

Sunset Plaza Condominiums Board Meeting Date: 4/17/2019

Board Members:

Teresa L'Amarca – President
Jody Matthews – Vice President
Peter Schrempf – Treasurer
Louise Richardson - Secretary
Lorreta Livingstone - Member at Large
Mikalyn Martin – Member At Large
Ellen Peterson – Member At Large

Board Members in Attendance: Teresa, Jody, Peter, Louise, Lorreta, Mikalyn, Ellen

TMT Representative in Attendance: Cindy Sinanian

Minutes: Nancy Schrempf

Community Members in Attendance: 13

MEETING CALLED TO ORDER AT 6:32

1. Cindy distributed relevant portions of packets to board members.

OPEN FORUM FOR RESIDENTS:

1. Kim Knox (J201) submitted a proposal for a financial review of TMT. In it she listed issues she has had with TMT and has proposed it be done by an independent auditing firm. She also listed what she believes would be the benefits of doing this. There are several companies in our area that offer this service. The Board will review her proposal and take it under consideration.
2. A resident asked for new Board members to introduce themselves. All Board members were present and did so.
3. Another resident asked what is going on with the garbage? Tim is on vacation for three weeks and has hired Greg and Bridget to sub for him while he is gone. They took care of it on Friday; it looks like it just filled up quickly since then. Eddie Woitt, the new Maintenance Technician (who will replace Tim and Lisa), starts in a couple of weeks. He will be working Monday through Friday, 8am to 5pm.
4. Someone asked if there is a job description for Eddie. Cindy has the job description provided by the Board and has developed it into a list. The Board has been asked to review this. Cindy is also developing a calendar of daily, weekly, monthly, quarterly and annual duties and has requested additions/changes from the Board. Eddie will be an employee of TMT and will answer to them; the Board is not his boss but will give input. Cindy has arranged it so that if our contract with TMT were to end, Eddie's position with us would continue. The Association needs someone on property to coordinate with vendors and work with outside contractors. Eddie will also supply information to Cindy concerning resident complaints and policies/rules infractions (she has provided Eddie with our policies and procedures). This information goes to a third party who will send notifications to violators and will manage fines enforcement. Notifications to violators are required to go via mail so that there is a paper trail and assurance that the violators have received the correspondence. Concerns and complaints can come from any resident and go to TMT. It was made clear that notifications that go to violators are from (and signed by) TMT and make no reference to the individual who turned in the complaint. If a complaint involves something that can't be documented by taking a picture, such as a noise complaint, then TMT requires complaints from two individuals before they will proceed. Eddie will check the Community Center hallway box and the office for forms and information on a regular basis. Processes will be fine-tuned as he settles in.
5. A resident asked how the repairs are coming along on N building. Cindy stated that they are not complete yet.

6. Louise did a walk through with Pacific Landscaping and asked meeting attendees if anyone knows who takes care of the various gardens. It was stated that Mary Markstone in C201 has been taking care of the roses, but that she is quite elderly. Louise will talk with her concerning having the landscapers take care of them in the future. The gazebo area in the courtyard has been Tim's responsibility and Pacific has been maintaining the garden outside of the Community Center across from H/I buildings. Louise is concerned that all of the gardens be taken care of on a regular basis and will work with Pacific to make this happen.
7. Teresa contacted the goat people who she had hoped to get onsite last year for gully cleanup. She also has another company to contact. She will be getting estimates from them both. While work is being done temporary fencing is used to keep the goats contained. After the goats are done three or four employees of the company come in to clean up whatever the goats leave behind. Once a bid is chosen, it will be reviewed to make sure the expense will fit in this year's budget. It was noted that the goats will not be used to remove ivy near buildings; the landscapers take care of this.

END OF OPEN FORUM

1. Approval of February 2019 Meeting Minutes:

- a. Cindy still needs minutes from two recent special executive Board meetings.
- b. There were no amendments or corrections. Motioned, seconded and approved.

2. Treasurer's Report:

- a. We have made progress on having the income from our rental unit credited to the correct area of our financials.
- b. We are also working with TMT to ensure income and expenses hit the proper categories in our financial statements overall when compared to our ratified budget.
- c. Due to various issues (work on buildings G and N), building-related expenses are the one area of costs that are somewhat ahead of year-to-date budget expectations. It will be a few weeks before we understand the full impact of this activity and are able to determine if funds are available for various one-time projects. The signage project and part one of the Archon tree project are being covered by carry-over funds from last year. Phase three of the roofing is planned as part of reserve funds, but the old estimate (from the prior contractor) was in error (missed building N) so phase three is ending up more expensive than planned. A very important reserve-funded project that needs to be addressed is our fire alarm system. It needs to be totally replaced, not repaired piecemeal.
- d. Approval of February and March financials. Motioned, seconded and approved.

