

Sunset Plaza

Board Minutes, January 11, 2017

Jodi, Linda, Charles, Jim, Colleen, in attendance.

4 Homeowners Present

Homeowner Forum:

- It was suggested to remove the spa cover prior to opening.
- Glass recycling containers are reported to be full, a review towards more frequent pickup is recommended.
- A transient was reported to have spent at least part of one night in the clubhouse. Other clubhouse disorders were reported; pool table cover left lying about, party debris left behind, thermostat poorly managed.
- Homeless tent found outside of ravine fence. Fence since repaired by Tim, all of us on alert for seeing and reporting similar problems.
- BBQ donated to association, now behind the clubhouse.

Approval Minutes:

- December minutes not approved, not received by TMT

Treasurer's Report:

- 167K in cash.
- 262K reserves.
- 236K in CD's liquidated immediately!! (treasurer's emphasis)
- Expected expense out of budget for 2017; painting-200K, roofing 200K.
- Building expense; 1100 security replacement, 1400 J building walkway, 650 woodpeckers.
- Rental Dues/Income; adjusted.
- Approved October Financial

Manager Report:

- Rental list updated.
- Compactor delivered and installed;
- Attractive! Larger than old unit, costs more to empty, 10 ton maximum then overage fee will apply, more communication required to raise the 8.6 ton limit imposed by the state, RCW, laws.
- Hot tub; Health Department re-inspected re-install, minor findings will be corrected, it will open once fixed, maintained by Aqua Rec.
- Pool; dog run has health department findings, costs/options will be proposed at the February meeting.

Old Business:

None.

New Business:

- Compactor; discussed in financial.
- Painting; discussed in financial.
- Carport roofs under treatment for moss, debris. Curbs also.

Review:

- Locking clubhouse thermostat work ordered. Sharkey is the vendor. Motion by Linda, Second by Charles, all approved

Sunset Plaza Board

2/8/17 Meeting Minutes

PRESENT: Jean, Peter, Jodie, Charles, Mitch

ROUNDTABLE/DISCUSSION OF OWNERS

Sign in grass by Truegreen

Snow removal service

MINUTES FROM DECEMBER MEETING – need to be amended as noted

PROPERTY MANAGEMENT REPORT

Updated rental list – three vacancies

Moister due to no fan in hot tub room – when will Sharkey do install it?

Aqua rec not doing chemicals correctly – Tim found a few options and sent them to board

Programmable thermostats

Delinquent accounts

Security of clubhouse – ask Comcast about installing system

Insurance renewal – premium went down

–Motion to renew insurance package as proposed - Approved

Proxies will be sent out for Annual meeting next month

NEW BUSINESS

Peter Schrempf approved to fulfill the remainder of Linda's term

– Motion to renew - Approved

Financials and APs to be emailed to board and read by everybody

Variances? Tim's bills and insurance 2016 overbudget – review and send comments to Colleen

Comparative Income Statement by Fund

Meeting adjourned.

SUNSET PLAZA BOARD
Meeting Minutes of 04/12/2017

Present: Jean Homan, Jody Matthews, Peter Schrempf, Teresa L’Amarca, Teresa Topping – Quorum was present

TMT Representative: Colleen Poole

Other: 10 Residents / owners

1. **Call To Order:** 6:40 pm
2. **Introduction of new board Members:** Teresa L’Amarca & Teresa Topping
3. **Homeowner Forum**
 - A. Staff office a few hours a day to answer question, filing, general presence – possibly Teresa L’Amarca
 - B. Homeless people on opposite side of fence near garden area and Building E. Tim working with police and DOT. Should we post a NO TRESSPASSING sign on fence?
 - C. East Side of Building E a car was stolen
 - D. Heavy use of showers – people are leaving a mess
 - E. Colleen talking with Comcast to see about getting Cabana wired
 - F. Warnings about car break-ins and packages being stolen put in newsletter, on web, mail kiosks
 - G. Should we change gate-code? Code is being published on MLS and is known by emergency entities, delivery drivers, contractors, old residents and old owners. Creating emergency services special code as well as a realtor code that is different than common code. Look into number of people that will need to be notified of code change.
 - H. A “limited access” scan card was discussed for Cabana and pool.
 - I. Hot tube is working now after it was cleaned out. Chemical issue has been resolved
4. **Approval of February Minutes** – Jody motioned to approved the February Minutes although several typos were noticed. Seconded by Peter. Unanimously approved
5. **Financial Reports**
 - A. General
 - i. Cancel cell phone (approx. \$60 a month being paid)
 - ii. Fax number no longer needed. Change over to phone that will be needed with office is used going forward
 - iii. Old Issue: Water Spikes November and December need answers

