

PTCA Board Meeting Minutes

June 20, 2016

The June 20, 2016 PTCA Board Meeting was called to order at 6:00 pm. Board members present were: Ray MacPherson, Kay Lancaster, Ken Wright, Tae Kwon, Jeanette Fournier (Manager CDC), and Jean Kampen.

President's Report – Tae Kwon is our newest Board member; he operates a motel at this time so he faces some of the same issues in his work as occur here. He takes Lee Kartes place; Lee decided, for personal reasons, to re-sign after 8 years or so. He and Arnold worked very closely and he took pride in our building, changing out lights, etc. He will be missed.

Secretary's Report – Motion was made, seconded and approved to accept the minutes of the May 16, 2016 regular Board Meeting. Verbal minutes of June 11 were approved as reported.

Treasurer's Report – Motion was made, seconded and approved to accept the Treasurer's Report as presented.

Manager's Report – We have gotten down the process for issuing reserve checks. She sent Ken names of contractors regarding the NE wall. No violations issued this period and no new collection issues.

Committee Reports

- Rules – No report
- Maintenance/Landscape – Few maintenance things; Ken has taken over getting assignments to Arnold. General maintenance and inspection of the trash compactor was done; they will come back twice a year. Installed cleanouts in all the drains in P2 garages and they cleaned all the lines the next day. Next year we will use a camera on them and see if we need to be cleaned out and then do annually if needed. It will involve emptying P2 garage again. A drain that had been leaking was fixed – it was a poor installation of connections from the original installation when the building was built. Ray and Will have been working on what is required when they finish – insulation, whether fireproof, etc.
- Interior Design – No changes until after July 4th.
- Social Committee – Nothing planned yet.
- Security – Car broken into last week; backpack taken. Last night Ted's car had gas syphoned and the car had a flat tire; not sure if the two things are related. Tae commented 90% of hotel break-ins are for a GPS device. We don't check cameras unless there has been a police report and the car owner ask for help.
- Budget & Finance – Nothing new
- Update on Moves In/Out – 4 moves in May; 1 in and 3 out.
- Bookclub – Notices are posted; meets on Thursday this week. The book discussed will be "A Thousand Splendid Suns" by the Kathleen Haseeni.

Old/Unfinished Business –

- Elevator Information – We are now looking for a new elevator contractor. Had a walk-through and have given us a ballpark quote. But until they get out and do some critical work, we won't have a quote. We have not gotten the inspection back yet; L&I inspector was here 5 or 6 weeks ago. Some lighting issues that have been taken care of. We will negotiate with a new contractor on length of term and price and contracts include parts and labor. Tae has been with Otis for 10

years and has been happy with them. We had Otis about 10 years ago, but not sure why we changed.

- NE Wall movement – There is wall movement and it is a problem; we need to resolve it. The next step is to get a structural engineering design; this is a blue print that we take to a contractor to get a bid of what it will cost to repair and get a permit from the City. Last month we gathered up names of structural engineers; about 10 in the area; Ken got a hold of 8; 4 or 5 don't do this kind of work. Three were not interested in us at all because it is too small a job and they are too busy. We have 2 quotes: CT Engineering and Pacific Engineering Technologies. They are in agreement of what has to be done – both have the same philosophy. Pacific has contacted the City and knows what is available from the City; he has done a lot of leg work. They want to give us a design that is permit ready. Actual preparation of a design is around \$10,000. Motion to approve a maximum of \$17,000 to be paid to Pacific Engineering Technologies, Inc. for their services for Phases 1 (Planning), 2 (Design), and 3 (Construction Permit) funded from reserve account based on Pacific's June 17 proposal. Motion seconded and passed. The final cost for Phase 4 is undetermined; it could be as high as \$10,000-\$15,000. When money taken from reserves for something unplanned there needs to be a plan to re-pay it, state law says it needs to be paid back in 2 years. When we know what the cost will be, we can then determine how to pay it back to the reserve fund.

New Business

- Committee Charters – Creating Committee Charters is more of a housekeeping thing. They also enhance the information on our website. Jeannette suggested we have charters for the various committees which show purpose, members, committee chair duties, and how to approve/remove committee members. Those Charters now completed are for the following committee: Rules, Decorating, Budgeting, Social, and Security. Move to accept the charters for the 5 committees; with the membership as read. Motion seconded and approved. This info will be on the website
- P2 Garage Roll-up Door – Change the time for cycle for the door to be open; time will be cut. So if a person is going through the door, they need to know that any door action is a result of them opening or closing it. This new procedures will be written up and communicated with the P2 parkers.
- Board approved by unanimous vote (email vote) on June 21 for vendor appreciation.

Announcements

- No announcements.

Open Forum

- Question of whether insulation tape needs to be fire retardant.

Motion, seconded and approved to move into Executive Session at 7:28 pm. Returned from Executive Session at 7:57pm.

Moved to adjourn at 7:58 pm.

Respectfully submitted,

Jean Kampen, Secretary