

**Minutes Annual Meeting
Gayle Condominium Association
May 1, 1996**

The annual meeting of the Gayle Condominium Owners Association took place at 6:30 p.m. on May 1, 1996, in Unit 301 of the Gayle Condominium. Owners present were: Gordon Culliton (102), Chris Kalinski (103), Matt Roller (104), Elizabeth ("Lisa") Holley (201), Jeannie Adams (204), Clay Whatley (301) and Rand Cufley-Sherry (304). Owner Dee Driskill (203) was represented by proxy by Suzanne Rebo. Also present was James Holley.

Agenda items included election of a new board, insurance coverage questions, maintenance, back debt collection, logistical problems and new business/miscellaneous.

1. Insurance. Matt suggested that the association acquire earthquake insurance for the building. He had specific information concerning the policy, which was generally discussed. On motion made and seconded, the association unanimously voted to obtain the earthquake insurance proposed by Matt. Matt will contact the insurance agent to put it in effect.

Lisa Holley raised the question of whether the association provides the Board with Board of Directors liability (errors and omissions) coverage. No one knew whether this insurance was provided, though many felt that it probably was. Matt will find out. On motion made and seconded, the membership unanimously voted to provide the Board with directors' liability insurance in an amount the board deems sufficient.

2. Election of Board. The bylaws were reviewed to confirm that the term of office for association officers is one year. Upon motion made and seconded, Jeannie Adams was unanimously elected president of the association. She agreed to serve contingent upon provision of director's liability insurance in an amount the board deems sufficient.

Upon motion made and seconded, Clay Whatley was unanimously elected treasurer of the association. He agreed to serve contingent upon provision of director's liability insurance in an amount the board deems sufficient.

Upon motion made and seconded, Lisa Holley was elected secretary of the association. She agreed to serve contingent upon provision of director's liability insurance in an amount the board deems sufficient.

3. Maintenance:

Smoke Detectors: Gordon Culliton raised concerns that the smoke detector in unit 106 is non-functional and that the other smoke detectors, though functional, are becoming antiquated. Following discussion, and on motion made and seconded, the membership voted to replace the smoke detectors in each unit. Gordon agreed to take care of having this done.

Heating/Boiler. The timer on the heating loses about 20 minutes every day so that the time the heat comes on and goes off each day changes when it should not. No one knows whether there is any maintenance being done on the boiler. Since the heat in the building is about to be turned off for the summer, this is not an immediate problem. Over the summer Lisa will contact Reed, Wright for a bid to repair the timer and also a bid for a routine boiler/heating plant maintenance contract.

Master Calendar. Clay suggested the creation of a master calendar, noting routine and recurring maintenance and business items, which could be passed from an outgoing board to a new board to simplify administration and to prevent important dates and tasks from being overlooked. Clay agreed to create the calendar with the assistance of the board. Anyone who has items s/he thinks should go on the calendar should contact Clay.

Garbage/Recycling. The inadequacy of the garbage collection and recycling pick up in the alley was discussed. There was general consensus that other tenants from other buildings are putting their garbage and recycling in our dumpsters. Lisa agreed to contact the city to see if they've developed any policies or guidelines for dealing with what must be a common problem. She will also contact a waste management/recycling company she has dealt with to see if they could provide service that would be better than the service we currently have.

Back Doors/Security. The back door is hard to open with the key and the fire door does not close properly. Clay will find out who did the work on the fire door and see if they can remedy the situation. He will also contact a locksmith about the locks.

Motion detecting lights for the back of the building were discussed. Rand agreed to obtain and install them.

Cleaning. Suzanne will contact Merry Maids for a copy of the cleaning contract and to see if additional services, specifically cleaning the front steps and entry, could be added to the contract for a reasonable amount. Lisa will contact a cleaning service she has dealt with to see if they could provide a more competitive contract and have the same crew of people come each time. Suzanne advises that there are very few cleaning services that are even willing to consider cleaning condominiums.

Jeannie will get a bid for sandblasting the front steps/entry with the thought it would be easier to maintain if it were unpainted. Lisa pointed out that unless the paint on the steps has added sanded or grit, unpainted steps would also be much safer.