- iv. Peter questioned why some categories (i.e. water) were tracking straight-line instead of seasonal. Colleen stated it would take more time to do and that planning meeting would need to be moved up to accommodate. Peter will take with Colleen / accountant off-line
 - B. February – March Financials
 - i. February / March Balance Sheets were reviewed (pgs. 13 and 25 in board packet)
 - ii. \$19,179.87 in AR Aging Delinquency accounts in Feb / \$19,855.72 for March.
 - C. Jody moved and Peter seconded to approve financials. Unanimously approved
- 6. Management Report**
- A. Rental list has been updated as of Feb 27, 2017
 - B. Woodpeckers: Sharkey has been repairing holes but woodpeckers are coming right back. Noted affected buildings were L, K, A and N buildings. Bird Busters to come in with full deal (yellow banners, streamers) community wide. If measures fail, bring in Department of Fish and Wildlife. Seems woodpeckers focusing on top 3 feet of walls. Possibly talk to Lower 48 to see if they could help put metal “shingles” under cedar shingles.
 - C. Painting and priming are well on their way
 - D. No date set for roofing yet
 - E. Break-ins / Security – Should we utilize a part time security person to walk the community as a deterrent? Last car stolen was last month. Person was caught and will be prosecuted. Neighborhood watch program called Women’s Walk training is available. Possibility of getting self-defense class here. Some areas very dark need some lighting. Further discovery needs to be done to specifically identify these areas
- 7. Action Items**
- A. Communication needs to be better
 - B. Pillar to be repaired. In order to submit claim to City of Tacoma, we need to get 3 estimates. We can then chose who we wanted to contact with (does not have to be one of the three). Jean suggested that we go with company that originally built the pillar. Jody suggested that, because this is the second time the pillar has been damaged, we move the pillar back but it was noted that this could not be done easily without extending the gate and cutting the rebar in the wall.
- 8. New Business**
- A. Lower 48 contract has already been approved but needs to be signed. Jean verified that the costs on the new contract were in-line with original contract.
 - B. Blackberry bushes and brush invading lawn area at the edge of gully area near Building N. Quote from Pacific Landscape Management for the work was \$806.00.

Jean noted that there was still one live tree left from their work from last year and to see if they could get that at the same time. Teresa L. noticed that the area had already been cleared up. Jody moved that the expense be approved upon confirmation from Tim that work still needed to be done. Seconded by Peter. Unanimously approved

- C. Fence behind Building B is being damaged by tree from War Memorial Park. Is the park managed by City of Tacoma? See if they will take the tree down or file a claim to get their attention.
- D. Renters in association rental unit will be moving out around mid-May. Unit needs some work such as pulling out carpet and putting in hardwood floors and new cupboards. Once tenants move out, board will be called together to do a walk-through to see what else might need to be done. Should we lease or rent month-to-month. Unit was rented for less than market. Teresa L. to research what rent we might be able to get (\$1200 - \$1400 possible).
- E. Soil Testing – Multiple unit soil testing has not begun yet but testing must be completed by June. One house local qualified for soil replacement but others did not. If qualified, soil to be replaced over next 6 years.

Meeting Adjourned: 8:00 pm

SUNSET PLAZA BOARD
Meeting Minutes of 05/10/2017

Present: Jean Homan, Jody Matthews, Peter Schrempf, Teresa Topping, Mitch Mayon, Teresa L’Amarca
– Quorum was present

TMT Representative: Terri Harle

Other: 14 Residents / owners

Note: Prior to meeting, a presentation was given by Officer Jennifer Terhaar from the Tacoma Police Department. Officer Terhaar is one of 3 Community Liaison Officers from our sector (Sector 2). A presentation was also given by Allyson Griffith from the Community Services Division of the City of Tacoma. Notes from these presentations will be attached separately.

1. Call To Order: 7:15 pm

2. Homeowner Forum

- A.** Herb Stout from I-202 would like to coordinate an informal Garden Club for those residents that are interested. Friday or Saturday nights were mentioned with Friday night at 7 pm being decided upon. The garden boxes are not really assigned but if one is open, a resident can use it. It appears that 4 plot are currently open to be used. The association has a \$500 stipend for the area that can be used to buy dirt, manure, bark, wood, etc. Jean suggested we buy a load of tagro and place it in a central spot to be used where needed / wanted. Anyone interested in the garden spots or the Garden Club may call Herb at 253-677-4713.
- B.** A resident indicated that we may need to dig out the ivy over by the fence near Building E. The fence is slumping due to the ivy and might need to be replaced.
- C.** Herb Stout submitted a request for an architectural change to his unit. After discussing the change, it was noted that the request might not need to be in writing as there was no real permanent change to the deck.
- D.** Ants are again invading bldg. N. The association treated the external part of the bldg. quarterly. The whole bldg. would need to be treated for a guarantee of getting rid of the ants. There have been objections to the cost and chemicals that would need to be used. Some of the ant hills were treated with borax last year. Jean suggested that residents might try Terro Liquid Ant Bait that can be purchased at Home Depot. Other buildings have been affected including J and M. Ants could be either moisture (attracted by the dry rot) or sugar ants. A suggestion was made to spray areas with vinegar after they are gotten rid of especially along window and sliding door tracks.
- E.** A suggestion was made to change out the mesh fencing around the recycle bins near bldg. E and make the area look like the others with wood. Tim to fix this.
- F.** A suggestion was made to create a Neighborhood Watch program
- G.** One of our residents has set up a Facebook Page for Sunset Condominiums Tacoma and invited all to “like” it.

H. Teresa L. spoke about an App called "Next Door". It has information on it about local events, lost pets, etc. One complaint was that it forced out too many e-mails but settings could be changed.

