



**The Royal Arms (RA) Home Owners Association (HOA) Q1 Meeting was held in the Royal Arms Lobby on Wednesday, March 19, 2014 at 6:30PM PST.**

**RA HOA Board members attended:** Abby Smith, Charlie Alward, Marisa Guerrero

**RA Owners/Residents attended:** Maureen Ross, Martin Amaya, David Quinn, Colette Reid, Tony Daguanno

**IPM representative attended:** Laura Goulet

Meeting Begins at 6:35

- Approval of Q4 2013 Meeting minutes
  - Meeting Minutes from last meeting not available.
  - **ACTION ITEM (IPM):** Laura will send out for electronic approval

Schwindt + Company Update

- Charles Alward moves to have Schwindt Reserve Study (Financial Statement & Reports) first. Marisa Guerrero seconds. Schwindt delivers report.
- Charles moves to raise numbers for lobby furniture in Management Letter to \$3000 to match Royal Arms Condo Association Component Summary By Year document. Marisa seconds. Approved.
- **ACTION ITEM (IPM):** Laura will provide copy of signature pages to board for reference

House Committee Update

- Maureen reports that there is no update. Committee is down 2 members, and would like to chat about additional members.
- **ACTION ITEMS (IPM):** Laura will email residents to inquire about interest

Budget Committee Update

- Charles reports on budget updates.
  - Several HOA late fees are collecting
  - Charles moves to have Collections Resolution drafted by lawyer. Marisa approves. Approved.
  - **ACTION ITEMS (IPM):** Laura will call owners to inquire about late fees.
  - **ACTION ITEMS (IPM):** Laura will talk to lawyer about drafting Collections Resolution. Laura will report on pricing to board, and board will approve via email.
  - IPM can't send to collections because there is no collections resolution
  - Reserve study finalized
  - Draft budget shared that reflects DISH increase

- HOA dues will raise
  - 12% increase on insurance premium
  - IPM recommends increasing dues in January moving forward (not waiting until June)
  - Resident Tony recommends making a significant hike that carries us through 2015
- Marisa moves to table approving the new budget (electronically) to the end of the week to allow missing board members to review. Charles seconds. Approves.

### Management Updates

- Insurance Resolution was sent to board today
  - IPM sent details for insurance resolution
- Elevator Modernization Update
  - Freight delays from factory
  - March 31<sup>st</sup> new start date
- Group 6 (internet/cable) update
- Water heater update completed.
- **ACTION ITEMS (IPM):** Laura will get insurance quotes
  - Note: Important not to change insurance provider; will lose earthquake insurance which is difficult to get
- **ACTION ITEMS (IPM):** Laura + Bob will go through keys and confirm with owners
- **ACTION ITEMS (IPM):** IPM will repost elevator signs with updated dates tomorrow (3/20)
- **ACTION ITEMS (IPM):** IPM will fix lighting in stairwell

### Unfinished Business

- Fire Escape Engineering Plans
  - IPM reports that Fire Marshall needs to test every sprinkler in building, annually.
  - IPM recommends taking money out of reserve to get costs for decommissioning estimate
  - Charles moves to proceed with getting the decommissioning costs. Marisa seconds. Approved.
- Insurance Resolution
- Plumbing study
  - Laura doesn't trust current company and would like to put bids out for other companies
- Property walk on
  - To Do list incomplete, but IPM working through (pending funds)
- **ACTION ITEM (HOA):** Laura will provide cost for metal kick plates on doors
- **ACTION ITEM (HOA):** Laura will put bids out for other companies for plumbing study
- **ACTION ITEMS (HOA):** Board will review insurance resolution information sent from Laura

### Misc.

- Owner Colette Reid recommends charging for bike room.
  - House Committee will discuss.

Next meeting: June 2014

Meeting adjourned at 8:12.

APPROVED