

Sammamish Landing Homeowners Association
Board Meeting: July 27, 2016
Trestle Office - 2100 124th Ave NE Ste 110, Bellevue

Board Members Present: Bob Aye, Tom Curtin, Jan Clayton, Dallas Grack, Taree Bollinger

Also Present: Blair Rondeau **Owner:** Tim Katzinski 301

Called to order at 6:05pm

Home Owner Issues

- Unit 301 – Requested update on repairs to damage to breezeway. Also requested notification and repair schedule if access to unit 301 is required. Board agreed to update owner as soon as repair schedule was confirmed.

Review/Approve Minutes from April 27th, 2016

- Minutes approved

Financial Reports

- Tom Curtin reviewed the financial report
- Mary Jo from Trestle reported on:
 - Special Assessment account balance – Board moved and approved vote to transfer \$40,000 from the special assessment balance to the pay down the outstanding principal.
 - Cash Flow – The Board moved and approved vote to transfer \$8,000 from reserve account to operating account to cover cash shortfall in July.
 - Mary Jo and Blair will be looking into the possibility of reclassifying water damage and sky light replacement to a reserve expenditure.
 - Mary Jo to add irrigation water line item to budget expenditures.
 - Taree and Blair will be reviewing all line item expenses YTD and overall budget. They will be coming back to the Board with their findings and recommendations. As soon as this information is received the Board will decide on submitting a supplementary 2016 budget or rolling the reserve balance borrowed into the 2017 budget.

Community Association Manager's Report.

- Blair Rondeau's report included in Board packet.

Old Business

- Breezeway Repair – Blair reported that she was informed that the claim had been moved to a third party adjuster due to the cost of repairs. The engineering costs paid by the association have been submitted to the adjuster for reimbursement. Blair will reach out to the Insurance Commissioner to see if Potelco is in violation of any laws regarding the time associated with the repair process.

- Review of Declarations and Rules & Regulations – Taree to send combined Declarations and Rules & Regulations Draft to Blair for review. The Board has requested that Blair look over the following section for consistency and compliance:
 - Declarations – Section 12.10 (Monthly Fees)
 - Rules and Regulations – Section 15.2 (Fines)
 New rule draft needed to address “Owners on site while guests are using common areas” Once all of the above has been completed the draft will go back to the attorney to review and answer all related questions.
- Parking lot seal coat/paving – Bob to review three bids and address questions regarding variances in scope of work. Bob will advise on vendor selection and date the work will be performed.
- Electrical panel in pool pump house – The Board moved and approved vote to proceed with repair / replacement work bid provided by Valley at a cost of \$1,738. Work to be scheduled after the pool is closed for the season.
- Carport roof cleaning – item tabled until next year
- Sewer review – Bob reported on most recent sewer review. No action currently required.
- Fuel locker repairs – Lockers 20, 21 need their doors replaced. Dallas to review and recommend course of action.

New Business

- Addition of parking space on north side of lot – Taree and Blair will be looking into the possibility of adding one additional parking space on the northern most row of parking spaces. They will come back to the board with their findings before the lot is restriped.
- Carpet replacement bid – Blair secured and reviewed the bids secured for traditional commercial carpet and carpet tiles.
- Closing of main doors – The board agreed to repost reminder signs to keep main doors closed.
- Fence between Sammamish Landing and Archstone – Tom reported on current status of project and will update the Board when Archstone gets back to him.
- Comcast contract – Blair reported that the late fees incurred in March will be credited back to the account. Taree reported on the current status of Comcast contract review. Taree also recommended sending a document to all owners and tenants of units receive explaining what items and service they are entitled to from Comcast under our current agreement.
- Trestle contact information – Blair to post contact information for her and Trestle on site so residents can contact her with questions or concerns.
- Pet / glass sign at pool – The board agreed to purchase and post a “no pets or glass in pool area” sign at the pool gate to remind residents of this rule. Tom to purchase and post.

- Newsletter – Taree proposed that we explore the idea of publishing a newsletter for all unit owners and their tenants to improve communication. Unit 105 has volunteered to draft an example for Board review.
- Complaint process – Taree asked for clarification of the process of handling complaints and requests that all rule violation complaints and requests for service be acknowledged in writing.

Adjournment, approximately 9:00pm

Next Board Meeting: October 19th, 2016 at 6:00 PM at Sammamish Landing (West-end ground floor hallway)