

Royal Arms (RA) Annual Board Meeting - Wednesday, April 22, 2015 - 6:30pm

RA HOA Board Members - Abby Smith, Brad Goodenough, Nancy Hillig, Charlie Alward & Jo Schilling
CAP - Ed & Cole

*At 6:33 meeting called to order - Quorum (12 present)

AGENDA ITEMS

- ⊙ Approval of Annual Meeting Minutes –
 - Cole amended meeting minutes to take out “Annual meeting” because an Annual Meeting should be an owners meeting. Board approved meeting minutes with the amendment.
- ⊙ New Management Company Introduction –
 - Welcome CA Partners!! Owners can get information at capartners.net
- ⊙ Management Report (See Manager’s Report for more detailed notes)
 - CAP took on a very quick transition from IPM, and there are still 24 owners that CAP will reach out to again for payment information to make the transition complete.
 - Unit 205/305 Water Damage Update: Unit 305’s insurance has started the claim, and Cole is working with the insurance providers (RA and owner’s insurance). Unit 205 has also issued a claim.
 - Plumbing Update: Since CAP has taken over RA has experienced 4 plumbing issues. Reliant Plumbing was contacted and has now suggested/proposed to have lines flushed to prevent future issues (proposal notes cost is \$898.00) – CAP will work with reliant to see if they can find an option that works best for RA and make the most sense for our building plumbing issues. Abby notes she wants a proactive approach/fix with this issue.
 - Mailroom Lighting – CAP will have superintendent come down (a licensed electrician) and look at it. RA Members suggest that perhaps the bulbs need upgrading.
 - Sewer backflow into 110 – Cole is working with Reliant to obtain details on the assessment and plan
 - CAP has suggested we look into other companies for the reserve study – Abby agrees to having Cole move forward with setting up interviews and obtaining bids/information on companies capable of a successful reserve study.
 - Charlie notes there was previously an issue with PGE (per IPM) – Cole will inquire further on this
 - Cole notes that CAP has only 1/3 of the keys to units, and other keys on-site were not labeled correctly by IPM – Ed suggests an email blast to owners asking for keys. Cole will make a list of the keys that they have received from IPM and will then send an email blast to those keys are not accounted for.
 - Cleaning Service (ENC) had an increase (50%+) – Cole inquire further on this matter and if they cannot produce or give us a contract then Cole will receive other bids from cleaning companies that may fit best with RA.
 - Cole will have an admin create a contact info page for the building (Numbers will include emergency contact information, CAP business information (website and phone number) and Graffiti Hotline)
 - Cole & Ed also noted that with CAP we will have action items tracked – all tracking items will be forwarded to the board and will present status updates via this tracking system.
 - CAP wants to discuss every line of the budget – Executive Session Agenda Item
- ⊙ Unfinished Business – Abby notes that this is more of a list for CAP as we continue to transition.
 - Plumbing Study – Cole notes he has a proposal from reliant, but does not have the plumbing study
 - Status of the Fire Escape Study – Cole notes he does not have the study. Abby notes that the fire escape was planned to be decommissioned, as per discussion with IPM.

- Amendment to the bylaws to cap the number of rental units – Cole talked to GC/Vial today and they had never received contact from IPM before. Typically the cost is per hour and we need 75% votes. CAP has connections with a lawyer Kevin Harker, who says he would like to work with RA to help us draft language to change the bylaws for \$350 (flat rate instead of hourly) and \$100 for written amendment language for bylaws. Ed & Cole are concerned about our current percentage of rentals and noted that this issue will affect all units in one way or another (mortgages, property value, noise, etc) Ed suggests RA lets Kevin Harker begin this process so RA can take the first step towards a rental cap.
 - Abby motions to discuss this in the executive
 - Trash/Recycling overages – Cole suggests educating residents is most important and Cole will have notices drafted and put up.
 - Outside graffiti – Cole notes there is a hotline to call and he will get information from Doug on this hotline & information will be available to owners (*Include on CAP contact information page Cole is already drafting for RA (noted above under management report))
 - Elevator – Service call was made and they came out to fix the reported issues.
 - Ed suggests that RA needs to pursue move in/move out fees
 - Abby motions to discuss this in the executive session
 - Smoking Issue – some RA residents continue to break the non-smoking rules.
 - Abby motions to discuss this in the executive session
- ◎ Budget Committee Report
- Financial health update - Charlie notes that when CAP looks/works over the budget that new treasurer will look it over
- ◎ House Committee Recap
- House maintenance needs & process – Nancy notes that once CAP gets to know RA and our building needs that this will be a future discussion
 - Bike Room – Nancy discusses that this is an ongoing discussion also to be discussed at a later date (once budget is made and CAP understands RA building needs)
- ◎ New Business
- Ed suggests that the board meeting is held as usual, but before or after meeting it is an open forum for owners to discuss issues (limit time for open forum)
 - Lock Box(s) on front door – RA owner brings this to the attention of the board that there are many lock boxes on a front door. Bob noted the door could be damaged due to all the extra weight. CAP will look into options for limiting lock boxes.
 - New Landscaping Business – RA owner notes that the front entryway is looking drab. Cole notes that he will get bids that fit RA budget (\$100). Cole also suggests an owner work day would save money (promote the workday with posters).
 - Charlie resigns as treasurer – Brad has volunteered to be treasurer, but board will need an additional member. RA board will formally vote in a new treasurer/board member next meeting.
 - Call box/Front Door – Cole notes that 2/4 phone lines related to the door (Action Tec & Century Link were not in communication) were cut off. When using call box to be buzzed in it does not always work due to this issue. CAP is looking into this issue further.
 - Board will set up an executive session – action items will be listed and Cole will send this out tomorrow for RA board to build upon and progress will be tracked.
- ◎ Adjourn Meeting – 7:39
- ◎ **Below is an ongoing list of items to discuss in the RA executive session and noted CAP action items.

Executive Session	CAP Items
Budget Discussion	Budget Review
Rental Cap	Reserve Study Bids/Interviews
Move in/out fees	Plumbing Study?
Smoking Issue	Fire Escape
New Treasurer/Board Member	Rental Cap
	Kevin Harker - Rental Cap
	Trash/Recycling Notices
	CAP Emergency Contact/ Information for RA building. Items to include: CAP webstie CAP phone # Graffiti hotline #
	Air B&B in rules/regs.
	Lock Boxes on front door - new method?
	Landscaping Bids
	Call Box/Front Door phone line issues