



**ASHBURY**  
CONDOMINIUMS

**Homeowners  
Meeting Minutes**  
Year: 2012

# Final

## Ashbury Homeowners Association Meeting

### Board of Directors Meeting

February 28th 2012

#### In attendance

Don, Sheila, Diane, Sarah

Move to approve previous minutes –approved

#### Budget

New operating bank - Bank of Nevada, Alliance bank in Bellevue WA

\$5,904.32 - checking account

\$18,545.66 - special assessment core

\$113,445.09 - reserve fund

\$137,895.07 - total assets

#### New Business

Two homeowners in arrears for payment, late notice has been sent.

Audit letter signed by Diane and returned to Copeland Group.

#### Old business

##### Smoke detectors

Residents will be given a few weeks notice of a scheduled time when Argus will come to install new smoke detectors. Residents will be asked to drop off keys if they are unable to be in their unit on the day of the installation. Expecting to schedule toward end March beginning of April.

\*Add reminder to notice for residents to replace their water heaters.

##### Water Leak

Appointment set up with Tatley Grund Monday March 5th to access the area where the leak is coming from to determine what needs to be done for repair. Quote to follow.

##### Maintenance list

Upcoming in March and April, check emergency lights, planting, dryer vent cleaning, fire alarm test, and window cleaning.

Dead tree in front of commercial space: Pronto to remove, Diane to put new tree in, and primroses.

Lights in the front of the building turn on around 3:30pm, will ask Argus to adjust for longer days, this coming Thursday March 1st.

Hallways painted Feb 8th.

Doorsill on the east entrance needs to be scrubbed.

### **Smoking and noise from commercial unit**

Have talked to again, have not heard any more complaints since the last time we talked with them.

### **Electrical issue unit 102**

Issue is not covered by HOA, owner will need to pay for repairs themselves.  
Don to send notice to homeowner

### **Next meeting**

Annual meeting tentatively set for April 24th

**Final**  
**The Ashbury Condominium**  
**Annual Homeowners Meeting**  
**April 24th 2012**

The meeting was called to order at 7:00pm in the Fine Hall meeting room.

**Present**

**Board Members**

Sheila McLaren (president), Diane Calvert (treasurer), Sarah Williams (secretary), Don Carden (Property Manger, Copeland Group LLC)

**Home Owners**

102, 105, 207, 208, 209, 303, 304, 306, 309, 406

**Approval of Previous Years Minutes**

Minutes to be approved contingent on amending the minutes with the following information:

- Discussed proposed rules for the rooftop deck
  - no BBQ's
  - no pets
- Update with home owner attendees from last year

**Treasurers Report**

**\$4590.64** - Operating account

**\$122,006.18** - Replacement Reserves

**\$145,142.48** - Total checking / saving

**Election of 1 Director**

Sheila McLarens term is ending.

Sunny Rose is nominated for the open board position

Sunny Rose is approved for the open board position, three year term.

## IRS resolution

A notice that we have adopted the IRS resolution 70-604: Excess funds each year will be rolled over into the next year.

## Old Business

### Leak Repair

A leak in the garage over a parking spot, have tried various short term fixes, but we need to apply the long term fix, which requires significant work underneath the side wall of the building to repair the leak. The fix cost approximately \$14,000.

### Water heaters

Attempted a coordinated water heater replacement, a company looked at the heaters and determined there was no standard in the bldg, and therefore no financial benefit to doing it as a large group. It is important for you to check your water heater and replace it after 10 years. Board strongly encourages residents to buy a moisture sensor that will sound an alarm if the water heater is leaking.

- Ask to send notice to residents that they are responsible to replace water, and it will not be done by the board as a group. Add this notice to the notice about smoke alarms.

### Smoke Alarm Replacement

Expire after about 10 years. HOA has budgeted to cover the labor, but each unit will be charged for each alarm installed. Pricing is \$50/unit for labor, and \$25/alarm, so residents can expect a \$50-\$75 charge depending on how many alarms your unit has (either 2 or 3).

### Rules about reserving the rooftop deck

Currently there is no reservation policy.

The board requests that if you are going to have a large group (20 or more) on the deck that you inform Copeland Group of the party.

## New Business

### Rooftop BBQ

Home Owners requested to revisit the decision to prohibit BBQ's from the rooftop deck. Residents expressed a desire to have a BBQ. Residents expressed the following ideas to permit/facilitate a BBQ on the rooftop deck

- BBQ permit that could be granted by the board
- Key fab to wave to operate BBQ
- We hire maintenance person to maintain the BBQ / monthly
- Consider options for how to help people remain accountable
- Recommend commercial BBQ with gas piped in

### **Rooftop Pets**

Home Owners requested to revoke the pet ban on the rooftop. Requests for a trial period for pets to be allowed on the deck to evaluate feasibility of resident remaining accountable for pet cleanup & care.