3. **Approval of May Minutes** – Jody motioned to approve the May minutes and was seconded by Teresa L. Minutes were unanimously approved

4. **Financial Reports** – No financial reports as they were not available in time for the meeting

5. **Management Report**

A. Rental List: Updated as of Feb 27, 2017: Two rentals open with no waiting

B. Woodpeckers: Some of the balloons were dislodged during the recent storm. Bird Busters will need to come out and replace as soon as possible. Teresa L. and Jody reported that they have seen woodpeckers going in and out of holes right next to the balloons. Teresa L. had a picture of one. Jody documented her sighting and sent to Colleen. Other suggestions that came up were: Woodpecker houses being placed on the sides of buildings and / or down in the gully. However, it was brought up that bird houses were not allowed according to the rules and regulations. Electric spiders with motion detectors and pecker spikes were also mentioned as possible solutions.

C. Painting: Bldg. B almost done. Bldg. C should be complete by 5/10. Bldg. D dry rot replaced beginning 5/11 then primed and painted. Bldg. M siding starting to be replaced 5/11 or 5/12.

D. Pillar: Two bids so far: NEM - \$3,829, Sharkey - \$960 + tax. Sharkey too low as he is not a mason. The board would like two more bids from masons as the City of Tacoma will either take an average of the 3 or the lowest of the bids. We will need pay any excess if work costs more. Jean stated she may have the names of previous bidders or may have names of masons. Once the bids are received and the claim has been submitted, we can start the work while we are waiting for the settlement. One of the residents indicated that they witnessed the event and saw that the firetruck was trying to go out the "In" gate and that is how the pillar was knocked away from the property and not towards the property.

Motion: Jody moved that we have the work done by NEM (the company that originally did the work) with the provision that 2 more bids were received from masons for the claim to the City of Tacoma. Peter seconded the motion and was approved unanimously by the board.

E. Pool: TMT having trouble getting bids for the services of the pool. There were bids last year other than the current vendor (Aqua Rec) but their bids were not comparable as they were not for the specific services we were looking for. In the past, the date to open the pool has been determined more on the weather (usually mid to late June) and not the traditional Memorial Day to Labor Day. Once the pool is prepared (cleaned, treated, heated) for opening, it has to be maintained every day which has a cost associated with it. After some discussion as to when to open the pool, it was decided to shoot for May 27th.

- F.** Association Rental: Current renters are buying a condo on the property and will vacate the rental on May 15th. A walk-thru by the board will be scheduled to determine what needs to be done to make it rental ready again. The kitchen cabinets will definitely need to be replaced. Will need to get bids other than Sharkey for the work.
- G.** Goats: Teresa L. said she had checked into what it would cost to use goats for the gully. She also spoke about a licensed and bonded logger that would be willing to help us down some of the trees we need to have taken and that he would be interested in taking some of the wood that has already fallen. Jean requested that the information be forwarded to Colleen so that it could be put in the board packet and then voted on.
- H.** Trees: Teresa L. stated that she believed that at least 3 trees would need to be downed as the limbs were destroying the fence. Mitch suggested that, instead of falling the trees, have the branches cut back up to an acceptable height so they will not touch the fence.

Meeting Adjourned: 8:10 pm

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 06/14/2017

Present: Jean Homan, Jody Matthews, Peter Schrempf, Mitch Mayon, Teresa L'Amarca – Quorum was present

TMT Representative: Colleen Poole

1. **Call To Order:** 6:52 pm
2. **Homeowner Forum**
 - A. Chair in recreation room is broken and needs to be fixed
 - B. Brown grass in front of bldg. L needs to be looks at
 - C. Various signs are needed around the property. Jody will organize a committee to evaluate all signage needs and will bring forward a recommendation for a complete sign package
 - D. Numerous rule violations have been noted. It was reiterated that complaints about rule violations need to be made to TMT so that enforcement action can be taken.
 - i. One specific example provided was a refrigerator on a patio. Tim made arrangements to assist the homeowner to remove.
 - ii. By-laws can be found on the resource page
 - E. There was a question on whether homeowners could put potted plants on the landings. Fire code prevents items on the landings but it is OK to put potted plants on either side of steps in flower bed areas.
 - F. An issue was raised about a homeowner burying a deceased pet cat in a pot. TMT will advise homeowner that other arrangements need to be made. One option is to bury the cat in the gully.
3. **Appointment of Ande Dunn:** Motion was made to appoint Ande Dunn to the open board position. Jody moved and Peter seconded. All were in favor and motion was approved. Ande's tenure to run until March 2019.
4. **Approval of May Minutes –** May minutes were amended to include the approval of the April minutes and the word "associate" changed to "association" in paragraph 2.A. Motion to approve minutes as amended made by Peter, seconded by Jody. All were in favor and motion was approved
5. **Financial Reports**
 - A. Jean asked the question as to why account #52660 - Payroll Manager Account was out of funds. It was discovered that Tim's services were being charged to that account.
 - B. Clubhouse cleaning by Tim's girlfriend was being charged to account #52665- Payroll Part Time Employees.
 - C. Jean questioned why TMT had paid Tim's invoices that were not itemized as other vendors would not have been paid without itemizing. Colleen said that the issue was raised with Tim previously and he had started to itemize his activities but later stopped. Jean stated that it was her position that Tim should be told he needs to itemize all his invoices and if he did not do so, the association should terminate his contract and hire a new vendor.
 - D. Jean questioned the variance in sewer charges. The year-to-date on sewer was in line so it might be that two invoices were processed in a single month.
 - E. Perez Plumbing being charged to account #66700 was questioned. We did not fund that line item so this should be in Building Maintenance; Colleen will have this recoded.
 - F. Motion to accept April financials made by Ande and seconded by Theresa. All approved and the motion passed.
6. **Management Report**
 - A. Need to complete the bids for the pillar for the claim. The pillar has been fixed and looks good.
 - B. Sauna still needs to be installed. Colleen said Tim was working on getting an electrician. It has taken too long so Colleen will need to get this done in the next 30 days.
 - C. Jean will pick up clip boards for the recreation center for the Financials, Meeting Minutes and Newsletters.
 - D. Retaining wall has been completed but still needs to be painted to match the existing wall color.
 - E. Gully project will be discussed once we get the report from Allyson. The board will have a special meeting to walk the area and define the scope of the cleanup project. The report is expected in about 2 weeks.
7. **Other issues**
 - A. 311 Calls have been made regarding the homeless encampment. It has been determined that the spot where a tree is down on the fenced is where they have been gaining access to our property. Although calls have been made, it does not seem that any action has been taken according to the owners in attendance.

