



ASHBURY
CONDOMINIUMS

**Homeowners
Meeting Minutes**
Year: 2017

**The Ashbury Condominium
Homeowners Meeting
January 25th, 2017 at 7pm
Unit #209**

Call to Order

The meeting was called to order at 7:00pm in Unit #209.

Present

Board Members:

Sheila McLaren, 101 (President)

Diane Calvert, 209 (Treasurer)

Denise Su, 204 (Secretary)

Don Carden (Association Manager, Copeland Group LLC)

Homeowner:

310

Approval of Previous Meeting Minutes (9-1-16)

— Minutes approved

Treasurers Report (from December 2016 financial statements)

| | |
|-----------|--------------|
| Operating | \$32,939.39 |
| Reserve | \$255,030.82 |
| Total | \$287,970.21 |

Association Management Report

Items include: Argus Janitorial & Building Services removed old bike from garage, changed lights in halls and around building as needed, cleaned out gutters, built and installed new real estate sign holder, removed homeless debris in alley and side entrance, and removed old bench on roof and couch left by dumpster. Clausen's Landscaping has begun service at the Ashbury. The landscape's watering system has been looked at by sprinkler specialists, who will be providing a quote for upgrading the system later this week.

New Business

Homeless sleeping on property and safety

We will continue to promptly clean-up and clear debris as it arises. Residents must wait until garage door has closed completely on entering or exiting the garage before proceeding to park or leave the premises. Do not allow strangers into building.

Power failure procedures

The entry box and related FOBs around the building have an 8 hour battery backup. Davis Door company will check batteries to make sure they are working properly and install new battery packs if needed. The garage door can be opened manually in case of

no power. Currently, there is no battery back up for garage door, but we will look into this. Unfortunately, when the power goes out, the elevator will not work and does not have a way of working until the power comes back on.

Homeowner maintenance issues

Over a period of time and many years of use, the water heater, dishwasher, ice maker, washer/dryer, and plastic plumbing joints under sinks have been reported to break down and cause issues in some units (and sometimes also the units below them). Homeowners are responsible for checking on these appliances regularly to prevent leaks and water damage. Smoke alarms should also be tested regularly to maintain proper function.

Recent window cleaning job

Window cleaning was completed in September 2016. We will use another company this year, and have them clean in this coming Spring in April or June.

Capital improvements for 2017

Replace landscaping and maintenance of its irrigation system.

Date for Annual Meeting

Monday, April 17th, 2017, 7pm — Don will check on room rental availability.

Next meeting

Monday, March 20th, 2017, 6:30pm, Unit #209

Meeting adjourned

7:43 pm

**The Ashbury Condominium
Homeowners Meeting
March 20th, 2017 at 7pm
Unit #209**

Call to Order

The meeting was called to order at 7:00pm in Unit #209.

Present

Board Members:

Sheila McLaren, 101 (President)

Diane Calvert, 209 (Treasurer)

Denise Su, 204 (Secretary)

Don Carden (Association Manager, Copeland Group LLC)

Approval of Previous Meeting Minutes (1-25-17)

— Minutes approved

Treasurers Report (from February 2017 financial statements)

Operating \$29,663.40

Reserve \$262,475.70

Total \$292,139.10

Association Management Report

Items include: All City Fence furnished a quote on putting a gate between the Ashbury and the commercial building next door to the east. Bulgar Lock tested and replaced all the emergency light batteries. Argus Janitorial & Building Services did regular maintenance as scheduled. Recycling collection day with Seattle Public Utilities has now been scheduled to empty the bins three days a week.

New Business

Update on New Watering System Installation

The Sprinkler Specialists has started replacing the sprinter system and should be finished by the end of the week.

Damage Done to Garbage Bin Door

Argus Services has repaired the damaged lock on garbage enclosure.

Approaching Residents About Recycling Habits

Will discuss during the Annual Meeting. The updated recycling collection day schedule from two to three times per week will also assist in preventing overflow.

Status of Garage Door Backup

Davis Door Service has quoted \$3500 to have this completed. We will not have this feature installed at this time.

Unit Wall Heaters

These heaters need regular cleaning and maintenance to prolong the heater's life and keep it operating safely. Heaters that are not cleaned and vacuumed regularly can become clogged with foreign matter to produce excessively high discharge temperatures. A combustible object placed too close to a heater in this condition could ignite, starting a fire. It is recommended that combustible materials always be kept at least three feet away from the front, one foot from the sides.

