

**HILLWOOD CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES
Date: September 18, 2009**

Homeowners Forum:

None.

Call to Order:

The meeting was called to order at the Pacific Middle School Cafeteria @ 7 p.m.

Roll Call:

Present: Karla Slate – President, Douglas Hume – Vice President, Megan Ackaert – Treasurer
CDC Representative – Chantelle Mitchell

Excused: Cori Hammock, Carrie Brume

Approval of Previous Meeting Minutes:

The minutes from June 22, 2009, July 20, 2009 & August 17, 2009 were unanimously approved.

Treasurers Report :

Financial Report as of August 31, 2009:

- Operating Account ending balance = \$11,444.99
- Maintenance Reserves = \$39,004.41
- Key Bank CD = \$26,127.63
- Accounts Payable lists \$15,969.10

Megan discussed options for the CD renewal and will check into alternatives and provide Board an update via email.

The Revised 2009 & 2010 Budget was ratified as presented and will go into effective January 1, 2010. The approved 2010 budget reflects a 15% increase in dues and closure of the pool and spa in 2010.

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. Also presented was a bid to install timers on the bathroom lights at the clubhouse. The Board tabled this for further discussion in Spring 2010.

Old Business:

- A. **Developer update:** Chantelle informed the Board of the recent conference call with the developer. He will be providing an updated punch list of outstanding warranty items. Owners are encouraged to contact Chantelle if there are outstanding warranty items that have not been completed.
- B. **Hard Surface Flooring Standards:** 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):** Attorney provided contractor proposals for Building Envelope Inspection from Soltner Group and Building Envelope Technology & Research. Also received for Board review was the first draft of recommended Declaration Amendments. *Motion made by Doug to approve the Declarations Amendment revisions. Seconded by Karla. Motion passed unanimously.* Megan will draft an explanation letter to be mailed out to the owners.

Further clarification on the Building Envelope proposal needs to be obtained as well as the Board would like to receive additional proposal for review. Proposal review tabled to October meeting.
- E. **Chimney Inspection & Dryer Vent Cleaning:** Completed on September 12th. Chantelle reported that a total of 15 units were not entered, a follow up date for completion has been scheduled for September 25. Notices have gone out to the 15 units.
- F. **Gutter Cleaning & Roof Cleaning:** At the August meeting the Board approved Cascade Enterprises to complete the required work. Chantelle presented a revised bid that included moss treatment, this application was missed on the original bid. The difference in price is \$578. *Motion made by Karla to approve the additional cost. Seconded by Megan. Motion passed unanimously.* Work to be scheduled in October and notices will be mailed to the owners.
- G. **Landscaping Contract:** Chantelle presented landscape bids from Grow-It-Green and SS Landscaping Services for Board review. The Board had an extensive discussion and further identification of the scope of work is needed before as decision can be made. Phil Hancock volunteered to review the scope of services and provide Chantelle with feedback. Chantelle will then negotiate with the vendors if any changes are needed. Also reported from Grow-It-Green was that there is an existing irrigation system located behind buildings A & B. Further discussion tabled to Spring 2010.

New Business:

- A. **Signage:** The Board discussed additional signage options to inform owners of meetings and community events. *Motion made by Karla to install plexi-glass sign holders in the entryway of each building. Seconded by Doug. Motion passed unanimously.*

Executive Session:

The Board proceeded into executive session at 7.55 to discuss delinquencies and personnel matters.

Adjournment: Motion made to adjourn the meeting @ 8.25pm and seconded.

Next Meeting: Scheduled for Monday, October 19th @ 6.30 in the Clubhouse.

Respectfully Submitted by:

Chantelle Mitchell
Community Association Manager