Meeting Adjourned with no executive session

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 07/20/2017

Present: Jean Homan, Peter Schrempf, Teresa Topping, Mitch Mayon, Teresa L'Amarca, Ande Dunn – Quorum was present

TMT Representative: Colleen Poole

Homeowners: 24

1. **Call To Order:** 6:52 pm
2. **Homeowner Forum**
 - A. An incident at the pool was reported to the Board. Because it involves a specific unit, it was discussed in Executive Session after the regular Board Meeting
 - B. Painting has been completed. If residents notice little things that need to be addressed, they need to e-mail Colleen. Colleen will schedule a walk-thru with the Board before vendor is paid.
 - C. Roofing project will begin in two days. Four buildings (A, B, C and D) will be done this year
 - D. Are there any regulations in the By-Laws or Declarations for an outside drain system for an AC unit? No one knew of any. One owner suggested a common line so that all condos along the drain could use it.
 - E. Ivy is overgrown near the bridge by the rose garden
 - F. Diane asked if someone would like to take over the publication of the Community Newsletter. Teresa Topping agreed to take this on
3. **Architectural Changes**
 - A. Unit E103 – Architectural Change plans were presented to the Board to replace the sliding glass door and windows. The owner understands that trim needs to be brown to match exterior. They will be same size and color as others in the building. Do the windows have to be same configuration? **Ande moved to accept the plans as presented. Mitch seconded the motion. All approved of the motion and the motion passed.**
 - B. Unit C101 – Architectural Change plans were presented to the Board to: renovate the kitchen, master bathroom and guest bathroom; remove guest bedroom closet; install new flooring; and install new windows. The owners indicated that the contractor they are using was licensed and bonded. The owners had the kitchen and guest closet inspected and it was determined that the kitchen wall and the header of the guest closet were not load bearing walls. **Teresa moved that the plans be approved as presented. Theresa 2nd the motion. All approved and the motion was passed.**
4. **Approval of June Minutes – Motion to approve June Minutes was made by Ande and was seconded by Peter. All were in favor and the motion was passed.**
5. **Financial Reports –** Financials for May / June will be discussed at the next meeting in August as the packets were printed late and Board members have not had time to review.
6. **Next Month's Meeting –** Next month's meeting will be August 9th. Jean will not be able to attend.
7. **Management Report**
 - A. Rentals list has been updated as of July 3, 2017
 - B. Fields Roof Service will begin roofing July 26th. Buildings A, B, C and D will be completed this year. During the reserve study review it was found that N building had been omitted from the proposal. Fields acknowledges the mistake and will make it right by reducing the cost for N building to their cost (\$14,000 vs \$22,000).
 - C. Painters are wrapping up the project. Once they have completed their internal punch list a walk will be scheduled for the board to give their final approval to close out the final billings.
 - D. Bids have been received for asphalt work, installation of the sauna heater and for the pool maintenance
8. **Other issues**
 - A. One of the support beams in the carport near B building below A building is damaged and needs to be replaced. Tim indicated he could get the materials and repair it. Cost should be under \$1,000.
 - B. Crime Prevention through Environmental Design Survey was discussed. Not much in the report that was not already known.
 - I. Bushes need to be thinned especially those in front of windows
 - II. Need better signage such as a map at the front gate noting building and their numbers as well as common areas. Jody to head committee to determine what needs to be done