### **Next Meeting Tentatively Scheduled : May 7<sup>th</sup>, 7:00pm**

New business items will be discussed at the next meeting

**Adjourned at 7:46pm**

# Final

## Ashbury Homeowners Association Meeting

### Board of Directors Meeting

May 7<sup>th</sup>, 2012 7:00pm

#### In attendance

##### Board Members

Sunny Rose (President) Unit 304; Diane Calvert (Treasurer) Unit 209; Sarah Williams (Secretary) Unit 404 and Don Carden The Copeland Group, LLC (Property Manager)

##### Homeowners

Akiko Netto Unit 208, Angela Richards Unit 105, Sheila McLaren Unit 101

##### Notice of newly elected president

Sunny Rose

Move to approve previous minutes –approved

##### Budget

\$ 4,590.64- checking account

\$ 122,006.18- reserve fund

\$ 145,142.48- total assets

##### Old Business

##### BBQ for rooftop deck

##### Homeowners Forum

Angela (105) is for a BBQ, feels its important that there be a way to BBQ, and concerned the initial decision last year to not allow a BBQ on the rooftop was decided upon before hearing about it.

Akiko (208) and Sheila (101) both in favor of allowing a BBQ on the rooftop.

Diane (209) wants a clean and effective way to have a BBQ, has concerns about how it will be monitored or how people will be held accountable for cleaning and accidents. How will people know if the grill is free to be used at a specific date?

## Board Response

Don has clients that have BBQ's on rooftop decks. The policies are often run loosely, with the honor system for keeping it clean. On a monthly basis a janitor cleans the BBQ and the area. We could potentially add this cleaning option to our building expenses. There are always problems where it is not cleaned, but there are not many complaints, so he theorizes that people just clean up other's messes. The buildings have onsite managers unlike our building, which may suggest a difference of experience. On occasion, there have been messes on the deck surface, so he would suggest a mat.

Is there an option for electric? – YES! Don, recommends putting an additional outlet near the east-facing door, to support an electric BBQ.

Usually there are no conflicts around residents wanting to use the grill at the same time, however to keep residents aware of the grill availability, there could be a sign up sheet to inform residents when the grill will be occupied.

Potential to use a tank system, where Argus can replace tank each week. Approximately \$35 labor + cost of tank and gas.

What about tools? There should be scrubbers, but residents should bring their own tools. Residents hauling BBQs back and forth not an acceptable option – high potential for dirt & grease stains inside.

Board recommends getting a small electric grill this year to see how it goes then review at next years annual meeting to decide if we want to invest in a more integrated grill system.

- Recommend a signup to reserve the grill.
- Rules/guidelines for how to use it.
- Add timer for auto shut-off for safety.
- Approximate spend of \$500-600 for grill and hookup
- Recommend to add this to the weekly janitorial service contract.
- Have a season for the BBQ, probably May-September
- BBQ closes at 10pm to leave time to cool off and be cleaned before 11 when the deck closes

Board motions to install an electric BBQ on rooftop deck by June 15th 2012

Motion passed

## Pets & Pet Regulations

### Homeowners Forum

Akiko (208)

We used to allow pets, after the new deck the board said that owners were not being responsible about pets so a rule was passed to not allow pets on the new deck.

According to Akiko, the board failed to distribute meeting minutes in time. She was not aware of the decision, and believes because of this the rule should be changed or



revisited. Akiko also stated that while attending this years meeting, she raised an oversight to the board that the previous years meeting minutes were incomplete in the following ways

1. The minutes did not reflect the discussions about the BBQ and pets on the deck, the minutes only stated that the rooftop deck construction was progressing.
2. The minutes did not list the homeowners who attended.

Akiko stated because of this, the discussion to allow a BBQ or pets was not in depth enough. Akiko believes it would be fair to go back to allowing pets and see how it goes.

Because renters are not allowed to have pets, there are fewer pets, suggest seeing how it goes, and if not we'll then implement new rule for no pets. If board was planning on banning pets, they had 2 years to make residents aware of this decision, rather than just implementing it as a surprise. Akiko would not have refinanced her unit if pets were not allowed on deck. She was surprised about the rule change and has regretted her purchase, because of it. Now her only option is to take her cat on a walk outside where it is not as safe. Would it be possible to make an exception for cats? She wouldn't mind paying for cleaning fees, or investing in this.

Akiko (208) requests that we crack down on other residents who are not following the pet rules by letting their pets off on leash or breaking other pet rules. Akiko has talked to 203 twice about having their pet off leash.

Angela (208) recommends allowing pets to see how it goes.

Sheila McLaren (101) it's difficult to watch an animal at all times, does not recommend allowing pets because it will cause damage to rooftop deck.

