

Somerset Creek Condominium Owners Association
Board of Directors Meeting
December 6th, 2016
Unit 18

1. **Call to Order:** 7:00pm
2. **Attending**
 - Arnold Mannering (President)
 - Calley Copeland (Secretary)
 - Clay Copeland (Treasurer)
 - Nancy Stewart (Member at Large)
 - Luiza Limona (Morris Management)
3. The minutes of the meetings held on 8/23/2016 were approved.
4. **Homeowner Forum**
 - a. None Present
5. **Presidents Report**
 - a. No new business to report.
6. **Treasurer's Report**
 - a. 2015 Audit: 2015 draft financial audit provided to treasurer. Somerset Creek is now using Andrew R. McAlister, CPA.
 - b. 2017 Budget: The board approved a 0% increase in dues for calendar year 2017 budget. During 2016, the association discontinued carrying flood insurance. The previous funds allocated for flood insurance will cover any other expected increases.
7. **Managers Report**
 - a. Morris Management has started preparation for 2015 Financial Audit with CPA, Andrew McAlister's office.
 - b. Several maintenance items were attended to by Affordable Handywork based on site inspection performed at the end of July (damaged downspouts, unit 15 french drain, bent gutters, missing downspout extensions, damaged vinyl fence, etc).
 - c. Contacted Sprague pest control company for wasp nest removal at Unit 31.
 - d. Compliance & Rental Issues:
 - i. None to report.
 - e. Delinquency issues:
 - i. No Accounts in collection.
 - f. ACC Issues:
 - i. None to report.
 - g. Rental Status:
 - i. Somerset Creek is limited to 10 rental units. Currently, 9 units are rented.
8. **Unfinished Business**
 - a. Pressure Washing; Affordable Handywork completed the pressure washing project of the exterior buildings.
 - b. Unit 33 & 34 Drainage; Olympic Rockeries has started the drainage remediation project. The project includes 1 wet well with drainage pumps at footing level or slightly below it and a new 4" SDR 35 perforated PCV drainage system wrapped entirely with filter fabric and back filled with clean washed drain rock from top to bottom of trench. The drainage system will dump out into the well which will pump out the ground water with a sump pump will tie into the existing storm drain system (tie in will occur in the grass area) located in the asphalt driveway. Vendor will install 25-30 LF solid 1.5" outlet pipe from the sump pump towards the catch basin in asphalt, dredge pump and daily monitoring,

excavate 4'x4'x5' well & install utility vaults for wet walls, deliver & place 19-20 cubic yards of washed drain rock, trench and place electrical 2" conduit for hookup of the pumps. Work will be completed by the first week of January.

- c. Asphalt Repairs; Rainier Asphalt completed the asphalt repairs at units 10, 18, and 34.
- d. Tree Removal; Heritage Tree Care completed several tree removals, pruning, and thinning during September.
- e. Unit 33; The home owner expressed the need for additional attic ventilation. The association contracted with Astoria Construction to perform an investigation and perform the necessary repairs. The project is ongoing.
- f. Unit 4; Affordable Handywork has reattached siding which fell for a second time after the pressure washing.
- g. Blackberry Removal; The board purchased a pole hedge trimmer to enable volunteers to address the blackberry growth in the park area.
- h. Garage Door Painting; The board discussed repainting the garage doors. This will be evaluated for 2017's reserve expenditure budget.
- i. AGM; The 2017 Annual General Meeting will take place on Thursday, January 5th at the Newport Way Library.

9. **New Business**

- a. Roof Vents; Astoria Construction provided a proposal for adding additional roof vents to all of Somerset Creek's buildings. The board will address attic ventilation as needed.
- b. Unit 23; The board approved a new lease agreement which was provided to the Board for review.
- c. Unit 31; Home owner reported a wasp nest in an exterior wall. Sprague Pest Control was dispatched to address the issue. The project is ongoing.
- d. Unit 31; Astoria Construction was dispatched to address a reported roof leak. The project is ongoing.
- e. Unit 45; Astoria Construction was dispatched to address a reported roof leak. Water intrusion was observed throughout the ceilings/attic around the chimney area. The project is ongoing.
- f. Unit 25; Home owner reported crawl space damage from downspouts being improperly installed and overflowing gutters and has requested repairs to the units crawlspace, sealing the unit on the outside, crawlspace sheetrock, insulation destroyed by rodents and vapor barrier. The investigation is ongoing.
- g. Unit 21; The home owner has reported building settling issues affecting front door and entry. The investigation is ongoing.

The next board meeting will take place on Thursday, February 16th, 2017 at unit 18. There being no further business, the meeting was adjourned at 8:00PM.

Calley Copeland, Secretary.