

# **STENDALL PLACE HOMEOWNER'S ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

January 17, 2017  
Ewing Dining Room  
Northwest Hospital  
7:00 pm

### **CALL TO ORDER**

Board president Debra Fulton called the meeting to order at 7:00 pm. Board members in attendance were: Debra Fulton, Osmund Kvithammer, Barbara Thake, Francisca Vega, Ken Vanderhoef, Sande Rook, Norma Cooper, Craig Hanway. Board member not in attendance: Joan Hanson.

### **HOMEOWNER FORUM**

- There were five homeowners in attendance. None of them had comments at this time, but a board member did want to report that one unit is now listed as an AirBnB and the residence is not currently owner occupied.

### **MEETING MINUTES APPROVAL**

- Minutes from the December 20 meeting were approved by a unanimous vote.

### **TREASURER'S REPORT**

- Balance sheet as of 12/31/17 is attached for overview with year-end report pending
- **MOTION: BOARD MEMBERS WHO CAN SIGN SIGNATURE CARDS FOR DOCUMENTS AT BANKS ARE DEBRA FULTON, PRESIDENT, JOAN HANON, VICE PRESIDENT, AND OSMUND KVITHAMMER, TREASURER.**  
This motion was moved, seconded and passed unanimously.
- **MOTION: BOARD OFFICERS ARE DEBRA FULTON, PRESIDENT; JOAN HANSON, VICE PRESIDENT, OSMUND KVITHAMMER, TREASURER; BARBARA THAKE, SECRETARY**  
This motion was moved, seconded and passed unanimously.
- **MOTION: RENTAL INCOME SHOULD BE SHOWN ON THE INCOME STATEMENT**  
Discussion: The rental income has been shown in a side ledger. For tax purposes it is necessary to show this on the income statement.  
This motion was moved, seconded and passed unanimously.
- **MOTION: SOUND BANK ACCOUNT SHOULD BE CLOSED AND MONEY MOVED TO CONTINENTAL BANK.**  
Discussion: It was recommended to close this account due to having too many bank accounts and that Sound Bank would not be participating in any loan to Stendall Place for the roofing loan.  
This motion was moved, seconded and passed unanimously.
  - **MOTION: FOR OFFICIAL BORROWING PURPOSES, TWO OF THREE**

**AUTHORIZED BOARD OFFICERS (DEBRA FULTON, JOAN HANSON, OSMUND KITHAMMER) MUST SIGN ANY AND ALL LOAN DOCUMENTS FOR STENDALL PLACE. (ARE AUTHORIZED BORROWERS)**

This motion was moved, seconded and passed unanimously.

**MANAGEMENT REPORT**

- January management report is attached.
- **MOTION: REPLACE LOCKS AT GATE ON STONE WAY AND THE GATE AT NORTHWEST HOSPITAL AT A COST OF \$450.**  
Discussion: The lock has been damaged due to being opened incorrectly using the key to pull the gate open rather than the bars. It is not repairable.  
This motion was moved, seconded, and passed unanimously.
- **MOTION: REPLACE SECURITY LIGHT AT 11701 AT A COST OF \$500.**  
Discussion: The security light is flickering and is at a place near a gate. This is a security risk if not replaced. The excessive cost is due to needing a lift truck because the light is extremely high on the building and is on a slope. This is the only way to safely replace this light.  
This motion was moved, seconded and passed unanimously.
- A concrete company has looked at the Stendall property and listed areas that are a **Concrete Trip Hazard**. This is an extensive list and there was also a recommendation to remove many trees whose roots are causing the concrete problems. These trees would also need to be replaced—a very expensive project, for which there is no budget. After discussion, it was felt that we needed to have our arborist come to look at root problems. Sande Rook will contact the arborist.
- The estimate for 4 panels of fencing that is rotting is \$4929.

**COMMITTEE REPORTS**

- **Communications Committee**  
The Stendall Place Handbook is finished and ready to go the Phillips for printing and then to homeowners.
- **Landscape/Irrigation Report**  
No report-other than issues discussed in Management Report
- **Safety Report**  
No report-other than issues discussed in Management Report
- **Materials Committee (See Attached)**  
**MOTION: PAY FOR A PAINTING CONSULTANT (EMILY LAUDERBACK) NOT-TO-EXCEED \$1500 FOR CONSULTATION REGARDING PAINT COLORS THAT WOULD BE APPROPRIATE FOR STENDALL BUILDINGS.**  
This motion was moved, seconded and passed unanimously.  
**MOTION: TEKLINE ROOFING COMPANY IS THE PREFERRED VENDOR FOR THE ROOFING PROJECT WORK.**  
This motion was moved, seconded and passed unanimously.  
**MOTION: TREASURER, OSMUND KITHAMMER WILL PROCEED WITH**

## **GETTING BANK UNDERWRITING FOR A POSSIBLE LOAN OF APPROXIMATELY \$1.38 MILLION**

This motion was moved, seconded and passed unanimously.

Discussion regarding the roofing project

Note: At this time we are only discussing the project and cannot make any monetary decisions until we have the results of the Stendall Resident's vote regarding passage of the lending amendment, but we need to be ready to move on the project if the vote passes so that the project can stay on the proposed time line and cost estimates.

The materials committee has recommended the Standing Seam Metal Roof as first roof choice, Landmark TL as second choice, and Presidential TL as the third choice. These choices were made using the criteria for cost and longevity that the committee established. These 3 choices will be discussed after we know the results of the lending vote due on January 31, 2017. The committee had made a suggestion that there might be funds available in the Reserve Fund to defray the cost of the more expensive roof, but this is not an option since Reserve Funds are being used for the painting project. There was limited discussion without any conclusions made, but the cost of the metal roof was a concern to several residents and board members. The final decision will be a result of a board vote.

It was recommended that Phillips Management Company begin to develop a budget for continuing on this project so that we stay on schedule.

- **Documents Committee**

No report at this time.

- **Maintenance Committee**

See attached.

- **Management Liason**

See attached.

The Maintenance Committee and Management Liaison Draft Documents were discussed and board members were in agreement of both documents. Debra and Francisca met after the meeting to discuss details.

## **NEW BUSINESS**

- **Assignment of Board members terms:**

Term for Ozmund Kvithammer will be 2 years; Terms for Norma Cooper and Craig Hanway will be 3 years.

- **Deduct Meters:**

Earthworks bid for repair of deduct meters is \$950 plus tax. Apparently a manufacture warranty does not exist. Earthworks is working with the factory directly for a warranty.

**MOTION: AUTHORIZE EARTHWORKS TO REPLACE NON FUNCTIONING DEDUCT METERS FOR A COST OF \$950.**

This motion was moved, seconded and passed unanimously.

- **Resident Email—Animal control issues**

An email was sent to the board regarding animal droppings in the area. It was suggested that Amy, the Phillips representative should contact the animal control to come onto the property to pick up animals that are not complying with Seattle animal control regulations. Further discussion was tabled.

**Meeting adjourned at 8:20 pm**

**Next Meeting Date:**

January 31, 2017

**Adjourn to Executive Session**

Respectfully submitted,

Barbara Thake