April HOA Meeting Agenda

Items include: Contacting the city to repair alleyway potholes. Installing a garage door sign near the open/close buttons. The proposed fence east of the building.

Meeting adjourned

7:45 pm

**The Ashbury Condominium
Homeowners Meeting
Tuesday, July 18th, 2017 at 7pm
Unit #209**

Call to Order

The meeting was called to order at 7:00pm in Unit #209.

Present

Board Members:

Sheila McLaren, 101 (President)

Diane Calvert, 209 (Treasurer)

Denise Su, 204 (Secretary)

Don Carden (Association Manager, Copeland Group LLC)

Homeowners:

310

Approval of Previous Meeting Minutes (3-20-17)

— Minutes approved

Treasurers Report (from June 2017 financial statements)

| | |
|-----------|--------------|
| Operating | \$7,913.01 |
| Reserve | \$277,390.11 |
| Total | \$285,303.12 |

Association Management Report

Items include: Commercial building next door has erected two fences on the walkway area between the Ashbury and their building. Argus Janitorial & Building Services did regular maintenance as scheduled. Sprinkler system is repaired and functioning. The annual catch basin cleaning has been completed. Recycling collection day with Seattle Public Utilities has now been scheduled to empty the bins three days a week, M-W-Sat. The board requested that the fountain water foaming issue needs to be fixed, and the litter found in stairwells need to be checked regularly and picked up more thoroughly.

New Business

Review 2017-2018 building maintenance list

Add deep scrubbing of the tiles in the entry and lobby area. Add repainting/retouching the walls in the entry and lobby area. Will consider looking into replacing entryway baseboard. Building window washing will be ordered by Don. Reviewed and updated building cleaning checklist. Improper disposal of large items outside garbage bin area is not allowed. The reserve study's five-year maintenance summary will be updated with

our recent garage door repairs and updates.

Possible amendment to the Declaration

The board needs to talk to each homeowner about amending the Declaration. Multiple updates are needed to keep up with current standards and needs. Discussion included the neighbor's large tree and raised sidewalk hazard located on the property to the West. — A special homeowners information and feedback session is scheduled for Thursday, August 10th, at 6:30pm on the rooftop.

August resident social

Scheduled for Thursday, August 10th, at 7:30pm on the rooftop.

Next Meeting

Scheduled for Thursday, September 27th, at 7pm in Unit #209

Meeting adjourned

8:02 pm

**The Ashbury Condominium
Homeowners Meeting
Wednesday, September 27th, 2017 at 7pm
Unit #209**

Call to Order

The meeting was called to order at 7:00pm in Unit #209.

Present

Board Members:

Sheila McLaren, 101 (President)

Diane Calvert, 209 (Treasurer)

Denise Su, 204 (Secretary)

Don Carden (Association Manager, Copeland Group LLC)

Homeowners:

None

Approval of Previous Meeting Minutes (7-18-17)

— Minutes approved

Treasurers Report (from August 2017 financial statements)

| | |
|-----------|--------------|
| Operating | \$9,185.41 |
| Reserve | \$284,856.52 |
| Total | \$294,041.93 |

Association Management Report

Items include: Move-in fees are charged to homeowners each time new renters move in to the building, and these fees must be implemented. Argus Janitorial & Building Services did regular maintenance as scheduled, including removing the recent encounter of debris, feces, and needles from stairwell to garage. Entry tiles have been cleaned and recoated. Paint will be touched up throughout building. The baseboard and wainscoting will be repainted. Irrigation system is to be shut off in late October. Gutter cleaning to start in October.

New Business

Garage stairwell and alleyway homeless/waste issue

Diane and Don met with McBride Construction. McBride Construction will give the Ashbury a bid/price for putting a “cage” over the stairwell to the garage area. The stairwell will require a key to enter.

Solutions to deter exterior access to units

McBride Construction will be giving us a bid for installing a glass barrier for the patio walls for two units nearest the fence that was recently installed on the West side of the building.

Review reserve study report

We have completed all maintenance scheduled for 2017. We are done and updated with all scheduled maintenance and repairs for 2018 as well.

Emergency preparedness

Each unit is responsible for developing their own emergency preparedness plan, considering their specific needs, and creating their own personal network where assistance is needed. The board is concerned about the main gas shut off, used in the ventilation system.

Building-wide old paint disposal

The board has proposed to help the community in cleaning up old paint, often observed stored and unneeded in the storage units. If enough units are interested in having it property disposed of, there will be a designated area in the garage that it can be placed by a certain date/time so it can be sent to the dump in one big trip, with assistance from Argus.