- III. Residents should be reminded to say 'Hi' to those they see on the property. This is so strangers or guest know they have been noticed.
 - IV. The fence along the property line needs to be higher
 - V. The Board will meet Wednesday July 26th at 7 pm to determine the scope of the gully clean-up. All are invited
- C. Need to get bid to seal the cracks on the tennis court
 - D. Bids were presented for the installation of the sauna. It was asked why Tim got the bids, whether he should have gotten the bids and why TMT did not get the bids. The bids were reviewed and narrowed down to Madsen Electric (\$1,279 + tax) and All Wire Electric (\$795 + tax). It was not known if the bid from All Wire was comparable as Madsen included some wiring. **It was decided that TMT was to contact All Wire to clarify if they needed to wire or not. If their bid was a total bid, then TMT was to contract with the lower of the two vendors. Ande made a motion to accept this arrangement and it was seconded by Teresa. All approved and the motion passed.**
 - E. Tim reported that Aqua Rec has been doing a good job. The bid from Aqua Care was reviewed and was found to be not comparable to what Aqua Rec is doing now. It was decided to keep the arrangement as it is currently
 - F. Some of the fire alarms have not been working so some repairs to the system need to be done. TMT left messages with Evergreen Fire for proposals. Last week Tim completed a walk around with Evergreen Fire. The control panel for the alarms on Skyview Lane is in J building but the breakers could not be found. Suggestion was to get a locater service to assist in finding the breakers.
 - G. A hard copy of the new draft of the 2017 Reserve Study was given to Peter for his review. An inspection of the property for the 2018 Reserve Study will take place the first week of August. A draft of the 2018 Reserve Study will be available in September with the final out by the October Budget Meeting
 - H. It was asked who knew how to access the video from the cameras on the property. It appears that no one currently has that knowledge. Teresa, Theresa and Tim volunteered to be trained by Guardian. Cost for the training should be under \$1,000.
 - I. Comcast is offering to add bulk internet to our bulk cable package. The information will be included in the 2018 budget packet. Comcast did give us a Hot Spot in the Cabana for free with our current agreement. We are under a 10 year agreement. When someone moves in, they create an account with Comcast and receive the cable box. If they sign up for basic cable only they do not have to sign a contract nor will they receive a bill. If they chose to upgrade they will receive a bill only for the different between the upgrade and basic cable.
 - J. Satellite can't be denied. However, the dish can't be attached to the building in any way without Board approval.
 - K. There is a dead tree near M building that needs to come down. Pacific Landscape was approved to take down 3 or 4 others but it appears that they missed one. Colleen will contact them to make arrangements.
 - L. It was proposed that "unapproved" minutes be posted on the website so owners can read them prior to the next Board meeting where they will become official.
 - M. One of the owners reported an incident with non-resident teens the previous weekend. She stated they were being rude and making lude comments at the pool. She chased the teens to the front gate but they could not get out as they had no key. They ended up jumping the fence. Officer Terhaar was called. A suggestion to tighten the latch on the gate was made to make sure the gate is closed and not left open.
 - N. Dogs must be on leash on the property with the exception of the dog park. Leaving pet waste is not tolerable and will result in action against the owner.

The meeting was adjourned and the Board moved into Executive Session.

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 09/13/2017

Present: Jean Homan, Jody Matthews, Teresa L'Amarca., Teresa Topping, Peter Schrempf and Mitch Mayon – Quorum was present

TMT Representative: Colleen Poole

Homeowners: 10

1. **Call To Order:** 6:35 pm
2. **Homeowner Forum**
 - A. Ants are long term problem. Association treats outside of buildings quarterly. Homeowner options include: Square bait or try spraying white vinegar.
 - B. Could surveillance sign near bldg. E be switched with worn out surveillance sign on front gate? Tim can do work.
 - C. Six "Tacoma Safestreeets" signs have been given to our community to hang near entry gate, kiosks, bulletin boards and maybe zip tied to fence near homeless camp.
 - D. Fire Hazards: hill near A-E bldgs. in park, homeless area, debris in the gully and end of N building. No sprinklers installed near N building when condos were built. We should clear 10 foot from fence on both sides but need to confirm where property line really is.
 - E. Need lighting near N building. Maybe get solar lights that Tim can purchase from Costco for \$15 - \$40.
 - F. Sharkey to do mold inspection on bldg. A
3. **Approval of July Minutes – Motion to approve August minutes made by Peter and seconded by Jody. All were in favor and motion passed.**
4. **Financial Reports - Peter**
 - A. Income lagging a bit due to loss of income from rental vacancy
 - B. Hope to have refined bids from 2 of the 3 vendors by end of week for rental unit. Work to begin in early fall
 - C. Some individual expense categories (i.e., part-time employees, real estate taxes, landscaping, building maintenance and fire equipment) are showing some variances from budgeted amounts. However, overall operating expenses are in line with budget forecast.
 - D. Expect Level 2 Reserve Study draft to be ready soon and will use that document along with initial year-end budget projections to begin working on next year's budget in October.
 - E. Approval of July Financial – **Motion to approve July Financials made by Jody and seconded by Teresa T. All were in favor and motion passed.**
5. **Management Report**
 - A. Action list completed by Colleen and set to board today
 - B. Roofing Phase I has been completed. Only 1 skylight had to be fixed and will need to be billed to unit owner. Roofers will send information to Colleen. No residents have been notified about skylights needing modifications and that owners of units will need to pay for the modifications.
 - C. Painting has been completed. When job box was being removed curb was cracked. Chip said they would pay for the repair.
 - D. Other curbs need fixing / replacing. See if we can use the same contractor the company that manages the job box uses. Should this be part of the Reserve Study? Need to discuss.
 - E. Still trying to contact owner in bldg. C so water spigot can be permanently fixed. Send letter to resident. They have 30 days to respond. If they do not respond, we can use locksmith to gain entry and bill residents for it.
 - F. Colleen to purchase 3 Dog Waste stations. Association pays for bags – buy 400 to start.
 - G. Sauna – still not working. AllWire to come in and assess what wiring is needed.
 - H. Fencing for recycle corral near community garden. Change webbing to wood to make it look like rest of corrals on property
 - I. Training for DVR – Mitch, Teresa T., Teresa L., Tim. September 22nd at 10:30 am
 - J. Front gate still having issues. Stuck open again last night. Induction loop? If so, loop needs to be replaced. Was this due to extreme heat?
 - K. Colleen reported sprinklers were fixed but Peter still noticed wetness on tennis court.
 - L. Thatch dog area next year
 - M. Shut irrigation off and winterize pool