### **Board Response**

Don: Of the other buildings that he manages that have pets, the buildings don't allow them on the deck. Pets cannot go to the bathroom on the deck. Pets going to bathroom on deck will leak through the boards onto the roof and will not be able to be cleaned up.

Sunny: Animals on the deck can create a health and safety issue. This is not a quality of life issue as there are many external areas around our bldg where animals can be taken to enjoy the outdoors. Allowing pets on the roof can create a problem when there are two pets that don't agree. We will look at how the BBQ goes in terms of accountability. If people are responsible for the BBQ then there may be potential to revisit the pets on the deck.

The board will correct last year's minutes to address Akiko's concerns about the accuracy of the minutes.

Diane: Concerned about animals ruining the ground cover. The Board is considering how we meet the needs of the broader community, not just one resident.

If there is a repeated problem from another pet owner, the board's suggestion is to inform Don and he will write the resident a note about the pet rules.

Don to send out a broader letter to homeowners reminding them of the pet rules, and the things that we have seen (fur & smell in east stairwell, pets off leashes) to remind them to keep to the rules.

Existing policy stands, board will revisit in 1 year

### **Smoke Detector change out**

Tentatively scheduled for May 22 and 23rd

Board would like to provide residents with an approximate time when they would be doing the change in their unit. Owners that are not home can leave their key with the floor representative or be at home, or we could collect keys and give them to Argus. Angela (105) willing to be key holder for residents so that Argus can collect all keys from her. We will ask owners on 1st floor to leave a key with Angela, 2nd floor Diane, 3rd floor Sunny, and 4th floor Sarah.

Will announce BBQ separately from the smoke detector change out.

### **New business**

#### **Maintenance**

Roof deck cleaning for May 6th

Tatley Grund bid for leak repair - \$7130.00 + Tax

Were other bids made? No, we generally use this company for repairs Tatley Grund performed the Reconstruction of the building and know the building well.

What if they find it's more, how do we approve? Don will approve anything up to total \$9000.00, otherwise he will ask the board for approval.

Sunny signed project start authorization.

Currently no project completion date, but it doesn't seem to be a long project. Don to send a notice to residents about the work to be completed.

Time for carpet cleaning. Don will schedule. Check to make sure that carpet cleaning includes the stairwells.

Irrigation has been turned on.

### **Next meeting date**

July 12th 7:00 pm

Adjourned at 8:03pm

# Final

## Ashbury Homeowners Association Meeting

### Board of Directors Meeting

July 12<sup>th</sup>, 2012 7:00pm

#### In attendance

##### Board Members

Sunny Rose (President) Unit 304; Diane Calvert (Treasurer) Unit 209; Sarah Williams (Secretary) Unit 404 and Don Carden The Copeland Group, LLC (Property Manager)

##### Homeowners

None present

7:09 meeting called to order

Move to approve previous minutes –approved

#### Budget

\$13,507.71 - Checking

\$134,852.23 – Reserve

\$148,359.94 – Total

No owners in arrears

Noted a few homes have sold 102

408, 401 pending sale

#### Old Business

##### BBQ for rooftop deck

BBQ seems to be successful so far

Verified it's added to mercury cleaning item

Total of \$805.90 to install and purchase the BBQ.

##### Leak repair

Sealant injected to keep from leaking, in observation phase to see if this solution works.

Waiting for it to rain.

Leak in unit 101

Board approved leak investigation

Sunny would like to see the leak location after the leak investigation is complete

### **Maintenance schedule**

Drainage system

Unit 210 has clogged deck drains, can we do a check to clean all deck drains

Pronto needs to maintain the landscaping better

We need to add lawn care to roof top deck

The planter in the back needs to be rescued and repaired

Don to call a landscaper to replace pronto and to bump up our service for the surrounding areas of the building to include weeding, planting and maintenance.

Driveway to garage is very dirty and growing moss.

Don to have it cleaned

Graffiti on outside of dumpsters to be cleaned

### **New business**

#### **Roof top event**

Scheduled for Aug 16th 7:00pm

Sarah to send out notice at the end of July

Will email notice and ask residents if they want to provide any food

#### **Acknowledgement of Previous President**

Thanks & acknowledgement to previous board president Sheila McLaren for her many years of service.

#### **For Sale Sign**

The for sale sign outside the building has been cemented in by a real estate agent. Don to look at it and decide what best option to proceed is. Board agrees the sign should not be permanently placed.

