



ASHBURY
CONDOMINIUMS

**Homeowners
Meeting Minutes**
Year: 2013

Final
Ashbury Homeowners Association Meeting
Board of Directors Meeting
January 15th, 2013 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: Katie Osterhaus 207, Denise Su 204

7:02 meeting called to order

Approve minutes of previous meeting: minutes approved

Budget

Financial statement was year-end so not available at this meeting.

Old business

Garbage area

Proposal:

Rebuild the actual door with frame and key code, talk to garbage company to agree to key code option. Don to investigate the options and provide an estimate and response from the waste management company.

BBQ

Review BBQ use/procedures

Update the timespan to April-October weather permitting

Update entry FOB policy procedures

Don to revise the FOB section accordingly and provide updated document to board. Need to consider doing a re-program of all FOBs to reset the system.

Stored items in the garage

Letter was posted and mailed, and still there are items stored in the garage. Don to send one last letter, with a deadline, reference to HOA rules, and notification that the items will be removed if the deadline is not met. Board members will personally ask residents to remove the items 1 day prior to the deadline.

406 gutter issues

Gutter has been cleaned out, and seems to be working better. Found out that the plant debris from the RTD is contributing to the issue. A leaf guard has been added to improve the issue.

New Ashbury sign

Picking it up Thursday January 17th, with installation on Friday January 18th.

2012 Fountain maintenance costs

~\$1600.00 for the year. This included two repairs; as such it is a realistic prediction of future maintenance costs. Board discussed the idea of exploring more fiscally conservative beautifying elements for the front entryway. Add to annual meeting agenda for residents to discuss.

Water leak update

Would like input from unit owner 101 about the repairs because it will impact that unit. The proposal is ~ \$2000.00 for the investigation, with repairs to be quoted after investigation. Board OKs proposal as long as unit owner 101 also OKs proposal.

Maintenance schedule

Gutter cleaning ongoing
Fire alarm testing in January

New business

2013 Annual meeting
Set for Mid April 2013, Don to send possible dates

CO Monitors

Costco has a sale on them they are 19.99. Residents have been reminded to purchase these for their units

Silver Van Stealing Electricity

A van has been noted "living" on our street, it has been seen using our electricity late at night. Residents are instructed to call the police if they see the van using our electricity. Or unplug the cord, and inform the board president.

3rd floor stairway doors sticking

Argus to fix the door

Next meeting date

March 19th 2013

Adjourned
7:56pm

Final
Ashbury Homeowners Association Meeting
Board of Directors Meeting
March 19th, 2013 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'Connor, 201

6:58 meeting called to order

Approve minutes of previous meeting: minutes approved

Budget

\$11,351.33 checking

\$160,528.73 reserves

\$171,880.06 total

Old business

Garbage area

Heavy security screen with key lock to be installed, keys will be delivered to residents prior to installation completion. Expected to be complete in mid April

Cost ~\$2,500

Update BBQ and entry fob policy procedures

To be completed in the next two weeks by Don.

Water leak update

Investigation starts Monday the 25th

Maintenance schedule

April window cleaning to be scheduled

Fire alarm testing in progress

Back flow testing is done

New business

Bulger door repair

Complete on the back garage entryway.

Bike racks

Don to organize an announcement to residents about installing racks and that residents need to get a rack if they don't have one and are storing their bike in a parking spot.

Spring-cleaning

Gravel will be added to pathway between building and garbage alleyway

Pressure washing

Turn on water

Adjust lights

Fob reprogramming

Agreed to do, will schedule as appropriate and inform residents.

Water billing company

There is a new local company dealing with our water. The Billing Associates NorthWest., Copeland is working to help the switch to be seamless. Residents should note the new companies name and look for the bill from them in the future. Expect the switch to occur sometime in May.

2013 annual meeting

April 22, 2013

Next meeting date

May 16th 2013 7pm

Adjourned: 7:50pm

Final
The Ashbury Condominium
Annual Homeowners Meeting
April 22th 2013

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

Present

Board Members

Sunny Rose, 304 (president), Diane Calvert, 209 (treasurer), Sarah Williams, 404 (secretary), Don Carden (Association Manager, Copeland Group LLC)

Home Owners

206, 207, 309, 401, 406, 407, 408

Home Owners by proxy

101, 205, 302, 306

Approval of Previous Years Minutes

- Minutes approved

Treasurers Report

Checking	\$17,081.04
Savings	\$172,167.86
Prepaid insurance	\$4768.71
Fed income tax	\$924.33
Total	\$195,117.94

Election of 1 Director

Diane re-elected to position of treasurer.