- N. Woodpecker holes are empty. Sharkey covering with metal and shingle in between jobs.
- O. Cedar Creek Contractors – Included striping because they think we need it. Only want asphalt sealcoating. WE used 3,000 linier feet last year. More bids next month
- P. Got a hold of Goat Lady. Twenty-five goats for 24 hours plus 3 men to drop off and pick up \$350. Available October 2nd, Colleen to call week prior.
- Q. Other Options for goats: Contact other vendors. **A motion to allow Colleen to accept a bid not to exceed \$3,500 plus tax for goat services was made by Jody and seconded by Peter. All were in favor and the motion passed.**
- R. Thinning of blackberry bushes near, under and south of bridge will be revisited after goats. Will check to see if it can be trimmed and given to goats.
- S. Board reviewed bids for the three trees that need to be cut down / cut up and disposed of from Thundering Oak and Arborwell. The wood could be cut up and left for residents to take. **A motion to accept Thundering Oak's bid was make by Jody and seconded by Mitch. All were in favor and the motion passed.**

6. Other issues

- A. Budget meeting will take place on Sunday, October 22nd at the Cabana at 2 pm. It should only take about 1 – 1.5 hours. Draft reserve will be reviewed at that time. Board is to have “wish list” to Colleen by October 1st. The budget will need to be approved in November.
- B. Beauty bark placed down every other year. Medium grade about 2 inch layer. Issue with beauty bark blowing over onto sidewalk. Suggestion of putting up plastic barriers along walkway in conjunction with sloping yard downward toward sidewalk.
- C. There is a hole in the “U” spout on N bldg. on the left side of the building.
- D. Need someone to come out and evaluate drain spouts. Lincoln does not do ground level so when gutters were cleaned, they did not clean down the spouts. Possibly Rooter Rooter.
- E. Pruning back / up bushes per CPTED study was discussed. One option was to plant prickly plants. Tried to do this 2 years ago but several owners did not what bushes taken out. We can do this on a case-by-case base. Can put blurb in newsletter requesting feedback on what people want. Can use verbiage from study.
- F. Crime statistics – crime low in this area of Tacoma. Information came from Tacoma Crime.org. Those on first floor can think about installing alarm system. Everyone should consider turning on front porch light, maybe even putting on timer.
- G. Architectural Request from A206 to use 1 ½ inch PVC pipe to go from AC unit down next to spout to ground level. **A motion to accept the architectural change was made by Teresa L. and seconded by Jody. All were in favor and the motion passed.**
- H. Architectural Request L203 to change 2nd floor lanai back into a balcony. **A motion to accept the architectural change was made by Teresa L. and seconded by Teresa T. All were in favor and the motion passed.**
- I. Cars with expired tags. Process to include putting friendly note on car explaining that tags need to be current and that if there is a valid reason tags are not current to contact TMT. In addition the note should state the date car will be officially tagged. If issue is not corrected by that date, the car will be officially tagged and towed within 72 hours.

Meeting was adjourned. There was no Executive Session

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 10/11/2017

Present: Jean Homan, Jody Matthews, Teresa L'Amarca., Teresa Topping, Ande Dunn – Quorum was present

