

**Ambassador I Condominium
Draft Minutes
20 October 2015 7:00 PM**

Board Members Present: Steve Wilson, Robin Cole, David Morse, Brian Shineman, Ty Booth, Nick Hart

Homeowners/Tenants Present: Suzanne Heidema

Building Manager: Lisa Lightner (unable to attend)

Approval of Agenda: Approved

Approval of September Minutes: Approved

Homeowner/Tenant Issues: A few units in the building are changing tenants. The unit owned by the association may be coming up for rental. Discussion of re-renting the unit and costs to association.

Old Business:

- a. update of amending declarations ~ Steve gave an update on the attorney's input and estimate on amount of remaining work. A telephone call with the attorney was made earlier in the day. Update on the building's housekeeping. Cleaning to be discussed and (hopefully) wrapped up next meeting. Discussion about having the association's attorney present at the annual meeting to explain why changes ought to be made - also have attorney write a letter to homeowners regarding changes. Discuss possibility about having letter available before the November 10th board meeting.
- b. east stairwell chain link bids: Steve sent out an email explaining the process. Checking out cost of standpipe alteration: Get bids.
- c. lighting bids ~ decision/vote? Lisa Lightner not here today. Discussion about combining bids and see what Seattle City Light would give as a rebate. Table for a month until we have a direct comparison. Meet with Lisa. Steve would like to analyze the spreadsheets. Set up a meeting with Robin to analyze.
- d. rear entryway flooring update: Suzanne met with Lisa to discuss. Lisa will contact flooring places to get prices for rubber tiles. Also carpet tiles - There is another building with very durable carpet tiles (even bleach resistant). Flooring options for the back hallway. Lisa to check. Project would be part of rear entry upgrade. Robin would like a kickplate for the back door - Eric to install.
- e. adjust front door closure: temperature affected. Steve Sawada experienced in adjusting the closing bar. Board members have noted no problems with the new closer. Lisa can contact the company.

- f. unit inspections schedule/plan/email: Lisa has met with Gary Gilligan and could do a few inspections with him and then on her own. Letter to be sent to homeowners/tenants on inspection of fittings and on water heaters. Replace carpet on stairs after Eric finishes work. Discussion to replace floor in elevator. Rubber tiles? 2016 for elevator floor?

New Business: No new business noted.

Building Manager Report: Building manager away for this meeting. Report next month.

Financial Report: Reserves and Checking amounts in good shape. The value of the association's rental unit continues to rise. Suzanne reported on the mortgage balance of the unit and refinancing discussion. Several units have prepaid dues. One delinquent dues payment in September. Another reserve update needs to be done - not a full reserve study. Reserve study update required annually. Discussion about using our architect Brandon or another company. Brandon knows building. Get price for update. Discussion on state of the roofing material. Nathan cleans and inspects roof every year which extends the roof warranty.

General repairs: Plumbing leaks are the cause of cost overage. Maintenance supplies for Eric covered.

Utilities are under budget.

Repairs are over budget though the year's total is below figure in the operating budget. Discussion of unit inspections and leak prevention.

Legal fees for the amendment of association's documents. Discussion.

Budget: Discussed 2016 budget Approve draft budget and present to homeowners . Steve recused.

Adjourn: Motion made to adjourn. Motion passed. The next board meeting will be 10 November 2015.