

AMBASSADOR I CONDOMINIUM
505 EAST DENNY WAY SEATTLE, WA 98122

June 18, 2019 7:00pm Ambassador I Regular Board Meeting

Attending:

Steve Wilson, Vice President

Dona Cutsogeorge, Secretary

Dann Moomaw, Member at Large

Brian Shineman, Member at Large

Tim Trohimovich, Member at Large

Suzanne Heidema, Accountant

Vice President Wilson called the meeting to order at 7:04 p.m.

1. Approval of Agenda

Tim moved to approve the agenda as written, seconded by Brian. Approved 5-0.

2. Approval of Approval of March, April and May minutes.

Tim moved to approve the March, April and May minutes. Seconded by Brian. Approved 5-0.

3. Homeowner/Tenant issues

a. Fireworks- were set off in Ambassador II last weekend. Suzanne will send an email to their board and mention that an Ambassador I homeowner noticed it to discuss their noise restriction regulations.

4. Old Business

a. Ordering additional screens – Suzanne will count all of the different sizes of windows, and send an email to the Board with that list. Then the Board can decide how many of each to order.

b. landscaping update- Lisa and Dan Roy have planted some annuals in front of the building, per building manager update.

c. Commercial unit delinquent receivable- Our attorney has not heard back from the commercial unit owners yet. Asked if we had received any payment, which we haven't. We have gotten the regular monthly payment and the special assessment payment, but not the extra receivable of \$4928.60. Our attorney will file a lien.

d. Eric's termination, keys returned- Eric's keys were returned, and Lisa supervised him when he collected his belongings. He has filed for unemployment, stating that he was laid off instead of terminated. Although the unemployment claim impacts our rates, it was Suzanne's & Lisa's suggestion not to reject his claim. Tim moved that we not contest Eric's unemployment claim, Brian seconded. Approved 5-0.

e. Antenna for Washington Alarm (update) – We received a bid for cameras, but needed some additional information about wiring around the elevators. Gary Gilligan investigated, brought Budget Key here, who said these were lines for the cameras. Gary was going to meet with WA Alarm to talk about the antenna issue, but they had to reschedule. Suzanne will follow up with Gary.

5. New Business

a. Reserve study discussion- Suzanne distributed this previously, and an executive summary revision at the meeting. Suzanne requested that the cost of scaffolding be folded in with the windows, which is not typical policy. Suzanne will call Mark from WES and Brandon Hamilton (architect) about future planning and scheduling for our next tuckpointing/window scaffolding project(s). Likely these will not happen simultaneously, in the future, as they did in 2018. Briefly discussed items in the study, including sprinklers, elevator, exterior painting, carpeting. Will revise emergency light schedule to 10 years. Suzanne will ask reserve study specialist to make final adjustments.

HOA assessment increases: There was no HOA assessment increase in 2019, so we will need to increase in 2020 to stay on track with reserves. In addition, insurance coverage was increased which increased our premiums. This increase will also require an increase in HOA assessments. The Board must decide

on the reserve funding level once the reserve study is finalized. The reserve study recommends two options: 70% or 100% funding. Combining the insurance premium increase with the recommended increase in reserve contributions would result in a 10% to 16% monthly assessment increase for a 70% or 100% reserve funding level. The Board will have to make decision on rate of monthly assessment increase by October.

b. Accounting services contract- Steve and Suzanne will be in Mexico for 5 months this coming winter (Oct-March). The longest they have been gone in previous years is 6 weeks, so the Board will need to decide if they want Leschi Property Management LLC to continue as the Association's accountant or if they will hire a different firm to provide this service. It has worked well to have Lisa assist with onsite collection of mail and the HOA drop box and send copies of checks and invoices to Suzanne for recording in the accounting records and paying the invoices. The decision will be made by the July Board meeting.

c. Painting unit doors- This project hasn't been done for 15 years. This job also requires homeowner decisions about interior door paint color, weather stripping and brass kickplates. It is easier to have a one-color door, same color front and back and that will impact costs. We need to get cost estimates on painting, security, types of weather stripping, and other parts.

d. Gym survey- Reviewed draft survey, and got group edits to survey. Add television, call it a refresh and not a remodel. Dona will create Survey Monkey and send link to Suzanne.

6. Building Manager Report (Lisa) – Eric, former employee, will be taking his lunches/breaks using the patio furniture in the court yard when he is here the next few visits to work at Ambassador II.

The landscaping has been partially attended to by Dan Roy. There are flowers next to the entrance and the bed next to the side gate. An estimate of his costs is about \$60. He's been encouraged to save his receipts. Special thanks for his care and attention.

7. Financial Report (Suzanne) –Suzanne gave the financial report. Tim moved to approve financial report, Brian seconded. Approved 5-0.

8. Committee Reports – Dona will finalize gym survey and send to Suzanne to email to homeowners. Suzanne will contact the homeowner with landscape design expertise to get started on the plan for fall installation. Suzanne will also ask Lisa to follow up.

9. Next board meeting dates: Tues 7/16, 7pm.

10. Adjournment: Tim moved to adjourn, Brian seconded. Motion passed 5-0. Meeting adjourned at 8:25.

Written by Dona Cutsogeorge