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

Theft

- Residents urged to file a police report if they have lost anything. Urged to report lost fobs.
- All fobs and garage openers will be replaced soon.
- Can we add a light to the garbage area?

Water billing

The water billing company will be changing in the next few weeks to a local company.

Water leak in garage

Turning out to be bigger issue than expected. Still researching where the leak is coming from.

Update to Rules and Regulations

Residents are reminded to check the website for the latest updates to the Ashbury and Regulations, and updates to BBQ section.

Open Floor

There is a gutter issue above #207. When it rains the porch is getting flooded. The gutter needs to be checked again above this unit.

Next meeting

May 16th

Meeting adjourned

7:15pm

Final
Ashbury Homeowners Association Meeting
Board of Directors Meeting
May 16th 2013

The meeting was called to order at 6:58pm in unit #209.

Present

Board Members

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

Home Owners

Renters

201

Approval of Previous Meeting Minutes (3-19-2013)

- Minutes approved

Treasurers Report

Checking	\$11,700.08
Savings	\$176,050.80
Accounts Receivable	\$26.00
Prepaid insurance	\$4,583.25
Fed income tax	\$924.33
Total	\$193,284.46

Old Business

Garbage Area

- Doors are here. Doors installed before end of this month May 2013. Will include a light in the shed and painting.
- Residents will be emailed the notice that keys will be delivered.

- Notice will be posted in the mailroom about the key policy for the garbage area. Residents will also be mailed the notice, and keys will be left at doors of each resident.
- Garbage area to be pressured washed.

Spring Cleaning Update

- Carpets cleaned
- Windows cleaned
- Painting around the building
- Pressure washed the front and sides of bldg. Back of building will be pressure washed when garbage doors installed.
- Water is turned on. Faucet in the back of building still not on.
- Gutters are cleaned out
- Roof water turned off, there is a leak in the sprinkler system. Ramp needs to be lifted and system repaired.

Fob Re-Programming

- Each resident gets two fobs and two garage openers. If they want additional fobs or garage openers they will pay \$20.00 per fob, the garage door cost is currently unknown. Don to update.
- Notification to homeowners via email this week. Give owners notice to respond if they have renters who need to pick up the fobs. Homeowners must sign and return documents to Copeland if they want allow renting residents to pick up the fobs.

Fob/Garage Door Opener Pick Up Dates

- Diane's Unit 209: May 31th 7-9 pm
- Sarah's Unit 404: June 1st 10-12am
- Doors will be reprogrammed on Saturday the 8th and old entry fobs and garage door openers will be deactivated.

Water Leak Update

Tatley Grund thinks they need to tear up part of unit 101's floor to find the origin of the leak. Don to contact 101 owner and discuss.

Gardening Update

Cleaned out the back alley, waiting for response from gardener. Planters need to be weeded, and don't seem to be getting any water. Gardener needs to be more attentive. Don to call and email him.

Update Fob and BBQ procedures

Sarah to review the updated document, and double check the update to the BBQ procedures.

Monthly Maintenance Schedule

Garage pressure washing to be scheduled for June

New Water Billing Update

Water bill is being switched to new company, to be billed through Copeland. Copeland will send out a notice to homeowners, on the change and what the updates mean. This will be completed by June. Homeowners will be informed to discuss the change with their tenants if they are renting their unit.

New Business

Leasing and renters rules and procedures

Don provided document for leasing and rentals. Don will revise document for Ashbury and add to rules and regulations. Homeowners will receive notice about updated rules and regulations.

Realtor lockbox to be cut off

There are no units for sale the box should not be there.

Building Next Door

Tiny Microbrewery opening in the garage in the back alley of the 7-11.

Next meeting

July 11th 2013 7pm Unit #209

Meeting adjourned

7:55pm

Final
The Ashbury Condominium
Annual Homeowners Meeting
July 11th 2013

The meeting was called to order at 6:58pm in unit #209.

