

**HILLWOOD CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
Date: November 16, 2009**

Homeowners Forum:

None.

Call to Order:

6:44 p.m.

Roll Call:

Present: Karla Slate – President, Douglas Hume – Vice President, Megan Ackaert – Treasurer, Carrie Lopez (Brume) – Secretary, Cori Hammock – Member at Large, CDC Representative – Chantelle Mitchell

Excused: None

Approval of Previous Meeting Minutes:

The minutes from September 2009 were unanimously approved.

Treasurers Report:

Financial Report as of October 31, 2009:

- Operating Account ending balance = \$19,433.43
- Maintenance Reserves = \$68,762.38
- Accounts Payable lists \$10,531.61

Megan will close the Key Bank CD and send a check to Chantelle. Chantelle will set up new CD at Umpqua and send out signature cards.

Committee Reports:

Nothing new to report.

Manager's Report:

Chantelle provided Board with itemized report of working and completed items; most of which are identified under old and new business. Chantelle confirmed that a letter was mailed advising of the 15% increase for 2010 HOA dues. Coupons will be mailed in the next couple weeks.

Karla asked if Chantelle could compile an itemization of dues and present it to the Board. This itemization should include a breakout of garbage etc.

Old Business:

- A. **Developer update:** Chantelle informed the Board that the tub surrounds are being taken care of. There is nothing additional to report.
- B. **Hard Surface Flooring Standards:** Nothing new to report. The Declaration Amendment is still in process. Owners are encouraged to complete their vote on the enclosed form and return to CDC Management or drop in the slot located by the clubhouse.
- C. **Spa Code Compliance:** in process pending King County approval of engineered plans.

D. Goff & DeWalt (Attorney):

- I. Recap of Conference Call:** There was a general discussion about the recent conference call with the Attorney. The Board agreed that we did not want the proposal to increase.
- II. BID Review and Approval:** Karla advised that Lindula Construction could do the envelope study for approximately \$80 - \$90 an hour and that she would get a bid. The Board would still need to hire a Condo Contractor to do any repair work needed.

Chantelle advised that she would negotiate with the various contractors directly; including getting a bid from Lindula Construction. Then the Board and Chantelle could discuss various details by email. The Board agreed this would be beneficial.

- III. Amendment to Declaration:** This was approved and will be updated to include some clarifications that Karla provided. Chantelle will get a final copy out with a homeowner's letter based on the previous approval.

E. Landscaping Contract: The Board chose and approved moving forward with Grow it Green effective December 1st. *Motion made by Cori to approve and seconded by Doug.*

New Business:

- A. 2009 Audit & Tax Engagement:** *Motion made by Megan to approve with a second from Karla.*
- B. Board Secretary Position:** There was a general discussion about Board positions and Carrie Lopez (Brume) was agreed that Carrie would stay in this position until New Year when all positions would be open again.
- C. Insurance Renewal:** Chantelle is still waiting for the final bids and will send out a copy of the bid from Alliance. The Board will vote by email.
- D. H102 Rental:** Motion made by Cori to allow H102 to lease the unit to tenants as requested. Seconded by Megan.
- E. Kick plates for entry door's:** Chantelle will talk to Phil about a bid for installation of kick plates on front doors vs. trying to repaint.

Executive Session:

The Board proceeded into executive session at 7:32 to discuss delinquencies and personnel matters.

Adjournment: Motion made to adjourn the meeting @ 7:55 pm and seconded.

Next Meeting: Scheduled for Monday, January 18, 2010 @ 6.30 in the Clubhouse.

Respectfully Submitted by:

Carrie Lopez (Brume)
Secretary