

# AMBASSADOR I CONDOMINIUM

## 505 EAST DENNY WAY SEATTLE, WA 98122

### Attending:

Suzanne Heidema, Accountant  
Dona Cutsogeorge, Secretary\*  
Ty Booth, Vice President\*  
Gaby deJongh, Treasurer\*

Tim Trohimovich, President\*  
Dann Moomaw, Member at Large\*

\*Voting member

Tim called the meeting to order at 7:05 p.m.

### Ambassador I Regular HOA Board Meeting May 19, 2020 7:00 pm

1. **Approval of Agenda.** Gaby moved to approve the agenda, Ty seconded. Approved 5-0.
2. **Approval of January 2020 and April 2020 minutes, both as amended.** Ty moved to approve the January minutes, Gaby seconded. Approved 5-0. Gaby moved to approve the April minutes, Ty seconded. Approved 5-0.
3. **Homeowner/Tenant issues:**
  - a) Homeowner reported several issues, including a car break-in that was previously reported months ago, a drug deal that was witnessed in the alley, and the need to fix the garage door latch. Jack Taylor and Jay Heath are following up with Maintco (the Ambassador II maintenance company) to fix this and the courtyard latch.
  - b) Homeowner reported that gym equipment was missing from the gym and for folks to be sure to return borrowed equipment.
  - c) A tenant on the 5<sup>th</sup> floor is causing disruption to the units directly above and below their unit. Suzanne will get a report from the homeowners, and we will communicate with the unit owner about a need to correct their tenant's disruptive behaviors.
4. **Old Business:**
  - a) Manufacturer rep to meet Lisa re broken tabs on screens before ordering additional screens – nothing scheduled yet, have not heard from them-
  - b) Landscaping update - No permit needed Suzanne forwarded Makie's plans to Larry Arndt. They're scheduling into August. Will probably be fall for plantings. We will communicate with Larry about drought-resistant plants due to lack of irrigation in certain areas.
  - c) Gym update still need to meet with consultant and plan upgrades. Gaby will research.
  - d) Fire Safety Pros trouble shooting fire alarm issues in 01, 02 and 04 units – Suzanne checking on status. They weren't able to do testing because they didn't have access to all of the units. Suzanne and Lisa will coordinate.
5. **New Business:**

- a) Ratify renewal of General Liability, Fire and Directors & Officers coverage with Philadelphia Insurance. Ty moved to approve all, Gaby seconded. Approved 5-0.
  - b) Cleaning Contract Schedule after May 2020, weekly or every two weeks? The cleaning company is coming weekly on Friday afternoons for the month of May. We will check in about frequency on a monthly basis. We appreciate the current need for this extra cleaning, and will continue having the cleaners come weekly and administering viricide until further notice.
  - c) Discuss Lisa's concerns with light fixture in main entry? The light fixture in the main lobby has dark patches, which Lisa believes are stains. We may need to replace it as well as the outside light fixture. We'll reach out to a lighting design consultant in the future about both areas, after the WA stay-at-home mandate lifts.
  - d) Discuss Manager number in front call box. Delivery services are calling multiple times a day. Lisa will change "building manager" on the call box to her name. Suzanne will notify the homeowners of the change.
  - e) New property manager for later this year – Lisa to provide contact for smaller firms she has worked with. Suzanne will be retiring later this year, but our current situation with the pandemic results in much uncertainty, so we will touch in on this as things evolve.
  - f) Gaby moved to authorize \$300 for a new building vacuum, Ty seconded. Approved 5-0.
6. **Building Manager Report** (Lisa): Lisa is uncertain that she will continue managing the building.
7. **Financial Report** (Suzanne): Ty moved to approve the financial report, Gaby seconded. Approved 5-0.
- a) Current financials: All is going well, nothing undue to report. Haven't yet heard from auditor, after requesting information a few months ago so she'll check in. Many people are working remotely and administrative tasks are taking longer.
  - b) CD renewed, Two CDs renew in August 2020, and one in January 2021.
8. **Committee Reports:** N/A
9. **Next board meeting date:** June 16, 2020.
10. **Adjourn.** Ty moved to adjourn, Gaby seconded. Approved 5-0. Adjourned at 8:29 pm.