3. Manager's Report:

- a. Cindy recently did an audit of our budget vs financials and GL codes used by TMT. WA Division has assigned GL codes that Associations should be using. They are much more detailed than those used by TMT. Cindy has gotten the TMT pick-list updated and will work with the TMT Controller to make appropriate budget line changes.
 1. Rhody rehab project is done and should not have carried over; same with rockery project.
 2. We need to add a professional fees budget line next year.
 3. Payroll (Eddie) vs maintenance (Tim and Lisa) budgets/expenses are reflected incorrectly.
 4. Rental unit income and expense is reflected incorrectly. Cindy also feels that possibly it would be better to show more detail (management fee, lease-up fee, repairs, depreciation, legal). The way our budget was done by TMT hides income. Income is taxable (profit on rental unit is taxable), so we want to write off as much as possible. The Board agreed with Cindy that a subsection showing more detail would be advisable. An individual asked why we pay a management company to take care of our rental unit. Cindy explained that TMT is not a property management company. There was also a short discussion about what would happen if the Association decided to sell the rental unit.
 5. Cindy has requested debit cards and a Petty Cash account for Eddie Woitt and herself. Debit cards will also be requested for Teresa and Jody. There will be a \$500 purchase limit for Eddie's card.
 6. A tax extension has been filed by JH Vandal CPA.

7. Louise put out a March newsletter. Thank you to Louise.
8. The third phase of the roofing project with Star Roofing is underway.
9. The signage project with Sir Speedy is also underway.
10. The first phase of the tree project with Archon is complete.
11. Building leaks:
 - G101 - Sharkey has completed the statement of work for installing cabinets. Approval of Sharkey's final payment will be contingent on the unit owner's signature that he is satisfied with the work. Teresa will reach out to the owner to get this done.
 - G201- Kevin Lorang repaired the sheetrock above the kitchen sink.
 - G202 – the homeowner has asked for sheetrock repair to be done above the sink so they can rent out the unit. Sheetrock below the sink also still needs to be completed.
 - D101 - Perez could not find the water leak in the ceiling, but found a crack in a pipe. There was confusion over whether the pipe had been fixed. Another plumber verified that he saw no crack. The sheetrock has been repaired.
 - N101, N201, N301 - Demolition and abatement are complete. Advanced Water Restoration was fired after a number of issues with the company were reported. Cindy has invoices from Advanced Water Restoration for asbestos abatement, \$4,263.64 per unit (\$12,790 total). The asbestos work is complete; the damage done by Advanced Water Restoration is above and beyond this scope of work. Water and restore work is being covered by insurance. Board moved, seconded and passed payment of asbestos abatement invoices contingent upon receipt of clearance report (homeowners should receive a copy). Concerning further repairs and the report from Norcross, the insurance check (about \$66K) is being cut to the Association, and the Association will distribute the initial amounts to the homeowners (equal amounts) based on the Norcross report. The homeowners will hire their own contractors and will need to coordinate with Jason. Homeowners will need to turn in receipts/invoices to substantiate expenses.
 - Eddie Woitt has been hired as our new Management Technician. He will be dropping off his background check and motor vehicle forms at Cindy's office tomorrow. She will scan and submit them. He will be giving his two-week notice as soon as TMT provides him with a start date, but hopefully will be able to leave his current job in a week. His background is in construction, fence building and plumbing, but not electric. Cindy has worked with him for fifteen years; he does all of the renovation work (from foundations to roof repairs) on property she owns.
 - Cindy did two walk-throughs on-site with insurance adjustors, but has not done a compliance walk-through yet.
 - Peter got the flicker contract signed. The USDA guy is doing his thing and Sharkey is coming behind doing the siding repairs. The resident in A201 has birds living in walls.
 - Cindy has received a \$17K earthquake insurance invoice. She does not see that this was a budgeted item. The Board was under the impression that earthquake insurance was included in the insurance line of the budget, but apparently there was a problem because this line is actually made up of invoices from three different companies – and the earthquake insurance was missed during budgeting. There was earthquake insurance in prior years, but this year it has increased more than expected. The Board (and meeting attendees) feels earthquake insurance is very important and, even though it was under-budgeted, it needs to be paid. Motioned, seconded and approved.
 - Cindy needs a signature on the Comcast cable contract. Teresa signed.
 - The insurance waiver from Philadelphia Insurance Company concerning N building projects needs a Board signature and a notary. Cindy gave the waiver to Teresa who will take care of it.
 - There is a problem with a car that needs to be towed from a space belonging to another unit. The owner of the space has been contacted. Someone needs to be there to sign when the towing company arrives. The Board requested that Cindy get Eddie on the towing company

list so he can tag vehicles for towing. No timeline was established for towing this particular vehicle.

- Louise reminded attendees that there are a number homeowner forms: Homeowner Complaint, Request and Review; Sunset Plaza Condominium Work Request; Resident Information; Architectural Review – they are old school, but they work. She will make them available in the Community Center (in the hallway) and would like us to start using them. The Board would like to reestablish this system.
- Louise also handed around a price sheet for picnic tables and chairs which she would like to replace the old junk we have in the dog park, the garden area and behind building N. They are commercial grade and will not rust; also they could be secured to prevent theft. With shipping/delivery the total cost would be \$2,122. The meeting attendees liked the idea, so if the budget can handle it they feel we should go ahead. Peter would like to hold off just a bit and do cleanup on budget and statements with information regarding upcoming expenses also taken into account.
- Joanne brought up that some of the outside electric is out again around buildings G and H.

MEETING ENDED AT 8:24 (not officially adjourned)