Painting. The east and north sides of the building need to have the trim painted. It will entail a fair amount of prep work. Lisa agreed to obtain bids for the work. On motion made and seconded, the board was authorized to accept the bid they deem most reasonable.

Window washing. The windows in the building need to be washed. Jeannie agreed to obtain bids for the work. On motion made and seconded, the board was authorized to accept the bid they deem most reasonable.

4. **Back Debt.** The membership expressed grave concern over the accumulation of unpaid maintenance fees. The concern was two-fold. First, the back debt needs to be brought current and, second, mechanisms needs to be in place to address late payments before they become seriously delinquent.

General discussion followed about the best ways to deal with the back debt. It was decided that the Board would approach the Zirians about working out a payment plan, with the understanding that if a plan were put into place and kept current, additional late fees would be waived so long as payments are made in accordance with the plan. Zirians currently owe approximately \$2,520 in monthly payments and \$358 in late fees.

Haley currently owes approximately \$725 in monthly payments and \$95 in late fees. There was some suggestion that he may be under the impression that the tenant is paying the monthly fees. No one was certain where he is now living. Clay will contact the accountant to see if they have a current address for him and the board will begin by advising him of the monies owing and soliciting his suggestions about bringing the debt current. Lisa noted that the bylaws provide that in the case of a rental unit where the maintenance fees are not current, the association can take the rent to apply to the debt. (The landlord's right to the rent is inferior to the association's right to be paid maintenance fees.)

General discussion followed about the best ways to avoid having situations like the problems with units 105 and 106 arise in the future, as well as steps to be taken if the owners of these units are not willing to bring the debt current voluntarily. It was agreed that in the future the Board would send a letter to any owner who is more than two or three months behind. The letter would simply inquire whether the owner was aware of the situation and ask what steps s/he proposed to take to remedy the situation.

In situations where the owner will not make a good faith effort to bring debt current, a notice of lien can be recorded against the unit. This would be picked up by credit reporting agencies and title companies. Lisa will contact a real estate attorney about the mechanics of foreclosing on the lien, although everyone agreed that it was to be hoped that this step would not become necessary, particularly if the board has a policy of dealing with arrearages while they are still only a few months old.

5. **Logistics.**

Laundry Room. Gordon reported that he often encounters instances where wet laundry is left in the washer for hours at a time and the dryer is already full and untended for hours. Lisa raised the possibility of obtaining additional washers and dryers. The majority of those present felt that was neither necessary nor desirable since it seemed that just one or two units were causing the problem. Gordon asked that a note be put into the minutes asking that all residents use common sense and cooperate in the use of the laundry room.

Front Doors Buzzer. Gordon indicated that the front door entry intercom buzzer is very loud in his unit. It was agreed that all would make an attempt to use their keys rather than their entrance codes whenever feasible.

Noise/General. General concerns, particularly about noise, were raised. Chris Kalinski said that the condominium in which he lives provides a list of house rules to new residents. It was agreed that the board should look into development of a set of common sense, not too oppressive, house rules, perhaps using the house rules from Chris' condo as a starting point.

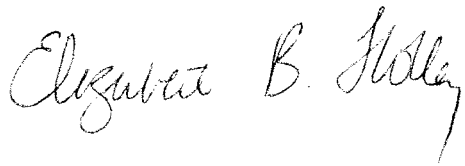
6. New Business/Miscellaneous. On motion made, seconded and unanimously approved, it was agreed to raise the monthly maintenance fees 5% to cover the cost of earthquake insurance.

A discussion of the problem of obtaining conventional financing when owner occupancy of a condominium building falls below 50% to 60% followed. Clay suggested that the owners should be kept apprised of the owner occupancy rate of the Gayle so they can anticipate problems in financing if the rate is low. [As of the date of the meeting the owner occupancy rate of the Gayle was 64.28%.]

The possibility of having meetings more frequently than annually was discussed but dismissed. It was noted, however, that increased communication among the board, the owners and the occupants was desirable. To this end, Lisa agreed to put out a brief newsletter periodically. [Anyone having items for inclusion should send them to her in writing at 4739 University Way NE, #1611, Seattle, WA 98105.]

There being nothing further to come before the meeting, on motion made and seconded, it was adjourned at 8:50 p.m.

Respectfully submitted,



Elizabeth Holley
Secretary