TMT Representative: Colleen Poole

Homeowners: 7

1. **Call To Order:** 6:35 pm
2. **Homeowner Forum:** No issues presented by homeowners
3. **Approval of September Minutes – Motion to approve September minutes for the regular Board Meeting made by Jody and seconded by Teresa L. All were in favor and motion passed. Motion to approve September minutes for the special Board Meeting to discuss rental unit made by Ande and seconded by Jody. All were in favor and motion passed.**
4. **Financial Reports – Jean / Colleen**
 - A. Income largely on track through 3 quarters – Rental income -\$3,000 but late charges +\$3,000 through end of September (late charges non-budgeted item)
 - B. Most expenses at or near budgeted levels except Admin and Utilities which are below budget – some portion is due to timing of various expenses including insurance / fees and seasonal utilities
 - C. Still number of initiatives outstanding
 - Remodel of rental unit
 - Gully cleanup
 - Perimeter fence
 - Signage project
 - Various maintenance projects that will be more fully detailed during budget process
 - D. +9,500 ahead of budget for 2017 with \$290,336 in reserve
 - E. No significant variances in accounts
 - F. Paid \$46,326 to Lower 48, Colleen to see if Sharkey was paid \$7,900
 - G. Doing payroll differently this year
 - H. Rockery added in 2016 – 2017 budgets
 - I. Utilities to increase in 2018 – Electric +5.9% (April), Water +4.0% (April), Solid Waste +4.0% (January), Sewer waste water +4.5% (January) – Cable locked in
 - J. Budget Meeting October 22nd at 2 pm
 - K. Approval of September Financial – **Motion to approve September Financials made by Teresa T. and seconded by Teresa L. All were in favor and motion passed.**
5. **Management Report**
 - A. As of September 14th five open spots to rent with one intent to rent
 - B. Sauna: Last Monday (October 9) Allwire come in to wire – wall controller turned on but sauna motor would not start – will call manufacturer to see if missed something - no ETA.
 - C. Thunder Oak came out to cut down three trees - no homeless in open area – cutting down tree opened up the area – Colleen to see where they stacked wood to make available to owners
 - D. Josh at the Goat Lady – TMT called one week prior as instructed. Told Fred to call before Friday – TMT called Monday – said he would be there at 11 but no answer
 - E. Options to clean up gully – other goat companies either do not service Tacoma or minimum number of goats are too high for our purposes - Healing Hoofs 100+ goats – Teresa L to contact owner of goats seen on Mildred and give Colleen information
 - F. Fence: Contractors stated fence in good shape – Options: Put expanded metal heavy gage inside existing fence – diamond weave – hard to get toe hold – pokey at top – put cable along top and bottom
 - G. Top delinquent accounts = \$3,345.61 – One had power turned off. Three have no power
 - H. Jean sent claim form to Colleen for claim regarding front pillar
 - I. Fire Alarms – Evergreen quoted \$1,600 but never stated what it was for. Colleen to send Evergreen another e-mail
 - J. All rejected DVR training due to high cost – Teresa T to try to figure it all out. Ande could do training during the day and could train others

- K. Reviewed county assessment page and found we do not have 10 foot buffer beyond fence north of property as we thought
 - L. Can't volunteer to clean up other side of fence due to liability issues – If hire someone to do fence, they should be able to get permit to clear area – if they could not do work, they might be able to subcontract out
 - M. Must clear along fence if it is replaced – 1,000 feet of fencing - \$40,000 quote that does not include clearing
 - N. Colleen ordered dog stations
 - O. Curb still not fixed – Chip to contact company to see where they are at – other option is for us to fix and bill Lower 48
 - P. Irrigation was shutdown October 10th
- 6. Other issues**
- A. November / December sanitary hole will need to be flushed near Bldg. E. This second man hole belongs to us and not the city. When line gets backed up alarm will go off. When the alarm goes off, residents of Bldg. E need to stop using everything until line is flushed or bottom units will back up.
 - B. Used Malone's Snow removal last year – **A motion was made to use Sharkey this year by Jody and was seconded by Ande. All approved and the motion was passed.** Peter to activate plowing and / or deicing when weather reports warrant such action
 - C. Asphalt bids – Stanley and Rainier quoted but not on what we wanted
 - D. Drain cleaning – vendor in Puyallup charges \$140 per hour for all travel time and cleaning - do not know how long cleaning of spouts will take – Tim to mark locations of those in real need so Colleen can arrange to at least get those done before it rains - **A motion was made to allow Colleen to contract the cleaning of 4 drains to Drain Pro with an amount not to exceed \$1,035 + tax by Jody and seconded by Teresa L. All approved and the motion passed.**
 - E. Jody reviewed some of the signage that the committee discussed including signage in the cabana, at the pool and tennis courts, at the front gate and on the buildings
 - F. Changing camera signs to “This property under surveillance” is not possible as we only have a few areas under active video. If asked to produce tapes, we could be liable
 - G. If we can't contract with a goat company, we need to look at alternatives.

Meeting was adjourned at 8:20 pm. There was no Executive Session

Teresa Topping
Secretary of the Board

Date

SUNSET PLAZA BOARD MEETING
Meeting Minutes of 11/08/2017

Present: Jean Homan, Jody Matthews, Teresa L’Amarca, Teresa Topping, Ande Dunn, Peter Schrempp – Quorum was present