Present

Board Members

Sunny Rose 304 (president), Diane Calvert 209 (treasurer), Sarah Williams 404 (secretary), Don Carden (Property Manager, Copeland Group LLC),

Home Owners

101 Shelia McLaren

Approval of Previous Meeting Minutes (5-16-2013)

- Minutes approved

Treasurers Report

Checking	\$4,942.82
Savings	\$183,818.08
Accounts Receivable	\$1,622.78
Prepaid insurance	\$4212.33
Fed income tax	\$924.33
Total	\$195,520.34

Old Business

Garbage Area

Lock has been installed, keys have been handed out, light is being installed with a light sensor to come on when dark.

Fob Re-Programming

All done, fobs and garage openers are handed out. Old fobs have been deactivated.

Water Leak Update

Tatley Grund thinks they need to tear up part of unit 101's floor to find the origin of the leak. Don to contact 101 owner and discuss.

Gardening Update

Water turned on for the roof.

At both ends of the parking strips in the front of the building the sprinklers are running, but not spraying properly. The irrigation needs to be repaired. Have informed Gardener to repair, and review overall state of the gardening for the bldg.

Update Fob and BBQ procedures

Updated and posted to the website, will update and post on the roof.

Monthly Maintenance Schedule

Catch basin testing this month.

New Water Billing Update

Seems like the transition to the new company has been smooth. Payments now go through Copeland. Residents who have signed up for automatic withdraw of their HOA dues, the water bill will be automatically added to the bank withdraw.

Leasing and renters rules and procedures

Don has provided leasing and rental rules and regulations for us to review. Don has also provided an addendum to unit lease for owners and renters to sign. Board will review.

New Business

Deck storage issues

Some units in the alleyway have been stowing stuff on their deck. Residents have been alerted that this is a violation of HOA rules. Resident will be fined according to the HOA rules beginning 1 week from the third notice.

Air-conditioning

Please turn the air conditioning up a bit.

Summer Party

Date tentatively set for August 8

Sarah to send out evite to residents will have a potluck this year asking people to bring food and drink.

Board Role Transitions

Sunny Rose is resigning from the board, and Shelia McLaren will graciously replace him.

Next meeting

Sept 12th 2013 7pm Unit #209

Meeting adjourned

7:51pm

Final
The Ashbury Condominium
Board of Directors meeting
Sept 12 2013

The meeting was called to order at 6:58pm in unit #209.

Present

Board Members

Sheila McLaren, 101 (president), Diane Calvert, 209 (treasurer), Sarah Williams, 404 (secretary), Don Carden (Property Manager, Copeland Group LLC),

Home Owners

405 Larry and Lori Johnson
208 Akikko Netto
210 Richard Dault

Approval of Previous Meeting Minutes (7-11-2013)

- Minutes approved

Treasurers Report

Checking	\$3,307.60
Savings	\$184,340.42
Due to Reserves from operating account	\$10,439.16
Accounts Receivable	\$ 665.78
Prepaid insurance	\$6,211.75
Fed income tax	\$924.33
Total	\$195,449.88

Open issues from homeowners

Carpet in elevator and hallways was dirty and has been cleaned this week.
Carpets will be re-cleaned Oct 1st.

Old Business

Water Leak Update

Tatley Grund has fixed leak under the North West corner of the bldg. There is a new leak at the bottom of the garage.

Gardening Update

Diane met with Scott to update the foliage in the front of the bldg., and work on the planters on the roof.

Leasing and renter rules & Procedures

16 units are currently being rented.

Can we set a limit of how many units that can be rented? Yes – but we need 100% agreement from all owners to change this.

To review the rules to how the rental cap would work, and consider bringing back to Homeowners with recommendation.

Larry Johnson agreed to work with Board to develop the plan to review in bringing the rental cap policy to fruition.

Move that board adopt the addendum to unit leasing rules and regulations
-Sarah seconded motion. Motion passed

Reschedule resident social

Board will email to figure new date

New Business

Security priorities for 2014/2015

Add security line item to budget to plan for yearly updates to stay on top of security concerns.

Reviewed upcoming security changes – updated door locks, fixed exterior doors, remove 1 exterior west facing door, add/will be adding cameras to all exterior doors.

Covering for garage storage units

Would like to add a covering over storage units so that people cannot see in, and keeps the inside of the units cleaner. Don to look into possibilities and get back to us.

