

The Ashbury Condominiums
www.ashburycondos.com

Ashbury Board Meeting
Wednesday, August 21st, 2019, at 6:30 pm
Unit #209

Call to Order: The meeting was called to order at 6:30 pm in Unit #209.

Present:

Board Members: Diane Calvert, 209 (President); Katie Osterhaus, 207 (Treasurer); Denise Su, 204 (Secretary); Jackie Cleveland (Senior Association Manager, EMC); Jean Norberg (Director of Association Management, EMC)
Homeowners: 310, 405

Approval of Previous Meeting Minutes: (June 19th, 2019) Minutes approved.

Treasurers Report: (from July 31st, 2019 financial statements)

Operating	\$13,707.73
Reserve	\$329,673.26
Total	\$343,380.99

Homeowner Concerns:

Overgrown foliage from neighboring property around the garage ramp needs to be trimmed -- Argus will take it down. Oil spills and debris in two specific garage parking spaces – Jackie will notify new residents of their violation of the Rules and Regulations. It is encouraged that homeowners email in questions prior to the meeting, as we may be able to answer them right away, rather than wait until the board meeting time.

Management Report:

- Site walk with Diane on 8/16 --Adding regular cleaning of storage area floors and clearing of the roof to Argus, if it is something they are equipped to do.
- Replace Garage Door Operator Brake -- Signed proposal delivered to Davis Door 8/16; awaiting schedule and info on downtime so we may notify residents.
- Fire Alarm Panel Beeping -- Radio signal was not sufficient to keep contact with the monitoring center. Fire Safety Pros identified the issue and installed an antenna/repeater, and the problem has been fixed.
- Lighting Retrofit -- Complete. Bill for install has been paid, on advice of Gabe from Pacific Lighting that all fixtures are complete.
- Painted sprinkler heads – Ceiling heads that were painted over need to be replaced. Fire Safety should report on which of these heads are compromised.

Old Business:

Landscaping and irrigation issues – roof and street level

Diane will meet with Travis at Pro Grass tomorrow at 8am to discuss ways to

correct the issue with the drip line irrigation on the roof before spring.

Deck repairs, re-coating, two parking spaces needed for TGI

TGI's contract has been approved to go to the attorney for final review. Repair begins Monday, September 16th, 2019. Keys of all homeowners need to be collected by this date to allow access to all units. Diane continues to secure adjoining two parking spaces for use by the crews for the duration of the project. Project completion is slated to be four weeks once commenced. Phase 1: Pressure Washing. Phase 2: Recoating. During the pressure washing phase, TGI will need access to all the decks as the pressure washing will take place over the course of two days. All personal items will need to be removed from the deck. The final schedule will be weather dependent and also may move due to possible unexpected access issues so everyone's understanding and patience is appreciated.

Roof replacement including the upper portion housing the HVAC system

The roof unit was rattling more than usual on 8/16 walk. Jackie recommends a service visit and RFP for repairs or maintenance to the unit. Refer to Nicole to answer questions about HVAC bid, from Roofing Specialists which has been signed. Jean suggests it would be less expensive and cleaner if we did everything at once. Jackie brought up warranty concerns. Roof failures – none, on the portion that has not been done, but let's continue to mobilize on this.

Update on Declaration

We sent out Declaration Meeting notes and FAQ to homeowners on 8/19 by email. Theresa will construct final documents and advise Board as to what to do. We are working towards holding a vote in September, where documents are to be mailed out to homeowners, as written consent is needed, and then they will mail their vote back.

Reserve Study

On 8/19, Jackie requested a few items to be updated in Reserve Consultant's report on behalf of the Board, per the Board's review and questions. Items include: 1. Add rooftop HVAC unit. 2. The slate plaza tile they are referring to must be for the lobby replacement, as it is identified as only 400 square feet. It is recommended the Board seeks other bids for reserve studies when it is time to start another 3-year cycle of reporting. When we have actual numbers, we must give it to the reserve study specialist, so they will give us a more solid number for what we have reserves for. This includes the upper portion of the housing portion of the HVAC.