Set up dates for the next budget meeting and ratification meeting

A meeting for the board to review the draft budget will be scheduled for the end of October. Ratification meeting will be scheduled for the November 27th, 2017 at 7:00pm in the Lobby of the Ashbury.

Meeting adjourned

8:08 pm

**The Ashbury Condominium
Annual Homeowners Meeting
April 17, 2017**

The meeting was called to order at 7:00pm at the Fine Center, in Room 260 D.

Present

Board Members

Sheila McLaren - 101 (President), Diane Calvert - 209 (Treasurer), Denise Su - 204 (Secretary), Don Carden (Association Manager, Copeland Group LLC)

Home Owners

201, 205, 304, 307, 310, 401, 405

Home Owners by Proxy

404, 406

Approval of Previous Years Minutes

Motioned by Bounce Quarry and seconded by Larry Johnson. Motion is passed.

Treasurers Report

| | |
|------------|---------------|
| Operating: | \$ 27,099.23 |
| Reserve: | \$ 266,204.00 |
| Total: | \$ 293,303.23 |

Election of One Director

Denise Su's term on the board has expired. Two homeowners indicated an interest in the open Board position — Denise Su and Jody Clovis. Written voting commenced and Denise was voted to continue in her current position.

IRS Resolution

Motioned by Lori Johnson and seconded by William Krause. Motion is passed.

New and Old Business

Financial Update

Painting and cleaning the exterior of building has been successfully completed, taken out of our reserve budget. Reserve study projects are on schedule. Our financials are strong in maintaining our investment.

Landscaping Update

A new landscaping company has been hired to update and maintain landscaping. Diane will work with Clausen's Landscaping to choose plantings and design in order to optimally improve the curb appeal of the Ashbury. The sprinkler system has been replaced from the drip irrigation system to a sprinkler head system.

Safety and Security Update

There are no break-ins the past year. However, the dumpster barn door has been damaged several times this last year, and immediately repaired/replaced after incident. Seemingly homeless people are still occasionally spotted in the alleyway. If you witness any suspicious activity, please take action immediately and call 911 and then ask for the non-emergency line. It is best not to confront any suspects for trespassing. Police are familiar with checking in on such activities, and any police who are patrolling the area nearby will respond to calls immediately.

Neighborhood Update

The Ashbury has a new neighbor on the east side of the building. In other words, previous owner has sold the property to a new owner, named Doug. Doug plans to install a fence between our properties. The fence design is in negotiation. The Ashbury is maintaining open communication throughout the entire fence project, which will affect our ability to use the walkway between the buildings. In addition, Doug wants to use our recycling bin, which already has been at capacity with the significant increase in home package deliveries of late. Because of the new ownership and his plans for his building, the ability to park moving trucks on his lot is something that is going to have to be negotiated for each occasion. The Board will attempt to establish contact info so that when a homeowner or renter wants to use the parking lot for moving purposes, contact info will be available. At no time will the parking lot be available for parking unless in agreement with the property owner.

Unit Maintenance and Owner Responsibilities

Owners have the responsibility to maintain the plumbing and electrical in their unit to prevent leaks and fires, respectively. This includes replacing the water heater every 10 years, cleaning the unit wall heater for dust, making sure the shut off valves under sink and toilets are not leaking. These shut off valves have been known to leak over time. They are made of plastic, and not metal, and should be replaced.

Open Floor

Stains on Carpets

All carpet in the common areas, including stairwells, are professionally cleaned every year. The next carpet cleaning is scheduled on April 21st, 2017 by Custom Solutions Carpet Care.

Potholes in Alleyway

We thank residents for completing the request forms on the City of Seattle/SDOT's pothole reporting page. As a result, the potholes in the alleyway were repaired earlier this week.

BBQ Sign Up Sheet

Residents have the option to reserve a time to use our singular BBQ on the rooftop. Sign

up sheet to be provided on the rooftop. However, please note that residents cannot reserve the entire rooftop deck for personal use, as it is sufficient and spacious enough to be shared by all.

Comcast Alternatives

CenturyLink has been suggested, but Comcast seems to be the most commonly utilized internet service provider for unit owners. Installing a dish/satellite on the roof and decks are not allowed at the Ashbury. In terms of a condo-wide internet service, such as Wave G, due to the location of the building, there is a very poor signal and not possible at this time.

Meeting Adjourned

8:01pm