

# Nautica Soundview Condominium Owners Association in Everett, WA

## Regular Board Monthly Meeting Minutes

January 20, 2022 at 6:30 PM

**I. Opening Business**

A. Bill Weber called the meeting to order by zoom teleconference at 6:34 pm.

B. Directors in Attendance: Bill Weber, President  excused absence Eric Ringstad, Treasurer   
 Mike Borden, Director  Laurie Vandermay Secretary  Quorum Yes

Officer: Kathy Greenwood, Asst. Treasurer (non-voting)  Manager: Tom Gish, Jr.

**II. Owner's Forum:** B312 window issues; A512 window issues; when are improvements going to start? Will there be a designated pet area?

**III. Reports**

A. The November Meeting Minutes were emailed to the Board on Dec 2, 2021, so are not read aloud.

Date	Type of meeting	Method	Approved/Corrections
Nov 18, 2021	Exec session and Regular	Teleconference	Approved as submitted
March 18, 2021	Annual Meeting	Teleconference	Hold for owners' meeting*

B. Financial Report from Port Gardner with reconciled balances as of December 31, 2021.

Account Name	Balances
Operating (approx. \$30,000 in outstanding estimates for back wall and railings)	\$140,042.85
Regular Reserves	\$133,845.48
SA 2020	\$42,162.06
SA 2021	\$16,218.56
<b>Reserve Total</b>	<b>\$192,226.10</b>
CIT Loan Balance	\$1,855,086.55
CIT Loan Payment for January	\$15,550.75
Owner Delinquency Total	\$13,640.68

C. Fund Transfers (approved by two directors):

Date signed	\$ Amount	From account	To account	Payee
11/25/2021	4084.88	SA 2020	Operating	J2 Building Consultants
12/09/2021	158,763.34	SA 2021	Operating	Pacific Building Envelope
12/16/2021	6326.82	SA 2021	Operating	J2 Building Consultants
12/21/2021	79,050.40	SA 2021 \$20,000 SA 2020 \$59,050.40	Operating	Commercial Industrial Roofing
1/18/2022	1731.42	SA 2021	Operating	J2 Building Consultants

D. Expense Reports – none

**IV. Unfinished Business**

A. **MOTION:** Eric Ringstad moved to approve the following board decision made by unanimous written consent. Laurie 2<sup>nd</sup>

Date	Description of Decision	Ratified
1/10/2021	Board Approved accepting owner donated Spin Bike.	YES

B. Construction Projects

1. Envelope project – Received Final Unconditional Lien Releases from PBE and CIR.
2. CIT Bridge Loan – Due to delays by the bank in preparing the bridge loan paperwork, we did not need the loan funds. The bridge loan request was withdrawn without a vote of the board.

MOTION: Laurie moves to withdraw the request to CIT for a \$300,000 bridge loan. Eric 2<sup>nd</sup>.  
Motion carried.

C. Maintenance and Construction Project Plan

Tasks	Assigned/Actions	Est	Approv	Schedule
Replace courtyard exit lights	J2 to review requirements and order from Lights, Inc			
Courtyard railings	J2 to obtain estimates to replace railings. Waiting for estimate from American Railyard.	14,000		
Courtyard coating specs and bids	J2			
Roof deck specs and bids	J2			
B-610 water leak	J2 and PBE (charges)			
B-508 ventilation	J2 and PBE			
A-309 door handle	J2 and PBE			
A-403 door seal	J2 and PBE			
A-608 door closure	J2 question			
Fire doors B – 6 <sup>th</sup> floor	Carl/Buzzing noise			1/12/2022
Work/Live windows	Goldfinch			2/5/2022
Replace carpet B-2 <sup>nd</sup> floor hallway	Sergey			
Replace B courtyard North entry door				
Repair Lobby Drywall	J2 to confirm drainage repaired			
Replace signs 5 <sup>th</sup> floor and elevator				
Paint back wall	HS old	12,000-13,000		Waiting for weather
Repair wall damage A bldg. P2 stairwell. Charge to owner.				
USPS Key for Callbox B				
Convert stairwell lights to LED	Approx. \$2000 plus labor			

D. Policy

1. Alteration of units – Tabled at May meeting. Keep it on the table.
2. Enforcement Policy reviewed by Legal (at no charge) and found to comply with statutes.
3. Covid-19 updates. Recommendations by CDC to wear a better mask like N or K95.
4. Towing policy and forms. Need more people to fill out forms.
5. Email Opt-in for notices. Need more people to send in forms.

V. New Business

A. Correspondence – to owners

1. Should the board send a Letter regarding proper care of epoxy coated deck and patio surfaces?  
YES to include cleaning and pots etc
2. Should the Board a Welcome Letter to new owners that explains how often board meets etc?  
YES how to mail to board members.

B. Awning replacement – should the board requisition J2 to create specs for replacement? Evaluate the structure. Corrosion removed. Etc. Have J2 evaluate and create recommendations. Explore with J2 for options. Board authorizes starting the evaluation process with J2, but we need a cap. Send email.

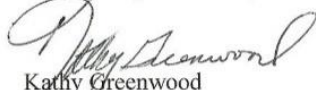
C. Should the Association find a company for a snow removal as opposed to doing ourselves? Table.

D. Should the Association establish an Insurance Reserve Fund as specified in the Bylaws? Laurie moved that the Association establish an Insurance Reserve Fund as specified in the Bylaws. Eric 2<sup>nd</sup>. Motion carried.

E. Should the Association require replacement of push-pull water valves that are no longer code? Send out heads up letter. Mike suggests replacing the water shut-offs. Letter of recommendation with photos to start with. Unanimous consent review of letter. Kathy has the action.

VI. Meeting adjourned at 7:33 pm.

Respectfully submitted,



Kathy Greenwood

Acting for Laurie Vandermay, Secretary

Approved as submitted at the regular board meeting on February 17, 2022.