

Scott's home – F-302

8 May, 2013 6:30pm meeting called to order

Board members: Jill Berger, Scott Miller, Amy Soto, Janine Torres

Guests: Teresa, Sharon, + additional neighbor whose name I did not get

Kappes Miller: Sherry Valentine

1. Water Heaters

- a. Some confusion regarding the retrofitting of the skinny middle unit. Washington Water Heaters, Steve Hyde, told Scott that they would be able to use smaller tank and install a direct vent but when Teresa contacted them was informed that any modifications would null the warranty. She does not want to install anything without the warranty. She and/or Scott will contact Washington Water heaters again to verify what is the correct info.
- b. Letter drafted by attorney Gregory Cromwell to tenants regarding mandatory water heater replacement. Board to review and modify/shorten, and send to homeowners.

2. Homeowner Insurance

- a. Board reviewed attorney letter regarding changing bylaws to require homeowners to have minimum coverage to cover HOA insurance deductible.

3. Jill made motion to accept minutes, Scott seconded, motion approved.

4. Website

- a. Amy has created website: DaybreakatIssaquahRidge.webs.com
 - i. Meeting minutes have been posted
 - ii. Monthly financials will be revised with homeowner personal info removed
 - iii. Sherry's contact info has been added with a direct link to her email
 - iv. Governing documents will be added, confirm they are all recorded
 - v. Discussion regarding auto response from Kappes, will not require that unless response time becomes an issue.

5. KM – Building Maintenance

- a. Roof Survey
 - i. Presented bids from Integrity and Pacific Engineering
 1. Board reviewed and decided that Integrity seemed to be much clearer and also much lower cost.
 2. Scott made motion to select Integrity, Amy seconded motion, board voted to approved hiring Integrity
 3. Also asked if they can visually check for birds while they inspecting (KM will advise Integrity to add additional check at no cost)
 - b. Resealing and restriping of parking lot. Board will review bids presented and select a vendor,
 - c. New landscaper: good work so far, Scott is working with them, they will be installing "pet waste" stations, hopefully that will help with poop issues.
 - d. Curb repair: Sherry has one bid waiting for second and will let us know when she has it.
 - e. Bugs in lights: Sherry will contact Assari to have him take care of this.
 - f. Mailboxes need to be replaced, 2nd break-in, Scott is reviewing options that won't require structural changes to the portico. Is working with USPS to make sure we are in compliance
 - g. Deck repair warranty--reinspection required within 2 years of contract completion. KM to verify

reinspection timing.

- h. Trees need to be trimmed, specifically tree on parking lot side that is rubbing on units C301 and C201.

6. New Business:

- a. Site Improvement/final inspections: Board to review and select vendor
 - i. Parking lot resealing/restriping
 - ii. Building exterior cleaning
 - iii. Dryer Vent Cleaning
 - iv. Site drainage
- b. Sprinkler irrigation/Shut off info:
 - i. Scott will contact Robin or Doug to see if they can remind us where the shut offs are located. May want to post that info online?
- c. Flood in units D 302, 202, 101
 - i. Claim has been opened
 - ii. HOA are only responsible for repairing common areas. Individual homeowners are responsible for "paint in" damages
 - iii. Website to inform owners of potential water leak hazards
- d. Homeowner Solicitation
 - i. It was noted that homeowners have received unsolicited correspondence attached to their doors. Discussion followed.
- e. Annual Meeting
 - i. Date set for June 25th at the Fire Station in the Highlands
 - ii. Mailers will be sent to all residents
 - iii. YTD financials will be included with voter info
- f. FHA Approval
 - i. Sherry will work on making sure our complex qualifies, good selling point. She is going to verify timing for re application to FHA.
 - ii. Board discussed a possible rental cap
- g. Resale and Move in fees--further research ongoing
- h. Trash Areas--KM to follow up with Apollo to ensure trash areas are kept in good shape.
- i. Pets--Board discussed continuing pet issues, including landscape repair and pet waste issues
- j. Meeting Notification
 - i. KM to advise board of all meeting notification requirements per HOA bylaws
 - ii. Board discussed posting meeting time and location for board meetings.
- k. Site Water/Electrical Shutoff
 - i. Board discussed reviewing water and electrical shutoffs for emergencies
- l. Insurance Claim Update
 - i. Insurance rates to climb approximately \$2000 annually beginning May 2014

8:45 PM Adjourn