

Ambassador I Regular Board Meeting – February 19, 2018

Attending:

Nicholas Hart, President
Brian Shineman, Treasurer
Lisa Lightner, Building Manager
Suzanne Heidema, Accountant

Tim Trohimovich, Member at Large
Ty Booth, Member at Large
Steve Wilson, Vice President
Dona Cutsogeorge, Secretary

President Hart called the meeting to order at 7:00 p.m.

1. **Approval of Agenda** – Tim moved to approve the agenda as written, second by Brian. Approved 6-0.
2. **Approval of January Minutes** – Ty moved to approve minutes, second by Brian. Approved 6-0.
3. **Homeowner/Tenant Issues**
 - a. **Status of replacement lock for garbage room door in Ambassador garage** – Lisa has discussed with Ambassador I, she will follow-up again.
 - b. **Relocating baseboard material from gym to utility room and general policy on usage of gym space** – Gary is in the process of using the baseboard materials. Eric will be painting them. Lisa will move them into the utility room so that the gym will no longer be used for materials storage unless absolutely necessary.
 - c. **Update on repair of elliptical** – It is in the middle of being repaired. The bolts that hold the wheel runner have become stuck. The repairman was called, and had to order the parts. Lisa will check with the equipment repair tech.
4. **Old Business**
 - a. **“As builds” from Brandon** – Suzanne called Brandon again this morning and he has not gotten back to her.
 - b. **Ordering additional screens** – Wants a number of screens for each type of window, and they will send that to Suzanne. Tim wondered if there’s a deal for X number, etc., but there’s no bulk discount.
 - c. **Shelves for packages in exercise room** – Costco has one that everyone likes. Dann will purchase these at Costco and also install them with wall anchors.
 - d. **Landscape bids** – Unit 202 owner had many thoughtful questions about the Pacific Landscaping bid. Suzanne will send homeowner’s questions to Larry Arndt at Pacific Landscaping to get his response. His bid is \$2500-3000 for labor in addition to materials cost.
 - e. **Front door window etched** – This has been replaced, and is fixed.
 - f. **Alternate cleaning company** – We got two bids from new companies. Dann got a bid from Sound Cleaning for \$1000/monthly. Lisa got a bid from Ambassador II cleaning service for \$800/monthly. Our current cleaning company charges \$535/monthly. Lisa is

looking at other options, including folding this into the building manager's job. Lisa estimates that she can do this for 2 additional hours/week. Our current cleaning contract is on a month-to-month basis. Suzanne will contact them to terminate the contract in March. Ty moved to have Lisa do the cleaning. Tim seconded the motion. Motion passed.

- g. Elevator repair + contract update** – Suzanne talked with Thyssen Krupp about a non-cancellable and non-renewable contract, and that we don't like these terms. Thyssen Krupp offered to rewrite it. We need to know when it will take effect. Suzanne notified Kone via certified letter that we would not do another 5-year renewal because we'd be getting other bids. Kone has never billed us for the weeks of elevator repairs. Many of these were tasks that should have been done via regular maintenance that they were under contract to do. Suzanne will find out if they will bill us for that time. We're paid through March with Kone. We will give them notice effective April 1st and switch to Thyssen Krupp. Tim moved that we cancel contract with Kone and enter into a new quarterly contract with Thyssen Krupp. Brian seconded. The motion passed.

5. New Business

- a. Transfer of Reserve Funds to cover Battery Backup Lights in Hallways** – The cost for battery backup lights is \$3169.55 + tax. Brian moved that we take these funds from reserve funds to cover the costs. Ty seconded. The motion passed.
- b. 1st Insured Cash Sweep** - First Security Insured is getting rid of their extra FDIC insurance. We moved our funds there so that all funds were in one bank. The sweep is only good for large entities. Anything above \$250K gets swept into a money market account. This isn't cost-effective for our reserves because we won't earn interest on these funds. Unless the \$250K is lowered (\$25-30K) it doesn't make sense for us to use this service. Suzanne will look into moving the funds into another bank. If First Security is unwilling to approve a checking account balance of \$20,000 or less we will remove the excess funds to another bank. Suzanne will hear from the branch manager about this and we will make a decision.
- c. Ratify email vote on unit 108 remodel.** Tim moved that the application be approved. Steve seconded. The motion was approved.
- d. Ratify email vote on unit 203 repair vs remodel.** Steve moved that this be approved as a repair. Ty seconded. The motion passed.

6. Building Manager Report (Lisa)

- a. Snow removal** - Lisa pointed out an effective snow shovel (actually a roofer's spade) for our next Snowmageddon. Slip and fall insurance claims were discussed.
- b. Unit 408** – The floor is built up over the original configuration. Discussion about adding language to the Ambassador website about bathroom remodels and what other units have discovered when bathtubs, etc., have been removed. We have many photos of bathroom demolitions and can make these available to homeowners planning remodels. The HOA keeps an archive of what is behind the walls so that we have accumulated and collective knowledge of the building.

- 7. Financial Report (Suzanne)** – The Board reviewed the financial report. Suzanne will send bill via certified mail to the commercial unit owners for delinquent account balance. Tim moved to approve financial report. Brian seconded. The motion passed.
- 8. Committee Reports** – The web committee chair, Nick Hart, reported that the website will be updated this month.
- 9. Next board meeting date** – March meeting set for Tuesday 3/19, 7 p.m.
- 10. Adjourn** – Tim moved to adjourn at 8:01 p.m. Steve seconded the motion and it passed 6-0.

Written by Dona Cutsogeorge