

**The Ashbury Condominiums**  
www.ashburycondos.com

**Ashbury Board Meeting**  
**Thursday, April 15th, 2021 at 6:00 pm**  
via Video Conference Call

**Call to Order:** The meeting was called to order at 6:00pm

**Present:**

**Board Members:** Diane Calvert, President (209); Katie Osterhaus, Treasurer (207); Denise Su, Secretary (204)

**Association Manager:** Robert Skrbin, Community Association Manager, Emerald Management & Consulting

**Homeowners:** 202, 203, 206, 307, 310

**Approval of Previous Meeting Minutes:** Approved

- January 21st, 2021

**Treasurers Report:**

**December 2020 - Financial Statement**

- Operating Funds \$48,247.48
- Reserve Funds \$278,495.01
- **Total** Funds \$326,742.49

**January 2021 - Financial Statement**

- Operating Funds \$39,587.38
- Reserve Funds \$285,535.13
- **Total** Funds \$325,122.51

**February 2021 - Financial Statement**

- Operating Funds \$51,739.60
- Reserve Funds \$292,568.47
- **Total** Funds \$344,308.07

**March 2021 - Financial Statement**

- Operating Funds \$56,746.44
- Reserve Funds \$299,609.72
- **Total** Funds \$356,356.16

**Reserve Activity**

- December - No reserve activity
- January
  - \$15 Emerald Management & Consulting
  - \$15 TOTAL
- February - No reserve activity
- March - The CDARS accounts ending in 6615 & 6607 totaling \$175,188.06 will be maturing on 06/24/2021. The Board will need to decide to roll it over to new CDARS or cash it out.

**First Homeowner Forum:** Homeowner received a warning about items stored above her storage unit in the garage, however these items do not belong to her, and she does not know who these items belong to. Robert stated he has received her email regarding this, but has yet to respond to her.

### **Consent Agenda:**

- Approved: Elevator phone installation proposal by ThyssenKrupp (2/3/2021).
- Approved: Water leak repair proposal by SnoKing to be authorized to complete repairs on involved units 210 and 310 (2/5/2021).
- Resolution that the board ratify the service contract provided by Davis Door to provide planned bi-annual maintenance service call (2/21/2021).
- Resolution that the board ratify the action without meeting to approve the proposal submitted by Jeff Samdal & Associates to perform the Visual Building Envelope Study (2/25/2021).
- Resolution that the board ratify the service contract provided by Northwest Services (maintenance portion associated with Argus) to provide monthly janitorial services to the association (3/19/2021).

### **Old Business:**

#### **Emerald Management & Consulting Action Items List**

Ongoing: Water heater survey results are still trickling in, as we prepare for building-wide hot water heater proposal (30% off for group of interested homeowners form Fast Water Heaters in Kirkland, WA).

Ongoing: Special Projects is in process of coordinating replacement of fire panel.

Ongoing: Work with attorney to resolve utility billing reconciliation.

Ongoing: Unit 210 and Unit 310 water leak issues. Received three proposals and decided to move forward with SnoKing. Filed an insurance claim.

1/27: Mike Kline from ThyssenKrupp sent their service agreement to EMC which was last signed in 2000. Robert requested updated contract. May seek other vendors for comparison purposes.

2/1: Door into elevator room out of alignment, Dave from Bulger will be contacted to straighten it out with a tool.

2/10: ThyssenKrupp technician worked with CenturyLink technician to repair elevator phone.

2/18: Currently in process of getting proposals for electrical surge protector for building. 1) Resicon, 2) AIM Electric, 3) ?

3/2: Updated Private Property signs installed by CondoCare.

3/18: Emergency exit signs need to be flipped.

3/18: In process of creating an Annual Maintenance Calendar.

3/29: Robert sent signed updated Argus agreement to Wendy.

3/31: Robert sent garage parking space and storage violations to homeowners.

4/9: Solicit three bids for interior painting.

4/14: Sent retainer check to Jeff Samdal to perform visual envelope inspection.

4/15: Deck fence for Unit 101 has been approved, needs to review plans as time gets closer. Association owns the fence and is responsible to maintain/repair/replace it, and the Owner is responsible to pay for the cost of maintenance/repair/replacement.

4/15: In contact with Davis Door to repair garage door's safety sensor.

