

Board Meeting Minutes

October 19, 2021 at 5:30pm (via Zoom)



With 3 Directors present via Zoom, the meeting was called to order at 5:46pm. Dg and Sharon were absent. Gil Pierce and Brandi Gimbel of Rockwood Property Management (RPM) were also present.

Board Meeting Minutes of 9/13/21 and Financial Reports through 08/31/21 were approved as presented by RPM.

OLD BUSINESS – Reserve Maintenance

Roof replacement is complete for the year The re-roof is complete on 7 buildings. Gutters have yet to be replaced on 4 buildings. Painting is complete on building #23 and deck supports were added to the painting scope for building #21. Plans for 2022 include finishing the remaining buildings roofing, gutters and full paint.

Building Painting. Fascia on all buildings roofed, all of Bldg 23 and deck supports on Bldg 21 were painted per the scope of work approved.

Underbid roofing contract Bldgs 26-30 have a different pitch than Bldg 23 on which the proposal was made. The discrepancy in pitch resulted in a considerable under-bid by Specialty, which works out to \$8,338/building for a total of \$45,441.

In comparing the original bids, Specialty was under by \$100k compared to the other two bids. Even if the project was bid correctly the bid would have still been close to \$50k under the other two bids. Considering this, the Board would have likely engaged Specialty had the bidding been accurate. The materials have already been purchased to complete the remaining of the roof replacement over the next year or two, which further compels the Board to navigate a resolution that's acceptable to all.

After considering the full scope of this situation and the contractor's request to be made whole, the Board asked Gil to start the conversation by offering half of the requested balance.

Gutter Install. Gutters will be installed on the recently reroofed buildings prior to winter.

Reserve Replacement: Treadmill A part was recently replaced that brought the treadmill back in service and so the replacement was tabled for now. Gil asked VENDOR to notify us before the pricing increases.

Security Patrol Survey Update The Board was provided access to the results for review. 50 responded, 33 homeowners responded "yes" they would vote to increase dues \$5 for the addition of security services, 15 said no and 2 wanted more information before making a decision. The Board will continue to discuss security options and possible more feedback from the community.

NEW BUSINESS

2022 Budget Adoption Fluctuations in local markets and supply chain interruptions have had a considerable impact on access to goods and services. To continue the same level of service, an increase is forthcoming in all service and utility contracts. Gil reviewed the proposed 2022 Budget by line item and provided background information regarding the more significant changes over the current budget.

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The proposals collected in preparation for the 2022 Budget indicate similar trends across the region with the most significant increase in landscape services and supplies. Considering the time and expense involved in onboarding a new landscape provider and the competitive rate offered by Greenleaf, the Association is well served to continue with its current contractor in 2022.

2017 Reserve study update was finalized in August. This report will inform the reserve budget over the next few years and help provide a long term financial plan to reduce the opportunity for special assessments. Based on Capital Improvement decisions made after the Reserve Study was completed RPM will work with Jim Moore on updating once work has completed for 2021 and invoicing received.

A proposal to upgrade the internet service was considered by the Board but ultimately declined due to the increase in the cost of goods and services.

RPM proposed a management fee increase of \$1, the first increase since the inception of its contract in 2007. The Board approved and praised RPM for a job well done.

The 2022 Reserve Budget is based on Reserve Study recommendations and bids/contracts for projects currently, recently or soon to be underway. 2022 projections do not include the \$45k underbid roof replacement detailed in old business herein. In an effort to save costs while the expense of goods and services is high, the painting line item excludes building soffits. Last time the buildings were painted, the soffits were included; they're not exposed to the elements so the soffits are still in good condition. Siding is currently set to 50 year life expectancy in the Reserve Study but arguably, the aesthetic value expires long before the siding fails. As we finalize the reserve study, Gil will discuss the options and impact of creating an escalated maintenance or replacement schedule for siding as a means of placating member concerns.

Regrettably, the Board is again forced with the decision to eliminate services or increase assessments. In order to maintain the same level of service next year, the Board approved the 2022 Budget for distribution and ratification by the members via Zoom on December 17, 2021. A notice regarding the Ratification Meeting and the assessment increase from \$250 to \$265 will be sent to homeowners along with a copy of the proposed '22 Budget in compliance with the notice requirements set forth in the Bylaws and RCW.

MEMBER FORUM

(none)

With no other business rightfully brought before the Board, the meeting was adjourned at 7:13pm.

Respectfully submitted by Melissa Owens, AMS, CMCA.