

# **Renton Ridge Homeowners Association**

Meeting Minutes  
June 22, 2016

## **Opening**

The regular meeting of the Renton Ridge Homeowners Association was called to order at 7:00 PM on June 22, 2016 in Renton, Washington by Mark Denton, Board President.

## **Board Members Present**

Mark Denton, President  
Valerie A. Dreas, Secretary/Treasurer  
Lin Buchanan, Member  
Betty Park, Vice President (absent)  
Chris Jensen, Member  
Shelly Ulrich, Member (absent)

**Others Present:** Colleen Poole of the Management Trust and Jim Bauer were also present.

## **Discussion of 30 Day Pay**

Colleen stated that the outrage over the lack of being able to electronically submit bills was so great that TMT prioritized and the problem has been fixed. Vendors can now submit their bills electronically and get paid in a reasonable amount of time. Auto pay is not an option for vendors at this time.

## **Approval of Minutes**

The minutes were approved.

## **Treasurer's Report**

There is \$49,140 in AAB general checking. Siding account has \$191,827.

Maintenance reserve account has \$194,454.

Aging report showed a total of \$59,152 in arrears. Our collection attorney is working on several long term accounts to clear up the balances or take back the units.

The Treasurer reported that the audits were reviewed from the accounting firm and all was good, except some reporting issues in the minutes that need to be done.

### **New Business**

A building gutter problem. Rain not being handled.

Discuss getting new fire company. Cosco isn't working out.

Bid for chimney cleaning and dryer vent cleaning - \$25/chimney for inspection; \$44 per chimney that requires cleaning. Dryer vent cleaning is \$3,600 for all vents. **Board approved using Chimney Specialists. Scheduling the inspections for October.**

Mark Denton asked that during the siding for A building that we approve a security camera being placed in the wall by his unit due to the rash of break ins on that side of the complex. **The Board Approved.**

### **Manager's Report**

See punch list below.

### **Parking Committee**

There were six spaces available in June, five were leased out.

Parking has towed 4 vehicles, 2 were parked in the road in front of C building; 1 parked in the road in front of G building; and one was parked in an owner's space.

Two vehicles were parked an inordinate amount of times. One vehicle was parked 12 times in the month of May and was tagged 3 times. It was almost towed for being in a Board rental space, but moved before the truck came. Since then, the vehicle has been seen parking in a rental space.

The other vehicle was here 9 times in May and tagged once. It appears to be a resident's vehicle. Since the final warning, not seen very often.

No major incidents this month.

During construction, the parking committee will not be tagging or towing anyone in visitor spaces between 8:00 AM and 6:00 PM.

## **Open Issues**

The HOA punch list was reviewed.

### *Board Issues*

1. **Annual Audit** – The audit for 2013, 2014 and 2015 were presented. The Treasurer signed the documents. There are a couple of minor things that needed to be corrected. One was noting in the minutes the budget amounts when ratified as well as mentioning any withdrawals from the reserve account.

Second there was a transfer from replacement fund that did not have a corresponding liability and there was an outstanding check from the siding fund that had not cleared in 90 days. **Done.**

2. **Board Debit Card** – The Board discussed having a debit card for the Board members that regularly purchase items for the HOA instead of having to submit and get reimbursed after the fact. They are still required to submit receipts for the purchases. **Motion to approve the debit card was made, seconded and passed and signature cards were signed.**

3. **Storage Unit** – TMT requested update on storage units rented to make sure all units were being billed properly. Mark is to follow up on this.

4. **Hardwood floors** – Revisions were reviewed and sent back for final determination by attorney.

### *Construction Projects*

5. **Siding project.** Materials are here. B building to start on July 5<sup>th</sup>; A building is scheduled to start August 8<sup>th</sup>.

### *Complex Maintenance*

6. A & B pole lights (as well as pool light). These are faulty and need an electrician to fix. We are contact Illumination for several electrical issues on the property.

7. C Building lights. Need to be repaired. In progress and will be done soon.

8. H & K Street lights are out. Illumination is to look at the issue. Will need to dig up the sidewalk area to find the problem.

9. **E Building (and F building) – storage area sewage issues.** Having Perez come and check it out.

10. **F303 leak** – Call Perez to come out.
11. **C Building – polypropylene piping in attic.** Need to coordinate with owners to enter the attic area. Perez is having difficulty with HO's.
12. **Missing Inspection Plate** – C building. City still has not come out to replace. **Done.**
13. **Security issues** – Interior needs to be done in cabana.
14. **Garage roofs** – Inspection report shows that garages are essentially in good shape; however, roof covering will need to be addressed as well as the siding replaced and painted. Work out replacement schedule or do after all siding is complete. Put in budget for 2017.
15. G102 – leak in unit. Our attorney has been asked to draw up the settlement papers. We are waiting for those before giving the homeowner a check for the damages. **Done.**
16. E102 reported that the door number on the door is missing. The Board decided to investigate the cost of replacing all door numbers in light of the siding project. Mark will do this.
17. Gym Equipment – The treadmill is broken.
18. D Bldg – Couch in hallway. Check to see if gone.
19. E403 toilet leak. Our tenant. **Done.**
20. Nest in H building. Will have to wait until chicks are gone, by law.
21. Fire inspection report. New sprinkler heads for A & B. Several other minor issues from inspection. Working on repairs.
22. Willow tree with broken branch. **Done.**
23. Damaged carport at K building. **Done.**
24. Pressure wash carports. **Done.**
25. Paint remaining carports. **Done.**
26. Carpet and door behind L building. Have Divas remove.
27. A building – cable across the front of building. Will be fixed during siding of A building.

*Jim Bauer Assignments*

28. **Ground floor of buildings are dirty.** Divas have tried to clean but it's not coming up. The flooring needs to be redone. Jim will do and add as part of siding project.
29. **Buildings K, H and L drainage.** Work in progress. Building L is done. K&H will be in budget for next year.
30. **Sidewalk wood hand-railings.** Material ordered. Will be done in two weeks.
31. **Sidewalk replacement.** There are some areas of the sidewalks that need replacement. Inspect sidewalks for potential tripping hazards. F building has lifting. **Done.**
32. **Bldg A. Sheetrock for basement.** Still waiting.

**Adjournment**

Meeting was adjourned at 8:30 PM by Mark Denton, Board President. The next general meeting will be at 7:00 PM on July 27, 2016, in the Renton Ridge Cabana.

Minutes submitted by: Valerie A. Dreas

Approved by: Renton Ridge Board