### **Lobby Décor & Interior Painting**

Lobby fountain removal by SnoKing will be coordinated with timing of painting to minimize the unsightly portion of construction work. Painting proposals by Townhouse Painting and Lund Painting in process. Proposals need to include ceilings and wall corners, as well as possible details regarding wall corners, unit numbers, and fixture removal.

### **Fire Panel Replacement Proposals**

Have proposals from AAA Fire Protection and Fire Safety Pros. Cintas does not perform this type of work. Waiting on proposal from The Safety Team. Still awaiting questions to be answered by Fire Safety Pros, and their delay in responding is concerning.

### **Building Envelope Inspection**

Retainer fee has been sent to Jeff Samdal & Associates, sent late, as it was paid out of the reserve account. In other words, the accounting team had to first move the expense from the reserve account to the operating account.

### **Master Key & Battery Backup for Emergencies**

Bulger Safe & Lock has been notified of the request. The board is awaiting physical keys for three of Ashbury's exterior doors in case of a power outage.

### **Electrical Surge Protector for Electrical Panel**

No new proposals received. Newer buildings have surge protectors, but being an older building and installing them retroactively is a different process. Robert to contact vendors tomorrow.

### **Maintenance Schedule/Annual Maintenance Calendar**

Robert has none.

### **Status on Repairs for Units 310 and 210 – Water Leak**

Moved to executive session.

### **Compliance Letters**

Email responses have been positive. Diane will take a quick look in garage tomorrow.

### **ThyssenKrupp Contract Proposal**

Need new elevator contract from ThyssenKrupp. ThyssenKrupp noted in 2013 of the lack of phone in the elevator, but did not repair despite knowing this. ThyssenKrupp states our elevator is soon to be obsolete and have issues finding parts and making repairs; so it's only a matter of time before older parts are no longer manufactured, and the elevator will become more difficult to operate. We may have no choice but to upgrade. Robert to get proposals from other elevator vendors such as Eltec and Otis, so we can get second and third opinions to what ThyssenKrupp says about our "obsolete" elevator.

### **Status of Fees Proposed for the Phone Line for Elevator Phone**

There was no need to install a new phone line. The cost mentioned in the work order was for ThyssenKrupp to provide a mechanic to assist CenturyLink in getting the phone lines set up and working properly. In other words, the scope of work consisted of connecting the

correct phone line to the elevator phone, as elevator phone line was incorrectly identified and unconnected previously. Elevator phone is now working.

**New Business:**

**Davis Door – Electronic Sensor Note on Inspection**

Davis Door has not responded to repeated requests of the status and warrantee of the electronic sensor, which needs to be replaced, despite just replacing it less than a year ago.

**Water Heater Survey**

EMC to contact homeowners with letter provided by the Board who have not responded to previous request for water heater warrantee information.

**Rooftop Irrigation**

Need proposal from ProGreen to repair broken line. Proposal for roof to be received prior to Efren's May visit.

**Garage Cleaning**

Diane to email and ask CondoCare if they do this. Otherwise it would be an outside job, and Robert knows vendors that can do the pressure washing, restriping, and removal of handicap marking.

**Schedule Exterior Window Washing**

Robert in process of making contacts for window cleaning. Most vendors do not remove screens, or they charge extra for screen removal, as they can risk becoming damaged. Despite this, it is preferred that the vendor removes the window screens. We need to provide window count, size of windows, access to windows, etc. Possible vendors include: Window Cleaning and More, Interlake Window, and Squeegee.

**CondoCare to Provide Information on Pressure Washing the Roof Deck**

No feedback in CondoCare report on power washing the roof deck.

**Second Homeowner Forum:** Homeowner thinks our elevator should last another decade or so, as they should last for about 50 years, if properly maintained. Homeowner asked for clarification of purpose of the envelope study and removal of handicap parking spaces. Homeowner concerned about the difficulty of removal of window screens from the inside in preparation for window cleaning.

**Next Meeting:**

**Annual Meeting**

Wednesday, June 23rd, 2021 at 6:30pm via Zoom conference call. Details to be emailed approximately three weeks prior to meeting date. Meeting will include an election, IRS resolution, approval of previous annual meeting minutes, and water heater discussion.

**Meeting Adjourned:** 7:24pm