Currently 16 rentals

#### **Misc.**

The names on the CAI publications are incorrect and need to be updated to reflect the current board members. Don to update

#### **Next meeting date**

Sept 6<sup>th</sup>, 7:00pm Unit 209

Meeting adjourned at 8:03pm

**Final**  
**Ashbury Homeowners Association Meeting**  
**Board of Directors Meeting**  
**Sept 6th, 2012 7:00pm**

**In attendance**

**Board Members**

Sunny Rose (President) Unit 304; Diane Calvert (Treasurer) Unit 209; Sarah Williams (Secretary) Unit 404 and Don Carden The Copeland Group, LLC (Property Manager)

**Homeowners**

New Resident of 408 (Chris)

Meeting to order 7pm

Approve previous meeting minutes

**Budget**

\$10,037.21- Checking

\$139,135.39 - Reserve

\$149,172.60 -Total

**Old business**

**Gardening proposal**

Board motioned and passed to use new gardener service through Homegrown Organics - Scott MacGowan, based on his proposal to the board.

**Graffiti**

Removed by Argus.

**Garage**

Driveway needs to be cleaned again by Argus, Don to contact.

**Garbage area needs cleaned**

Board motioned passed to get fake security camera to place above garbage room to help deter the current messiness of the area. Board also to send a notice to all residents to keep the area clean, breakdown boxes etc.

**For sale sign**

Board motions and passed to get a sign for Ashbury that we can replace with the for sale sign when there are no units for sale.

**Monthly maintenance schedule**

For Oct: irrigation, window washing, 2nd level deck cleaning, gutter cleaning, fire ext. inspection, sprinkler inspection, fire alarm test.

**New business****Budget Ratification meeting**

Will set the date at the next board meeting in Nov.

**Buzzing Light**

Across the street buzzing will send letter to building owner to see if it can be replaced or quieted.

**Next Board Meeting**

Nov 8th, 7:00pm Unit 209

Meeting adjourned 7:42

**Final**  
**Ashbury Homeowners Association Meeting**  
**Board of Directors Meeting**  
**November 8th, 2012 7:00pm**

**In Attendance**

**Board Members**

Sunny Rose (President) Unit 304; Diane Calvert (Treasurer) Unit 209; Sarah Williams (Secretary) Unit 404 and Don Carden The Copeland Group, LLC (Property Manager)

**Homeowners/Residents:** Lucy O'Conner 201

6:51 meeting called to order

Approve minutes of previous meeting: minutes approved

**Budget**

Checking \$6,813.48  
Reserves \$147,693.61  
Total \$154,507.09

**Old business**

**Garbage area**

Installing the camera is put on hold, may not be necessary  
Send notice to residents about garbage reminders, breaking down boxes etc.

**Homegrown work**

New gardener seems like its working out really well.

**BBQ**

Moved into lobby, packed up for the season. It is a little dirty, will want to review the rules before opening again next year. Needs to be cleaned.

**Maintenance schedule**

Deck cleaning in November

**2013 Budget**

Plan to review the budget and make some changes.

### **Fountain replacement**

We've spent a lot of money this year on many things for the fountain. Would like to see what the cost was for maintaining it this year and then consider if it should be replaced with something lower cost in the future. Don to provide costs breakdown.

### **New Ashbury Sign**

Don to get a quote on a new sign that has a detachable "for sale" sign.

### **Building Pressure Washing**

Something to consider in the spring, and most likely hire a company that specifically deals in pressure washing for the hard places like the west side of the bldg.

### **#406 Gutter Issue**

Lots of water off the roof into the gutter, then leaves clog the gutter and then water overflows and lands directly on patio. Argus to investigate solutions to help flow the water elsewhere. Gutter does not have enough bandwidth to allow all water to flow directly down the gutter. Don and Argus to work together to find a solution.

### **Stored items in the garage**

Don to send notice with the garbage notice to remind residents not to store items like boxes, etc. in their parking space.

### **Leak repair**

The garage is still leaking in the north west corner. Tately Grund to come back and look at it.

### **Rules and regulations**

Review the policy for the keys; since we no longer have keys, we should modify the document to accurately reflect this. Sarah to edit and update website.

### **Budget ratification meeting**

Tentatively scheduled for Dec 6th at 7:00pm

### **Next board meeting**

Jan 10th 2013 7:00pm Unit 304

Meeting Adjourned: 7:33pm



# **Final**

## **Ashbury Homeowners Association Meeting**

### **Budget Ratification Meeting**

**December 6th, 2012 7:00pm**

#### **In Attendance**

##### **Board Members**

Diane Calvert (Treasurer) Unit 209; Sarah Williams (Secretary) Unit 404 and Don Carden  
The Copeland Group, LLC (Property Manager)

**Homeowners/Residents:** None

Meeting called to order at 7:02pm

##### **New Business**

Board approves the budget with 3%increase overall.

Motion to ratify the budget

Budget motion passes.

##### **Next board meeting**

Jan 15th 2013 7:00pm Unit 209

Meeting adjourned at 7:07pm