

# Nautica Soundview Condominium Association in Everett WA

Regular Board Meeting Minutes  
Meeting held by Zoom Teleconference  
Thursday, April 15, 2021 6:30 pm

## I. Opening Business

- A. Bill Weber called the meeting to order at 6:36 pm. There was no Executive Meeting at 5:30 pm.  
B. Directors Present: Bill Weber, President  Linda Mattoon, VP/Treasurer   
Kathy Greenwood, Secretary  Mike Borden  Quorum: Yes  
Manager: Tom Gish, Jr

## II. Owner's Forum

There were no questions, so Bill Weber discussed the importance of owners reporting garage doors that are stuck open and when they see graffiti on the building.

## III. Reports

- A. Minutes: The Secretary emailed the minutes to the Board on April 10, 2021. Bill called for corrections. There were none.

Date	Type of meeting	Method	Approved/Corrections
Feb 18, 2021	Executive	Teleconference	Approved as submitted
Feb 18, 2021	Regular	Teleconference	“
Mar 11, 2021	Special Meeting	Teleconference	“
Nov 5, 2020	Budget Ratification by Owner's	Teleconference	Holding for owners meeting*
Mar 18, 2021	Annual Meeting	Teleconference	Holding for owners meeting

Note: the minutes from this meeting were previously approved.

- B. Financial Report from Port Gardner – reconciled balances as of March 31, 2021.

Account Name	Balances
Operating (includes 2 <sup>nd</sup> payment we are holding for elevator door of \$21,500)	\$ 27,492.39
Regular Reserves	\$ 362,294.70
SA Reserves pre-paid monthly assessments (loan draw account)	\$ 34,906.00
SA 2020 Pre-paid lump sum special assessments	\$ 2.28
Total	\$ 424,695.37
Delinquent Accounts	\$9,639.69
Other outstanding unit repair charges fixed	\$ 22,378.55
CIT Construction Loan Borrowed	\$ 550,599.99

- C. Fund Transfers (approved by two directors):

Date signed	Amount	From ACCT	To ACCT	For
4/8/2021	\$263,876.96	SA	Operating	Pacific Building Envelope Pay App 5
4/2/2021	\$19,778.86	SA	Operating	J2 Envelope Project consulting
3/16/2021	\$391,560.27	SA	Operating	Pacific Building Envelope Pay App 4
2/28/2021	\$14,557.02	SA	Operating	J2 Envelope Project consulting
4/2/2021	\$3956.41	Reg Reserves	Operating	J2 Consulting Warranty work SGD
3/7/2021	\$8257.12	Reg Reserves	Operating	J2 Courtyard drainage work

- D. Expense Reports – Kathy Greenwood paid the annual CAI membership (a budgeted expense) for up to 25 board members. See attached. The board approved her expense report.

## IV. Unfinished Business

- A. Ratify Board decisions made by unanimous written consent. There were none.

B. Hearing Panel Findings and Recommendations: Regarding the violation charged to account 25068 on February 26, 2021, a due process hearing was held on March 30, 2021 to review the evidence and hear testimony. The hearing panel was unanimous in finding that the evidence available was insufficient to assign blame. The panel recommended that the violation be rescinded, and damage charges be removed. Bill called for a motion to concur with the finding and recommendations. Kathy Greenwood so moved. The motion was approved unanimously.

C. Construction Projects

Envelope project – PBE is working on installing windows and patio doors on the east side of Building A and applying new gypsum board. WRB is complete on most of building B, except the North side. Cladding installation will be starting on Building B later this month.

D. General Maintenance

Contractor	Statement of Work	Estimate	Approved	Scheduled
McDonald Miller	Maintenance contract for 3 garage exhaust fans and 2 elevator fans option 1: quarterly Exhaust Fans; annually for Pressurization fans option 2: semi-annually for ef; annually for pf	Option 1 – annual cost \$ 2,172.00 + tax billed quarterly Option 2 – annual cost \$ 1,488.00 + tax billed semi-annually.	Kathy moved linda 2 <sup>nd</sup> Option 2.  approved	
Sergey	Carpet Cleaning is budgeted for twice a year at \$3476 each time. Last cleaning was in October.	\$3476	approved	
Cintas	There has been a trouble alarm			
Cintas	Fire Ext and emer light inspection			

E. Policy

1. Assistant Officers: At the March meeting there was a motion to amend the Bylaws so that the Board could appoint assistant officers. According to Jennifer DeWinter at Condo Law, the Association already has that authority through RCW 24.03.125. Assistant Officers do not need to be directors.

2. Alteration of Units – At the January meeting, the board agreed to draft a resolution regarding the process for owners to get approval to make alterations in their units that could be structural, or that affect electrical or plumbing systems. See Declaration section 23.2. Tabled. **Should the board ask Condo Law for a template? The board agreed to ask Legal for a template.**

V. New Business

A. Election results:

- Board of Directors: There was a quorum of 32 ballots received. Introduce the new directors. Linda Mattoon, Bob Wilson, Eric Ringstad. Due to the absence of Eric Ringstad, it was agreed that Officers would be elected at the next Executive meeting and announced in the regular meeting.
- Insurance amendment: Were there 86 yes votes received? NO. The amendment failed. Forty-four of the forty-seven ballots received were in favor of the amendment.

B. Drawing

- Lombardi’s \$75 gift card goes to Unit A-203.
- Semiahmoo \$50 gift card goes to Unit A-603
- Loft \$10 coffee card goes to Unit A-509.

C. Zply Fiber Property Service Agreement – Zply Fiber acquired Frontier. They want to upgrade the copper wire in the phone room to fiber. This requires the Board sign a Property Service Agreement. The board needs to ensure the agreement doesn’t conflict with the Comcast Agreement

signed last year. Is there a motion to have the agreement reviewed by Legal? Linda Mattoon moved to have the agreement reviewed by Legal. The motion carried unanimously.

The meeting was adjourned at 7:20 pm

Submitted by,

Approved on May 20, 2021 kmg



Kathy Greenwood, Secretary

**Voting Certification:**

I certify that there were 47 ballots received from qualified owners. There were two proxies given to Kathy Greenwood for board elections. 39 units voted for all three candidates which was enough to achieve quorum. 44 units votes for the insurance amendment which was not enough to pass it.



600-Nautica Soundview Condominium

Balance Sheet

Posted 03/31/2021



4/12/2021

**Assets**

Cash

OPERATING ACCOUNT 27,492.39

Total Cash 27,492.39

Reserve

RESERVE - CIT/6819 362,294.70

SA RESERVE-CIT/6967 34,906.00

2020 SA RESERVE-CIT/3149 2.28

Total Reserve 397,202.98

Total Assets

Questions for PGM

1. from feb Servpro invoice in the amount of \$12207.09 charge to 27314
2. from feb Amor invoice in the amount of \$1557.64 charge to 27314.
3. March inv from NWIC \$6947.32 charge to 25049.
4. March inv from MCLEOD \$1966.50 charge to account 25008.
5. Late fee Allstream \$5.17
6. Remove charge on account 25068

PBE invoices #1773-1777 received March 5 need to be paid

Need to add \$21500 to accounts payable for the elevator 2nd payment.

424,695.37

**Liabilities & Equity**

Liability

DEPOSIT PAYABLE 2,009.07

CIT LOAN 550,599.99

Total Liability 552,609.06

Equity

CURRENT YEAR PROFIT/LOSS 17,655.91

RETAINED EARNINGS 797,854.67

Net Income (943,424.27)

Total Equity (127,913.69)

Total Liabilities & Equity

424,695.37