

**Royal Arms HOA Board Meeting
October 18, 2018
RA Lobby**

Meeting Called to Order 6:02 p.m.

Roll Call

Present: Nancy Hillig, Brad Goodenough, Pat Mainella, Ed Trompke

Others Present: Heather Clot, CAP; two owners

Quorum present? Yes

Approval of Minutes

Ed moved to approve minutes as amended from August 27, 2018. Nancy seconded. **MOTION APPROVED.**

Report of Officers

1. Financial Report. Brad presented the financial report.
 - a. Ed moved to put \$150,000 in a 26 week CD for 6 months. Brad seconded. **MOTION APPROVED**
 - b. Ed moved to approve the financial report. Nancy seconded. **MOTION APPROVED**
ACTION ITEM: Financials will be posted on the RA website
ACTION ITEM: Heather to review CD options

2. House Committee. Pat reported the work of the House Committee.
 - a. Move-In/Move-Out Checklist. Brad moved to adopt as amended. Nancy seconded. **MOTION APPROVED**
ACTION ITEM: Post on RA website
 - b. ARC Form and Process. Ed moved to adopt. Nancy seconded. **MOTION APPROVED**
ACTION ITEM: Post on RA website
 - c. New Owners' Packet. Brad moved to adopt. Nancy seconded. **MOTION APPROVED**
ACTION ITEM: Post on RA website
 - d. House Rules and Regulations. Ed moved to adopt. Brad seconded. **MOTION APPROVED**
ACTION ITEM: Post on RA website

Old Business

1. Action item list -- Fire Inspection Report, 07/18/2018. All items are complete except:
 - a. Seismic bracing system riser
ACTION ITEM: Heather will follow up with United and Bob
ACTION ITEM: Post updated action item list on RA website
 - b. Laundry room door – the door was never wired to the alarm system. It is a fire door so must be kept closed at all times. Ed moved to install a sign: FIRE DOOR KEEP CLOSED AT ALL TIMES. Brad seconded. **MOTION APPROVED**
ACTION ITEM: Bob will pick up and install [or installed by United]

2. Reserve study update and implications
 - a. Plumbing. If pipes are replace, ABI indicated this would lower our insurance. Nancy moved to approve the 9/2/2018 plumbing assessment \$2500 bid from Jeff O’Neal, I-ENG-A. Ed seconded. **MOTION APPROVED**
ACTION ITEM: Board members Nancy and Brad may be present for the plumbing assessment with Jeff O’Neal
 - b. Tuck/point work, brick masonry, roof, etc. Justin’s bid of \$7500 includes tuck and point, brick masonry, roof, seismic retrofit, concrete surface, wood windows. Board discussed the necessity of the seismic retrofit and whether the wood windows are to be replaced or restored. Ed moved to accept the bid with cost modification if 1) the seismic retrofit is removed or is necessary and under what conditions; and if the cost for the wood windows as replaced or restored is specified. Pat seconded. **MOTION APPROVED.**
ACTION ITEM: Ask Justin if the seismic retrofit is necessary under city code 24.85.065 and/or 24.85.060. If necessary, under what conditions
ACTION ITEM: Ask Justin if the wood window cost is for restoration or replacement. What is the cost difference? Justin needs to clarify to replace old windows, not restore if cost is different
 - c. Reserve funding. Moved discussion to November 14, 2018 Board meeting. Correction: The 2019 reserve contribution of \$102,000 does not include plumbing.
ACTION ITEM: Add reserve funding to the November 14, 2018 Board meeting
3. Seismic information update. Ed noted minor seismic deficiencies from the previous assessment. We are moving forward and getting more information from Justin and the city,
4. Fire escapes
 - a. Litigation update: mediation with unit owner took place; verbal agreement to be written and agreed to by both sides.
 - b. Material to replace the decking includes four types of metal decking; difference is due to cost and weight. Cannot have concrete or iron as decking due to weight, corrosion, and other issues. The Board is waiting for the “okay” from the fire marshal and engineers to acceptable weight and building code approval. The Board is hopeful that mediation will be successful.
 - c. Iron decking must be replaced

New Business

1. Nancy moved to assess an owner for violations at \$25 day for 15 days (\$350 total) and directed CAP to send demand letter. Pat seconded. **MOTION APPROVED**
ACTION ITEM: Heather will send demand letter

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2. Nancy requested an email be drafted to all owners targeted to rental units. Nancy would like to meet with new renters as contact prior to move-in. She already does this with new owners. The email will include the new renter information form. Nancy will draft the email.
ACTION ITEM: Nancy to draft email to all owners regarding new renter information form and request the opportunity to meet with renters prior to move-in
3. Bike room. The quarterly bike room audit was completed October 15, 2018. Four bikes located in the bike room do not have permits. Two of the four bikes have been in the bike room since the audit in June; no one has claimed these bikes. Ed moved that all bikes without permits be removed from the bike room and either auctioned or donated by Nov. 14. Pat seconded. **MOTION APPROVED**
ACTION ITEM: Bikes without permits to be removed from the bike room by Nov. 14, 2018
4. Pat moved to terminate the landscaping contract as of Nov. 1, 2018 as long as Bob will be able to winterize the sprinkler system and turn it on again in April. Nancy seconded.
MOTION APPROVED
ACTION ITEM: CAP to terminate landscaping contract as of Nov. 1, 2018
ACTION ITEM: Pat and House Committee will work with Heather to hire new landscapers next spring

Community Forum

1. Trash room smells are lingering outside in the hallways in summer months. Current deodorizing methods are not working.
ACTION ITEM: House Committee will address this
2. Concern about noise after 10 pm. Noise continued after owner made contact.
ACTION ITEM: Nancy will contact unit owner
3. Owner noted gap below front door
ACTION ITEM: CAP will contact maintenance
4. Owners are not following the directions for recycling. The Board is not sure what else can be done to remind owners as signs/emails/etc. do not appear to be working.

Meeting adjourned 7:54 p.m.