

Ambassador I Condominium
505 East Denny Way Seattle, WA 98122

Draft Minutes
Regular Condominium Board Meeting
April 20, 2016 7:00 PM

Board Members Present: David Morse, Nick Hart, Tim Trohimovich, Steve Wilson, Brian Shineman, Bill Bielby, Robin Cole

Homeowners Present: Suzanne Heidema

Building Manager: Lisa Lightner

Approval of Agenda: Approved

Approval of Minutes:

- a. **Annual Meeting:** Approved
- b. **February:** Approved
- c. **March:** Approved

Homeowner/Tenant Issues:

- a. **Disputes over late fees.** One tenant had a bank issue with dues, another had a problem with the lock box to the office.

Old Business:

- a. **Amended Bylaws signing (Steve):** Signed by Nick Hart, President and David Morse, Secretary.
- b. **East Stairwell valve bids (Steve):** To be brought up in May.
- c. **Rear entry and storage hallway flooring (Lisa):** We have a bid from Alliance Flooring Services. Stairwell carpet is included in the bid. Storage hallway included. Bid was \$6840. Board requested more details in the bid. Have representative come to the May meeting? Board would like to know type of carpet and see samples. There will be another company in the area in a few weeks ~ will try to have a representative from that company come to the Ambassador I. Discussion of rubber tiles in the south stairwell entry.
- d. **Unit inspections update (Lisa):** Working with Gary on remaining valve replacements when done with this project. Discussion of earthquake straps. Lisa is trying to figure out which units have which version of fobs. Door King has a roster to see what type of device used. Device number can show whether card or fob. List nearly complete.
- e. **Window project contract (Robin):** Robin took Brandon's report and added some language in the scope of services. Added narrative which clarifies work. Study will be used to develop new detailing and ensure tightened language regarding quality of work. Cost questions. Review and recommendation of three bids. List of responsibilities.

Some structural engineering may be required. If there were additional costs for consultants and inspectors we would pay them directly. Same with laboratory costs - window testing. We will pay the lab. (State law requires water testing of windows). Brandon will need a contractor when investigating. Gary Gilligan knows the building. Architect has provided a cost for all tasks except for construction. He would like a fee of 7.5%. Robin's office has guidelines. Robin felt comfortable with 7.5%. Discussion of 7.5% figure up to base figure (bid accepted) and have a figure of 5.5% over that base. Discuss tuckpointing when scaffolding is up. Specify using Pioneer since we have used them before. We can reject sub-contractors. Discussion of installing insulation when window work is done - beneficial or not? Ask if tuckpointing is necessary. Robin will call back and negotiate. Cornice repair. Get a typical "as built" detailed drawing. The association would like a copy. Insurance questions. Discussion of limitation of liabilities. Comparison of similar contracts and limits of liability. There is no "no fault" termination - discussion of potential problems. Is there something in the contract which measures performance? Timelines? What is realistic? Could this project be done this year? Or more likely 2017? Discussion of law.... "According to the State of Washington." Arbitration or going to court if there are issues. Mediation ok. Issues for the board to have Robin discuss with the architect. See above.

- f. **Lighting Project Update (Steve):** Field trip to the third floor to look at samples. Seattle City Light has given a tentative credit of about \$3400 for the LED updates. Credit is not as good as we had hoped. Some of the prices have escalated. We can do lighting project in phases. Get a final vote on the sconces. We hope to have samples of fluorescent tube replacements next month. Sconce chosen. Can lights: Discussion of the lumens... each fixture has different lumens. Cans have only one brightness. Discussion of weatherstripping and brightness. Cans chosen. Email to move the project forward over the next few weeks.
- g. **Window Repairs in units #202 and 102 (Steve):** Gary has chased leak as far as he can go. No indication that it is continuing to leak. Gary will give a report. Project cost... in financials.
- h. **Reserve Study:** Should be completed soon.

New Business: None at this time.

Building Manager Report (Lisa): Posting of the emergency exit diagrams - samples presented. Sandwich diagrams between two pieces of plexiglass. Re-issued keys in the bike room. Issue with keys not being returned ~ we can ask for keys not on the master list. Keys have been going with units - bike room key is only for those on the list. There is a waiting list. How many people on the waiting list? Now OK but it comes and goes. Discussion of higher density bike system? Not much height in the room. We are on the edge as far as space available for those with bikes. If someone with a key has moved out, then key becomes available. Lisa will come back with suggestions to better track the bike room.

Financial Report (Suzanne): Suzanne emailed financials this afternoon. Cash was \$13,000. Receivables are for water heaters. Fees paid. Some water heaters have already been paid. Income and expenses ~ general repairs questions. Most is related to the windows. It's been a pricey procedure. Difficult problem. Budget includes amount carried forward. The legal bill has not been reclassified yet. Suzanne will do it. One employee has not submitted hours. Repairs are over budget. Cleaning is under budget because bill was not sent. Utilities are under budget. Water heater replacement in the association's rental was a cost. Gary did a repair in the rental unit for the bathroom fan. We're off about \$1300 for the year to date. Details in the financial sheets. City requires all rental units to be registered thus the \$175 expense. Financial report approved.

Next meeting: Tuesday 17th of May at 7 PM.

Adjourn: 8.30 PM