

PTCA Board Meeting Minutes

August 21, 2017

The August 21, 2017 PTCA Board Meeting was called to order at 6:01 pm by President Ray MacPherson. Board members present were: Ray MacPherson, Ken Wright, Lee Kartes, Gary Brackett, Jean Kampen, and Denise Rasmussen from Management Trust.

President's Report – If we can, we will wait to answer questions until Open Forum.

Secretary's Report – The minutes from the July 17th Regular Board meeting and the July 20th Special Board meeting were read; motion made, seconded and approved to accept as read.

Secretary's Report – Nothing further to report.

Treasurer's Report – The treasurer's report was given. Motion made, seconded, and approved to accept the Treasurer's report as given.

Manager's Report – Taken care of a lot of things. Things are going better. Lee, Ken, and Jean accompanied Denise on the tour of the building, including the roof. She got very familiar with things. Things are going very well – she is there at Management Trust and you can contact her. Ken and Denise worked on the elevator L&I issues; the operating permits are “in the mail” as of Friday. Ray asked her to list and outline any fines and all the issues; she will give that report to the Board when completed.

Committee Reports

- Maintenance/Landscape – Arnold is fully on board as an employee. He has a credit card now, too for incidental items. Administratively it has been set up. He got shirts with Pacific Tower and his name on it and he is thrilled. Question about semi-waxing of floors – we don't keep track of it. It's not recorded in the minutes. The contract is set up for twice a year – we will make sure we get it this done this fall. Trees on the boulevard have been inspected because of sticky stuff on them. They will be included on the contract from here forth. Window washers will be here October 4 & 5. Contractor has suggested maybe 3 times a year – we will get a cost estimate. We will look at that for the next budget cycle. 3 windows and red roof bid for 2017. Red Carts seem to be disappearing and/or wearing out. Please make sure to return them ASAP after using them. If we need to, we will consider ordering replacements. Sprague was here for ants several weeks ago and we think we have gotten them this time.
- Social Committee – We actually had 2 events in August – National Night Out Root Beer Floats and the Annual Barbeque. The Social Committee will be working with the Government Affairs Committee to host Mayor and City Council Candidates Forum. Watch for notices announcing date and time.
- Interior Design – No changes until after Labor Day.
- Security – No report.
- Budget & Finance – For 2018 – Engagement Letter for annual tax audit and preparation. Move, seconded, and approved to enter **contract with Cagianut & Company** for audit and tax preparation for \$2600. The Special Assessment letter should be coming soon.
- Update on Moves In/Out – 1 move out; 3 furniture moves, no contractor deliveries.
- Book Club –The next one is on September 28th – South of Broad by Pat Conroy. November 9th is The Light Between the Oceans by M.L. Stedman and January 18th is Hillbilly Elegy by J.D. Vance.

- Newsletter – Nothing to report; let Jean know if you want something included.
- Governmental Affairs – Gary, Will, Jon, Janet and Shirley are the current members of the Committee. They will have their first meeting before the end of the month. Working with Social Committee to schedule Candidate Forum.
- Rules – Glenda Anderson is a new member on the Rules Committee. Workshop is scheduled for 6 pm on September 18th with the Regular Board meeting to follow, no later than 7 pm.

Old/Unfinished Business

- NE Soldier Wall Up-date – The City sat on our application for 2-1/2 weeks before letting us know they needed Intake Fee. That fee has been paid so the permit process has started.
- Update Parking Lot and P1 & P2 Asphalt Maintenance and Striping – Striping is done; having the parking lot next door was helpful. Some adjustment and maintenance will be done to it to make it look better. The weather was too hot to cure right. The east half of P1 garage will be cleaned and sealed by Spenser. Hopefully after Labor Day. We will try to get away from having issues with overnight parking.
- Elevator Floors – We talked about re-doing the floors in March 2016; it is very expensive to do anything. The elevator company would demand their technician be here if we replaced anything and their rate is over \$450 an hour. There is nothing temporary we can put on the elevator's floor during move-in and move-out processes. Hammond Knoll could possibly come in and do everything they can and then have Arnold keep them up as best he can. Motion, second, and approved to retain **Hammond Knoll** to clean and wax and prepare elevator cabs, clean the new lobby chairs, and dye the spot on the 12th floor for an amount not to exceed \$1500 (bid came back less expensive at \$1266). P2 garage will be affected by drain cleaning – this will be scheduled for early fall. All vehicles will need to be moved out for that.

New Business.

- Click! Contract and Changes – Comcast will do our cable for free; \$300 we can save. That will be free cable for room 107 and exercise room only. **Motion made and seconded to disconnect Click! and go with the free Comcast service.** We will have locks on it so no movies can be ordered and no pay-per-view. It is a service they offer for free for businesses and organization with common spaces, such as our building. This is not a promotional service. Motion approved.
- Internet – The internet service in the building is no longer used. We kept it to do updates on the security room computer. Smartphones and WiFi hotspots will take care of that now. That will save us \$500. **Motion to disconnect Rainier Connect and no longer have internet.** Seconded and approved.
- Contact reference sheet – we will have an up-date sheet with pictures of Board members and Manager. We want to make sure that all our residents who know who the Board members are – that is the reason for pictures.

Announcements –

- Thank Social Committee for barbeque – it was great turn out. Lots of good food; BBQ worked well. BBQ is for Association usage only – not for residents.

Open Forum

- If the dust is getting too bad, there are agencies/staff we can contact. Think about getting out of elevator cleaning contract. We are looking at Apollo contract.
- The things we approved tonight (audit, garage sealing, Hammond Knoll) amount to \$8100 – do we have money for them? Yes, two are specific yearly budget.

- Drying concrete in P1 – would it help to rent industrial size fans?
- Elevators floors replacing – expensive to have techs there. Would epoxy coating work? Critical Radiant Flux – is the standard for elevator floors.
- If and when Click! fails, maybe then Comcast would have a monopoly on the building. Or consider another option, i.e., Satellite.
- There is a cage with no name that is locked in a storage room on the 11th floor. Does anyone know who this belong to? If not identified by end of the month, the lock will be cut and cage can be assigned to another resident.
- Internet – Are the Smartphones better than existing internet? They work just fine.

Motion, seconded and approved to move into Executive Session at 7:02 pm to discuss personnel and other issues.

Returned from Executive Session at 7:25.

We have a delinquent account over 90 days – the Board has asked Denise to start the certified letter process. Denise will call them first and report back to the Board for further action.

There being nothing to report or vote on from Executive Session, moved to adjourn at 7:27 pm.

Subsequent unanimous Board approvals by email:

- Security Computer Updates by Robblees for a cost of \$725 plus tax, to be funded from Reserve Account
- Elevator Machine Room Light Update by Blaze Electric for a cost of \$1625 plus tax, to be funded from Reserve Account
- Purchase of new Walk Off Mats for a cost of \$1,119.62 plus tax, to be funded from Operating Account

Respectfully submitted,
Jean Kampen, Secretary