

Daybreak Condominiums - Annual Membership Meeting

Fire Station #73, 1280 NE Park Drive, Issaquah WA 98027

I. Call to Order & Welcome by President (7:11 PM)

II. Proof of Notice of Meeting - letters mailed to all residents in late May 2014

III. Introduction of Board Members:

- A. Scott Miller, President; Jill Berger, VP; Jesse Hatfield, Treasurer; Suzanne Reeve, Secretary
- B. Amy Soto, voting member-at-large; Janine Torres, non-voting member-at-large

IV. Establishment of Quorum - 34 owners in attendance or by proxy at start of meeting; 25% quorum established

V. Approval of Prior Meeting Minutes - last year no quorum was present; meeting was opened and adjourned

- A. Three new board members volunteered
- B. Informal conversations about recent water heater failures & the need to replace

VI. Reports of Officers & Unfinished Business in 2013-14 (President Scott Miller)

- A. Decks & walkways were re-surfaced and treated for bugs/ants
 - 1. Total cost = almost \$100,000
 - 2. This fall warranty inspection will take place (courtesy inspection this spring)
- B. New landscaping contract established
 - 1. Goal: by end of summer, have main areas up to speed
 - 2. Working with landscaper around tree trimming
 - 3. Next - work behind garages & carports
 - 4. Action Item: Board will meet periodically with landscapers to review progress & plan for future
- C. Daybreak website is up: <http://daybreakatissaquahridge.webs.com>
 - 1. Amy Soto is webmaster
 - 2. Question: what is the process for requesting changes?
 - a) Answer (action item): Amy will investigate adding a fillable contact form to the site
- D. Reserve study conducted (main study done every 3 years, with annual updates)
 - 1. Full funding for Daybreak is between \$350,000-400,000
 - 2. We are well funded, but slightly under full funding

3. We add approximately \$75,000/year to our reserves
- E. Water heater replacement
 1. Water heaters are H/O's responsibility, but are located in a common area
 2. Tankless water heaters are a possibility for the lower floor narrow units
 - a) Must have flow test first by PSE
 - b) Tankless is more expensive than gas, but cheaper than electric installation
 3. WA Water Heaters offers a discount for multiple H/O's replacing simultaneously
 4. Question (Robin): Are there any retroactive rebates or discounts for H/O who already replaced with Ballard Water Heaters?
 - a) Answer (Jesse/Scott): No
 5. Question (Marcia): I just moved in recently, and the heater in my unit had already been replaced. How do I provide proof of replacement?
 - a) Answer (Sherry): Send documentation of installation to K-M (photo of inspection report including heater installation date, etc.)
- F. Communication with K-M has improved; representative switched to Sherry Valentine
- G. FHA recertification is in progress
 1. Must have > 50% of units owner-occupied to qualify
 2. Question: should we make a change in the bylaws/covenant to institute a rental cap?
 - a) Question: does this present a conflict with property rights?
 - (1) Answer (Scott) - Condominium Act & other legislation provides for a balance between property rights & shared property responsibilities in HOAs
 - b) Sherry: other complexes she manages have a 30% rental cap
 - c) Owner should notify K-M if renting out their unit; a copy of the lease agreement should be on file with K-M
 - (1) Fines could be placed in the bylaws to help enforce
 3. Action item: If a rental cap is instituted, this change should be made at the same time as an HO6 insurance amendment (see VI.H below)
- H. Recent water leaks in units: sink overflow, toilet leak, water heater failure
 1. HOA is responsible for damage to other units; opening a master claim raises insurance premiums, which affect monthly dues
 2. Action item: Look at changing covenant to require H/O's to have HO6 policy covering the deductible on the master policy
 3. Bylaw/covenant change takes 6-12 months and requires approx 70% vote
 - a) Greg Treat - encourage quick action to save on reserve spending
 - b) Gabrielle Wilkerson - would rather have slow dues increases as necessary than pay large special assessments
 - c) Scott - budget doesn't provide for much discretionary funding
- I. Dryer vent cleaning this past year
- J. Curb repairs are pending
- K. Will be doing building cleaning this year
 1. Will add railways, entryways, decks, and windows as line items
 2. Action item: Putting out new RFP shortly
 3. Board will provide H/O with plenty of notice before the cleaning takes place

4. H/O - Cleaners have not been coming to the third floor!
 - a) Action item: Scott will reinforce this with cleaners
- L. Parking lot re-stripping & re-sealing: no exact date yet; waiting for 1 more bid
- M. Mailbox replacement - multiple recent break-ins
 1. Scott spoke with Postmaster to find out approved types
 2. Pedestal type mailboxes are secure, but will not fit current kiosks
 - a) Installing pedestal boxes & rebuilding current kiosks = approx \$6000 per box
 - b) Action item: Membership agrees that kiosks may be torn down & replaced with uncovered pedestal boxes
 - c) Small information center & light pole next to boxes instead of re-building kiosks will save on costs
 - d) Board expects formal bids early next week
- N. Other issues:
 1. Pets - seeing more yellowed lawn spots & poop not picked up
 2. Board continues to monitor noise issues throughout the year; nothing current
 3. Carport railings & posts are in need of upkeep
 4. Considering a move-in/move-out fee for rental tenants (offset potential damages while moving)
 5. Considering hiring maintenance people to come 1-2/week instead of Apollo & Asari
 6. Working on more consistent notification of HOA board meetings; board meetings are open to all owners, and always have a period for open comments
 7. Locating building shut-offs for water, electricity, gas
 8. Outdoor grilling: no charcoal! Only gas or propane allowed
 - a) Charcoal grilling & heat from grills can melt siding and handrails, leaves ash, and burns deck floors
 - b) Action item: Gabrielle will print and post information flyer on mail kiosks

VII. Election of Board Members

- A. 1 position open (replacing Jesse Hatfield); Jill's & Scott's positions will be open next year; term expires in two years for Amy, Suzanne, Janine
- B. Candidates: Gabrielle Wilkerson, Greg Treat
 1. Each makes statement of qualifications & why they are running
 2. Robin Sheaffer and Sean _____ (?) act as observers; count ballots
 3. **Results: Gabrielle 19 votes; Greg 15 votes**

VIII. New Business

- A. Robin Sheaffer - fire ant infestations in some garages
- B. Robin & Suzanne - field mice in some garages, rats living in rock walls
 1. Action item: Board will discuss exterminators/traps at next meeting
 2. Several years ago, exterminators did come; eradicated rodents at that time

Wednesday, June 25, 2014

3. Robin/Gabrielle - electronic sound deterrents have been effective (available at Home Depot)
- C. Greg Treat - request prohibiting board or membership meetings in last two weeks of the year
 1. Action item: Sherry will review bylaws & report back
 2. Action item: Board will consider this at next meeting
- D. Greg - request making contact info public for all board members
 1. Robin - was public in the past, but then became personal choice to protect privacy
 2. Scott - communication can be cleaner if there is one point of contact
- E. Greg - require board members to miss no more than 3 meetings per year or lose their position
 1. No such requirement currently exists in the bylaws
 2. Action item: Board will consider at next meeting

IX. Adjourn (9:01 PM)