Lobby fountain

Jackie has been trying to schedule with (and report of the last time they were here) Reflections Aquatic, but no response. Last we heard from them was two weeks ago, and it seems like we are not high on their priority list. Jackie is looking into other vendors to do the replacement of the pump, including Mercury Commercial. Argus currently maintains the fountain within its ability.

Interior painting

Jackie and Nicole to start bid process first week of September, to include all interiors, including interior doors, unit doors, trim, and to address the paint not covering where new lighting was installed. We recommend the ceilings be painted white. Board will need to decide on exact color of the surfaces. Diane will get an exact scope of what we want included, and then send out for those bids from three vendors. Aim to schedule when slow, such as Nov/Dec for a better deal.

Window cleaning

Squeegee Clean has updated their pricing for 2019. No official proposal yet from Squeegee Clean. Jackie reached out to them 8/16. We are thinking of scheduling window cleaning after the roof is done. Will also get on schedule for Spring 2020, hopefully for the same price, so that it is in our calendar early.

Garage floor cleaning, stall repainting, bike racks, handicap space removal

- Garage cleaning – Mercury Commercial has proposed \$10/space, \$30/ramp. They use a water-based sweeping compound, in a vacuum type situation. Residents are responsible to clean their own oil stains, per rules and regulations. Drains in garage not meant to take massive amounts of water from cleaning. We will remind residents to use Simple Green or other reasonable cleaners to cut grease. Another option is to have Mercury Commercial do a basic protocol clean (we can get a quote), and Mercury can bill back to owners. The Board or Jackie will produce a statement to homeowners that will outline how to do it and to do it by this date, and if they opt out, this is what it will cost."
- Restriping and re-numbering -- Talked with Joy about this, but not with Jackie. We can move to next year in the Spring. There are no bids yet, but Jackie will work on it. It has been suggested that we can coordinate this at same time as the cleaning, in tandem. Cleaning in the past was a one-day-affair. Then there will be an additional day for the painting. Note that residents must park offsite for the duration.

Plaza slate repair bid revision

Revisit in 2020, this topic should not be rushed. Diane hopes to find a product similar to Slimbrick, but not as costly.

Update on Argus contract

Work has been completed by Argus. No contract yet from Wendy, despite everyone in agreement. Main change: Argus provides cleaning supplies.

Update on wireless automated water metering upgrade

Meter Replacement – WAM Engineering (Daryll) engaged. The current CenturyLink Phone Line we need to tap into for the modem is not working, despite multiple attempts. Rochelle will be working with us on making sure the right line is installed and that the equipment can work correctly. When that is

verified, we will go about scheduling the actual install and notification of said install in each unit. As for the recent inconsistent billing, we need to make a decision as to how to approach and budget this.

New Business:

Website Hosting

Website hosting yearly fee is \$143.88 through Yahoo, due 10/8/2019. Credit card payment will be done by EMC, with a 5% mark up. This is a better alternative than Ashbury holding a debit card for this one singular purpose.

Exterior Deck Rails

Not to be combined with deck recoating. Planned for 2021, using reserve funds. Let's talk about it early enough to save us some money and have more peace of mind. It is important to be proactive rather than reactive to get these projects going. Can be done sooner or later. In the meantime, deck rails can be cleaned with simple green. Jackie can create a notice for Spring 2020, especially after our upgrades, of a reminder along the lines of: "While the associate is responsible for replacing the exterior deck rails, it is the homeowners responsibility to keep them clean. Although it is technically not allowed to have anything flow over the edge of our decks to the unit below, drips are okay within reason, it is recommended that you notify your neighbor downstairs. This notice allows for resident below to remove deck furniture if necessary." It was suggested that we announce and coordinate a week-by-week, top-to-bottom, floor-by-floor cleaning schedule.

Update on 6/10 Dravus Street

Jean has requested the Board and Soltner Group required information from Lee White regarding his request for easement. Temporary easement agreement needs to be granted before Lee can move forward.

Next Meeting:

Board Only Budget Review Meeting -- Wednesday, October 2nd, 2019 at 6:30pm

Meeting Adjourned: 7:41pm