Removal of relator key boxes and update to house rules about these boxes

Update the house rules about the realtor boxes

Realtors must hold keys, and not attach to outside. Send note to all homeowners that the boxes will be cut shorty to and to contact their agent to come remove their boxes. Copeland will not hand out keys to relators, this is not part of their role/responsibilities. May make an impact on how likely the agents will be to show the units.

Can we give realtors a special code for the front door? Then leave the boxes inside the mailroom only?

Further discussion is required to talk with other bldgs. That have done this and ask for their experiences.

Motion to move forward and implement the plan and adjust as necessary if we see it makes an impact to sales.

Roof Leak over unit 404

Argus did a patch thinking they have it fixed.

Roof assessment to be done by roofing specialist North West, and western roofing company. Don called, in progress of setting up a time. Don will notice unit 404 to set up appointment.

Unit leak in 203

Due to an overflowing toilet. Left for the weekend and came back and found large areas of apartment ruined due to overflowing toilet. Don has call into plumber to repair and flush (hydro jet the pipes) the system. Water damage to unit 101. Claim has been filed. Insurance will pay after \$1000.00 deductible.

People storing stuff in parking spaces again (specifically #10)

Don to send a note to tenant about the space

Perimeter Cleaning

Don to update the cleaning company to add cleaning the perimeter of the bldg. to their weekly cleaning

Next reserve study

Full site study to be completed by end of October

Internet High Speed Cable

Very hard to get Comcast set up. Was wondering if it's possible to do the whole condo with high-speed, so it's easier for all residents. Recommended

investigating Condo-Internet. Don to look into the options and come back to board with proposals.

Next meeting

October 10th 2013 7pm Unit #209

Meeting adjourned

8:15pm

FINAL
The Ashbury Condominium
Homeowners Meeting
Nov 14 2013

The meeting was called to order at 7:00pm in Ashbury lobby, and continued in unit #209

Present

Board Members

Sheila McLaren, 101 (president), Diane Calvert, 209 (treasurer), Sarah Williams, 404 (secretary), Don Carden (Property Manager, Copeland Group LLC),

Home Owners

403 Jody Clovis

Approval of Previous Meeting Minutes (9-12-2013)

- Minutes approved

Treasurers Report

Checking	\$18,435.74
Savings	\$188,683.84
Accounts Receivable	\$ 201.08
Prepaid insurance	\$5,840.83
Fed income tax	\$924.33
Total	\$214,085.82

Open issues from homeowners

403 wants to know if she can make her additional parking space a storage space, or trade with someone else. –Board will review Association documents about if the space can be converted into storage.

Consider exterminator for rats outside. – is there a humane way? Don't want to kill neighborhood animals.

When will the unit decks be cleaned again? Inform unit 309 of when?

Old Business

Roof repair

Start repairs early next week, possibly finish in a few days. Roofing Specialist Northwest.

Water damage

Unit 101 waiting on handle replacement, check with custom solutions if the cleaning is finalized.

Don't follow up with plumber to check that the plumbing is fixed and clear. Repairs to 203 should be done next week.

Rental process

Homeowners are not charging and paying the fees for move in's to the Association.

We need to direct more attention to owners and Copeland that this process needs to be completed each time.

Copeland will send a bill to the new residents each move in.

Modify rules and regulations to cite this.

Maintenance schedule

Oct, Nov, Dec – irrigation turned off, not doing window washing, need deck water supply turned off, need to put covers on outside water, gutter cleaning, fire safety systems check, second level deck cleaning.

Move irrigation startup to April.

Homeowner communication

Would like to send a letter to residents about:

- Water leaks
- What cannot be flushed down the toilet
- Dog poop bags around the building
- Christmas Trees and cleaning up after oneself
- Security efforts have proved successful, but please continue to be extra vigilant.

- Noise, please remind residents to be respectful of others

New Business

Rodents outside

Board agreed not to do extermination, will continue to monitor the situation, but as of now will not exterminate.

Garage storage covers

May be a fire hazard. Don to follow up on possible options

Building wide internet

Don to follow up on cost and feasibility for next meeting

Cleaning Company

They do not clean the perimeter outside of the building

Next meeting

January 9th 2014 7pm Unit #209

Meeting adjourned

8:12pm