TMT Representative: Colleen Poole

Homeowners: 8

1. **Call To Order:** 6:30 pm
2. **Homeowner Forum:** No issues presented by homeowners
3. **Approval of October Minutes – Motion to approve October minutes made by Jody and seconded by Peter. All were in favor and motion passed.**
4. **Management Report**
 - A. Sauna: Controller to be replaced 11/9
 - B. Fire Alarms: Colleen sent Infinity Fire the last inspection and scope we received from Evergreen (extracting all company information). Their proposal included in packet and includes time and materials to replace batteries as well as an evaluation of panels in bldgs. A, H-N. **A motion to accept the proposal from Infinity Fire was made by Peter and seconded by Ande. All were in favor and the motion passed.**
 - C. Goats for Gully: Healing Hooves – Goats available in the spring. Owner looked at pictures of gully and feels that it is big enough for 100 goats.
 - D. Dog Waste Stations: Tim will be installing the 3 dog waste stations – Map of where stations are to go in newsletter
 - E. Recycle bin near public garden: Tim has costed out materials and will get bid to Colleen
 - F. Spigot on C Bldg.: Certified letter was sent to owner of unit. Deadline for response is Monday Nov. 27th. After deadline passes, locksmith will be called and billed to owner.
 - G. Email regarding approval needed to pay Sharkey invoice was auto e-mailed last week. Jody to go in and approve. Once approved can print check in Kirkland office so Sharkey does not have to wait.
 - H. One set of keys for K102 – One set to Sharkey.
 - I. Leaves: 4 loads of leaves were hauled out by the landscapers last week
 - J. Auditing Services: The yearly audit bid was presented by Joseph H. Vandal for a total of \$1925 to include an audit report and all financial statements. **A motion to accept the proposal for auditing services from Joseph H. Vandal was made by Jody and seconded by Teresa T. All were in favor and the motion passed.**
 - K. Perimeter Fencing: A proposal was received from Fence Specialists to take down our 6’ fence and install an 8’ fence. Vendor did not include the total feet that was included in the bid as they were unable to walk fence. Jean suggested going to the Pierce County GIS website to plot out fence line. Board would like several options such as fixing fence and using a 6’ fence
 - L. Signage: Jean requested pictures of letters to be used on buildings
5. **2018 Budget – Budget numbers were accepted with the following notes:**
 - A. Combine Acct# 52660 - Maintenance Payroll Expense and Acct# 52665 – Payroll, Part-time Employee into one account called “Maintenance Services” and move to Maintenance section. Eliminate Acct# 52700 – Payroll Taxes & Benefits.
 - B. Acct# 52470 – Management Extras: Adjust to \$0
 - C. Acct# 52250 – Insurance: Estimate, not quote from company – includes earthquake coverage
 - D. Acct# 52940 – Real Estate Taxes: increase to \$3,000
 - E. Acct# 52575 – Office Expenses: decrease to \$4,500
 - F. Acct# 70600 - Office Phone and Fax Line: Adjust to \$0
 - G. Acct# 52190 - License & Permits: Decrease to \$1,200 – includes Pool and Spa permits and Sec. of State permit
 - H. Acct# 52830 – Reserve Study: 3 year fixed fee
 - I. Acct# 59300 – Landscape Maintenance Contract: 3% increase starting January 1, 2018
 - J. Acct# 59355 – Landscape Refurbishment & Beautification: Adjust to \$0 – put in budget as individual projects – landscapers can do work on shrubs, rhododendrons and community garden
 - K. Acct# 59055 – Bark: Bark replaced every 2 years. Need to be 2 inches thick. Maybe thicker in some areas but maybe PLM can level
 - L. Acct# 59420 – Rockery Project: Adjust to \$0 – project has been completed

- M. Acct# 66950 – Woodpecker Control – Adjust to \$0 – Will use contingency fund if needed – need balloons up and holes repaired before season starts – Need to reach out to Fish and Wildlife now to see what we still need to do and what our options are – Metal siding not option due to cost – spikes are not option as woodpeckers will move down wall to get to wood – may have to live with birds and settle on fixing as we go along
 - N. Acct# 66745 – Locks/Security System: Adjust to \$0
 - O. Acct# 59425 – Rhododendron Rehab: Adjust to \$0
 - P. Acct# 66080 – Bldg. Maintenance And Repair: Include woodpecker control going forward – included compactor last year
 - Q. Acct# 66600 – Pest Control: Spray quarterly outside for aphids, ants, spiders – other insects such as yellow jackets and bees seen
 - R. Acct# 55100 – Contingency funds: Increase to \$15,000: Reserve lower than expected due to starting roofing project a year early but is last big project. Take expenses for Fire Control from Contingency Funds instead of Reserve Account
 - S. Utilities increases: Electricity 5.9%, Garbage 4.0%, Water 4.0%, Sewer 4.5%, Cable TV (10 year contract) 5.0%, Internet / Office (DVR and Computer) 5.0%
 - T. Ratification meeting December 13, 2017
 - U. Colleen to check on Insurance and what the cost will actually be
 - V. Colleen to revise and publish Budget to all board members
 - W. Statements will go out to all residents – Coupons will not make January billing - ACH is on 10th of each month
- 6. Other issues**
- A. Someone “living” in cabana – showering, smells of smoking in the morning
 - B. Cabana security
 - Top lock on front door needs to go away
 - Install alarm system?
 - Auto locked after 11 pm?
 - Individual codes to get in?
 - Security guard?
 - If we change the rules, how do we enforce?
 - Will deal with security issue when cabana is remodeled
 - C. Are lights on grounds still HD or LED – check with Tim to see what he has been installing
 - D. Water spouts have not been cleaned out yet – water is coming out of the top – down drains are chocked.
 - E. Trees encroaching on buildings –need limb up and move away from buildings - Thundering Oaks handled 2 years ago
 - F. Pines along dog trot dropped on fence – can be handled by Tim
 - G. Sharkey needs deposit of \$18,000 to start work on rental – renters do not pay dues; association pays dues

Meeting was adjourned at 8:15 pm. There was no Executive Session

Teresa Topping
Secretary of the Board

Date