vote to repair the backflow system** – Motion to ratify email vote by Tim, second by Steve, passed 7-0.
- b. **Ratify vote to allow masons to work on Sunday** -- Motion to ratify email vote to allow masons to work on Sunday by Tim, second by Steve, passed 7-0.
- c. **Ratify vote for earthquake insurance** -- Motion to ratify email vote to transfer \$5000 from reserves and be repaid over the last 6 months of 2018 by Brian, second by Steve, passed 7-0.
- d. **Leak into 507** – Gary repaired issue in 607 which was causing leak into 507.
- e. **New tenant in 304** – Also, unit 206 should close in another week.
- f. **Audit for 5/31/2019** – Suzanne recommended same auditor we've used in past – motion to approve by Tim, second by Brian, passed 7-0.

7. **Building Manager Report (Lisa)** – Elevator has been fixed. Board discussed having a policy regarding move-ins and move-outs, as we have had problems lately with some wall and elevator damage, and the front door being propped open with nobody watching it while tenants were moving in. Policy should include discussing expectations with tenant/owner. Will refer to rules committee, and will be on agenda for next board meeting.

8. **Financial Report (Suzanne)** – Financials are in good shape. Will probably end up slightly over on project, due mainly to large-Seattle City Light fees regarding moving electrical lines.

9. **Committee Reports** – No new business

10. **Choose next board meeting date** -- Tues 8/21, 7pm

11. **Adjourn** – Motion to adjourn by Steve, second by Robin , approved 7-0.

Adjourned 7:48pm

Recorded by Bill Bielby