

PTCA Board Meeting Minutes

September 18, 2017

The September 18, 2017, PTCA Board Meeting was called to order at 7:04 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.

Secretary's Report – The minutes from the August 21st regular Board meeting were read; motion made, seconded and approved to accept as read.

President's Report – Thanks to the Rules Committee for their hard work. Thanks to the Budget Committee too for their preparation of the Proposed 2018 Budget.

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 – Denise reported she did make contact with a delinquent account and it is getting back on track. Regarding permits for the elevators: L&I had been sending the bills for the 3 elevators to different addresses. The Operating Permits are to be mailed to us on Thursday. If Denise does not have them by Monday she will drive down to Olympia. One fine outstanding on delinquency – regarding pet noise and that will be discussed. Gotten lots of things cleaned up – pet log, delinquency, etc. Have storm drain inspection done – Ken & Denise are working well together. Rainier and Click! are now disconnected in the common areas.

Committee Reports

- Maintenance/Landscape – Clean-up of lobby chairs/carpet/elevators taken care of. East roll up door – water is pooling for some reason; this will be investigated.
- Social Committee – The Social Committee will be working with the Governmental Affairs Committee for the 'social' portion of the Candidates Forum. There will also be a presentation from Comcast/Xfinity on how what they can offer residents. Comcast/Xfinity is now the provider for cable service in Room 107 and the exercise room.
- Interior Design – Done.
- Security – The call box is out of service right now; technician scheduled to come out on Tuesday to fix.
- Budget & Finance – Budget is ready. We are required to look at earthquake insurance; the premiums for units range between \$17-32 per month. Deductible is \$21,000 for majority of units, with a total deductible of \$1.951 Million. **Motion that we have reviewed earthquake insurance and are not in favor of purchasing. Motion, seconded, and approved. Motion to approve 2018 PTCA budget effective January 2018 for an amount of \$439,415, which \$8,254 is from garage assessments. Motion, seconded and approved.** Budget will be put on agenda for ratification at the Annual Meeting.
- Update on Moves In/Out – 2 move-in, 0 move-outs.
- Book Club –The next one is on September 28th – South of Broad by Pat Conroy. November 9th is The Light Between 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. Just a reminder that beginning with the October newsletter, hard copies will be available only in a common area, not delivered to units. Notices will be put up when and where they are available.
- Governmental Affairs – Candidate Forum – October 10 at 6 pm. We have invited Mayor candidates – Victoria Woodards and Jim Merritt have confirmed; District 4 – Kevin Grossman is confirmed, Catherine Ushka is tentative (later confirmed); Position 6 At-Large position – Lillian Hunter is confirmed; Meredith Neal has not responded. We plan to reserve 6 Guest parking spots for the candidates.
- Rules – Glenda Anderson is a new member to the Rules Committee; other members are Jon Levant and Corinne McNamee, the Chair.

Old/Unfinished Business

- NE Soldier Wall Up-date – Something was wrong with permit application – they needed more information. We are on getting this taken care of. Having discussion with DBM (the contractor that we have hired for this work) regarding insurance issues. We will have it handled before we have a permit. If questions about assessment, contact Denise.
- Update Parking Lot and P1 & P2 Asphalt Maintenance and Striping – Contractor looked at guest parking – because of weather (too hot!) it didn't turn out good; they will re-do it at no cost to us. When they re-do it, it may limit parking in Guest parking for several days.
- Sealing in P1 – was done.
- Elevator Permits – Covered in Denise's report.

New Business.

- Annual meeting – November 20th - **Motion for annual meeting and budget ratification on November 20th. Motion seconded and approved.**
- Rules – not voted on tonight as there are several suggested changes.
- Sprague looked at the bugs on 9-12th floors. We buy traps (for \$1000) and they maintain them – they service them 6 times. Total contract of \$1,394.00 – one time cost of traps plus \$55 per visit to service them. **Motion made, seconded and approved to enter contractor with Sprague for pest control to be funded from Operating Account.**
- Budget Workshop Items
 - Painting of doors (fire door, unit doors, hallways) – Arnold will come in and clean every residential door on the outside. Then some Board members will take inventory of what doors need repair. Lee has Arnold on a plan for common doors – painting, etc. Arnold will also start cleaning carpets on the floors, starting on the 12th floor.
 - Park Bench – talked about getting a park bench in the front area. We will get a proposal and will bring it to the Board for consideration.
 - Lighting Up-Date – Replacing stairwell and hall way lights with ones that dim. This has been put on hold because we don't want to use the reserve funds until we get the wall taken care of.
 - Detached garage doors – Private garage door. There has been some water damage in previous years on the upper parts of the doors. It is now happening on the bottom of the doors. Arnold will powerwash all doors and then we will have Spenser come out and give us a bid to repair. Once repaired, they will all be painted. Panels on some of the doors have been damaged so some will need to be repaired and/or replaced.

Announcements –

- Annual Meeting and Budget Ratification Meeting – November 20th in Room 107. You will receive a mailing from Management Trust regarding the meetings.

- 2 Board Positions will be open (Lee and Gary); if you want to ‘get involved’ this is your chance to start. Let Denise know if you wish to run for a Board position.

Open Forum

- Contract for wall repair – can it expire? We have accepted their proposal, but we will not have a signed contract until we have a permit.
- Do reserve expenses have to be a certain threshold? Expenses must be a component of the reserve study to be funded from the reserve account.
- Ask the Board to accompany Contractors to make sure no damage is done when they are here, similar to when residents have contractors.
- City plans to build a transition site on 38th & Portland; no plan to have another site for a homeless camp (after the one on Puyallup and Portland closes in December); Eastside Community Center is opening soon; Will attended the Dometop meeting and has provided notes.

Motion, seconded and approved to move into Executive Session at 7:52 pm to discuss personnel and other issues.

The policy for any violations or complaints is to send them to Denise first. She will determine how to handle them.

Returned from Executive Session at 8:31 pm.

Nothing to vote on or report on.

Move, seconded, and approved to adjourn at 8:32 pm.

Subsequent unanimous Board approvals by email:

- NW Door (the original installer for the garage doors) for garage door panel replacement and footpad replacement for a cost of \$1340, including tax, to be funded from Reserve Account
- Spenser to caulk and paint all 22 garage trim boards and door frames at a cost of \$1760 plus paint and caulk materials plus tax, to be funded from Reserve Account

Respectfully submitted,
Jean Kampen, Secretary