

Somerset Creek Condominium Owners Association
Board of Directors Meeting Minutes
June 26, 2018
Unit 18

1. **Call to Order:** 7:00pm
2. **Establish Quorum**
 - Arnold Mannering (President)
 - Angela Mashlan (Vice President)
 - Tiffany Reimer (Secretary)
 - Clay Copeland (Treasurer)
 - Nancy Stewart (Member at Large)
 - Luiza Limona (Morris Management)
3. **Board Minutes** – Board minutes from April 3, 2018 were approved.
4. **Homeowner Forum**
 - a. None Present
5. **Treasurer's Report**
 - a. No expenditures from the reserve year to date.
 - b. Utility expenditure higher than expected, coding of drainage for the complex is being reviewed.
 - c. Chase CD is coming due on 6/27/2018. It will not be auto-renewed.
6. **Manager's Report**
 - a. Manager's narrative package was received.
 - b. 2019 reserve study report was received.
 - c. Washington Secretary of State – Annual Corporate renewal was completed. All current Directors are listed on the Secretary of State Filing and Corporation Division.
 - d. Compliance report: compliance report provided
 - 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, 8 units are rented.
7. **Unfinished Business**
 - a. 2017 draft Financial audit and tax return preparation
 - b. Unit 39 and Unit 47 – Emergency flood lights installed
 - c. Unit 33 - owner reported sinking concrete porch in front of the entry door. Contacted SealPro to investigate and the technician did not identified any sinking or concrete issues, beyond normal settling and no safety issue reported.
 - d. Unit 36 - Affordable Handywork was contracted to investigate possible leak. Gutters were found full of debris from adjacent trees leaning onto the structure and the front and back gutters were addressed.
 - e. Unit 14 - Affordable Handywork was dispatched to address possible gutter issue. No issue was found with the gutters, they were clean and no repairs were needed.
 - f. Unit 25 - Owner is requesting assistance with crawlspace and garage. Request includes crawl space vapor barrier to be replaced, the insulation that has apparent mildew under the vapor barrier, and the sheetrock hole repaired on the wall between the units. Previously communicated on several occasions that these items are the owner's responsibility to address.

- g. Unit 35 - Received request from owner's daughter to meet with the board in regards to window replacement/owner responsibility/maintenance. Per Board's decision, a letter was prepared by Leahy PS, attorney at law (Window Replacement Request and Maintenance Clarification letter) and was mailed to the unit owner via certified letter.
- h. Unit 31 – Owner requested information on the ownership of the door frame for a back garage door replacement
- i. Unit 8 and Unit 7 - Affordable Handywork was contracted to investigate possible water intrusion and crawlspace moisture coming from common areas lacking drainage support. Inspection was completed after 2 weeks of no rain. Reported Unit 7 had no visible water intrusion under the vapor barrier. Reported Unit 8 had minimum water next to front entrance and no water in crawlspace. There are three pumps currently in the area which seem to properly work as no water or moisture was identified. Due to the lower location of unit 8, water is present in front of entry most likely due to underground water traveling towards the lowest point. Luiza to confirm if GeoTech Company was consulted.
- j. Between Unit 26 and Unit 27 - Affordable Handywork was contracted to fill the sink hole in common area. If situation is reoccurring, Geo-engineering Company will be contacted.
- k. Quote for garage door painting was reviewed.

8. New Business

- a. 2019 reserve study report.
- b. Annual Corporate renewal
- c. Unit 35 – Window replacement resolution
- d. Board approved the bid to paint large garage doors.
- e. Somerset Creek Grill Out scheduled for Sunday, August 19th, 4:00pm – dusk.

The next board meeting will take place on Tuesday, August 21, 2018 at Unit 12. There being no further business, the meeting was adjourned at 8:00PM.

Tiffany Reimer, Secretary