

Saxony Condominium Association  
Board of Directors Meeting Agenda  
January 12, 2009

**I. Call to Order 7:01 PM**

**II. Establishment of Quorum**

In attendance: Phill Ramey, Page Perey, Tina Harcrow, Caren Park, Tyler Griffin, Nicole from SUHRCO

**III. Approval of Minutes from Previous Meetings**

- Minutes for last month (December '08) not yet submitted by current acting secretary.
- Phill will follow up and forward for approval over email.

**III. Review of Monthly Financials**

- Nicole reviewed current financials as of November 2008.
- Proposed: Set up a petty cash fund for up to \$250.
  - Caren motioned to approve establish a petty cash fund of \$250.
    - Phill seconded
    - Unanimously approved by all board members.

**IV. Homeowner's Forum**

- Caren – G building flooding in front of building (North side of atrium) remains a concern – **RoofTek will check it out**
- Caren Park – gate for G still broken – not latching – **have Suljo check first**
- Page Perey – water damage in 1<sup>st</sup> floor hallway of building C – **Nicole will contact Charter to investigate**
- Chris Rickman C101
  - Increased leaking and dripping in the C building stairwell to garage
  - Standing water in the garage
  - Leaking behind the drywall in garage between spaces 12 and 17.

## V. Selection of Board Roles

- Phill and Caren will remain President and Vice President
- Tina Harcrow – Treasurer
- Page Perey – Secretary
- Tyler Griffin – Member at Large

## VI. Updates

### A. *Water sprinkler system – Page*

- The sprinkler system alarm began going off on 12/12/08 it was shut off once by the fire department. Page Perey silenced it the second time and called Ace Fire and Security to set up a time for a tech to look at the system because the system indicated a problem with the Post Indicator Valve. Before that meeting could occur on the evening of 12/23/08 the sprinkler system activated (it's normally a dry system), the pipes filled with water and burst by the garage door. The fire department turned off the system, SUHRCO was called. SUHRCO contacted a tech who purged and reset the system. The huge puddle of water in the garage caused by the burst drained on its own. Owners should call SUHRCO whenever the sprinkler system alarm goes off and the fire department in order to have the system checked and reset.

### B. *Comcast agreement*

- Phill signed off on the agreement for John Coe, lawyer, to negotiate a better contract with Comcast.

## VII. Ongoing Projects

### A. *Rental cap agreement and collection of owner information*

- Final agreement text reviewed by Board in November – table of contents being aligned with document, then will be forwarded to Board for final approval and then voted on by owners.
- Will need to schedule two meetings. The first will be an informational meeting with owners and attorney.
- Voting will occur at the second meeting. Off-site owners will be mailed the document.

### B. *Garbage/recycling sign*

- Phill forwarded to examples to all board members
- Tina made a new proposal with more specific wording. Tina will research price and fine-tune wording.

### C. *Investigation related proposals*

- MLA proposal for investigation of decks and railings.
  - Tina moved to approve the MLA approval. Caren seconded the motion and all Board members approve.
- The Rice Group regarding the banging in the wall. Cost would be up to \$1,000.
  - Need G&D to draft a letter to affected owners to inform them of possible costs to either owners or the HOA associated with the investigation depending on results.

## VIII. New Business

### A. *Snow related services and preparation*

- Nicole will investigate cost and logistics of salt, de-icer for walkways
  - Purchase spreader, snow shovels and buckets to be placed outside each building and by garage
- Snow plow services often unable to respond quickly enough.
  - Generally cost \$150 per hour, not including travel time, probably would take three hours to clear this property.)
  - Nicole will research and provide cost information.

### B. *Posting community documents online*

- Nicole will send PDF with all governing documents so Phill can upload it to the Website.
- Upload letters annual from SURHCO
- Create links:
  - City of Sammamish
  - PSE
  - Allied/Rabanco

### C. *Key organization and distribution*

- Board member key sets to include a master key to each building, a Cabana Key, and maintenance rooms keys. One extra set will be made to be stored in the Cabana for vendors and emergencies.
  - Scott to rekey all the “maintenance” doors to one key, if needed.

- The pump house needs a lock.

**D. Community newsletter**

- If owners would like to receive regularly distributed community information/newsletters by email – sign up on the website
- Page, the secretary will work on content, Tina will design format and Caren will proof. Will try to get a first newsletter by February 1.
- Newsletter topics:
  - Dumping inappropriate items in the dumpster increases
  - Handyman services
  - PIS emergency info/standard column
  - Pet leash law
  - Cabana rental
  - Gardening corner
  - Pea Patch

Other topic suggestions requested. Please email the Board through the website: [saxonyhoa.org](http://saxonyhoa.org)

**E. Key for kiosk**

- Suljo will replace lock

**IX. Additional New Business**

**A. Birds in multi-family buildings**

- Nicole will contact Bird Busters to investigate the problem and propose a solution

**B. Chimney Inspection and Dryer Vents Cleaning**

- Need bids for these two jobs
- This inspections should be done annually or every other year
- Elements for original dryers may be going out

C. *Window cleaning bid needed for this spring*

D. *Landscaping*

- Nicole will have Greg's contact Page regarding property walk-through to ensure all shrubbery being trimmed.

J. Doggie Waste Stations – Nicole will forward information and Board can vote on email.

k. Nicole will get cost for twice weekly recycle pick up.

Executive Session

X. Adjournment at 9:01 PM