

Woodbine HOA Board of Director's Meeting Minutes
Thursday, April 25, 2019
6:30 p.m.

Attendees:

Ed Barrett, Barbara Hatcher, Dave Donnelly, Lorraine Baird, Jeremy Almeida, Cameron Collette, Dana Sheffield and Michael Marchese representing Pro-Management Services and our invited guest, Mark Murry representing Cloverdale Plumbing

Call to Order: - establish a quorum

The meeting was called to order at 6:33 p.m. It was established a quorum is present.

Approve previous meeting minutes of 3/29/19: (Re-affirm previous e-mail approval for the record)

A motion was made by Barb Hatcher to approve the Woodbine HOA Board Meeting Minutes from March 28, 2019. The motion was seconded by Jeremy Almeida. All voted in favor and none were opposed. The meeting minutes were approved as written.

Presentation of Plumbing Replacement Proposal by Cloverdale Plumbing:

Fitzgerald Mechanical was listed as a presenter, but declined to bid our re-plumbing project. They did not attend this meeting. Cameron was diligent in communicating and requesting a re-plumbing bid with this company.

Cloverdale Plumbing reviewed the Woodbine Plumbing Replacement Cost Analysis. It needs to be determined just how many feet of waterline outside of each building will be re-plumbed. The estimate of 68 shut off valves on the property will be re-plumbed. Cloverdale wants to "re-pipe" ALL the lines, even though some have already been repaired. They want to guarantee their work by replacing ALL valves, as well.

An "As-Built map will be kept and marked with each new plumbing line installed.

Cloverdale Plumbing will be installing a new branch line tomorrow in condo #87. This will give us all an idea of the time and cost involved.

Michael discussed using his labor force to dig out and fill in when appropriate. This is a huge cost savings for Woodbine, as Cloverdale Plumbing charges \$75 per hour for laborers and \$125 for plumbers.

Cloverdale Plumbing "beds" all their new lines in sand. Our "blue poly-pipe" is presently bedded in "native soil of river rock and tree roots." Most places do not want to haul off the many yards of sand-replaced native soil.

Cloverdale Plumbing advised they would like to work this project from spring to fall. Ideally, Cloverdale Plumbing would like to start at one end of the property and work to complete the project at the other end of the property. Due to the individual financial impact, we discussed doing this as a 2 year project. Cloverdale Plumbing advised they could do this. Cloverdale Plumbing advised they are using the latest and greatest pipe. This "replacement" pipe is also now being used by Suez Water.

There was a discussion of the possibility of putting a "water meter" for each unit. Cloverdale Plumbing advised this can be done. This would also be a very good time to do it. Suez's responsibility is from the street to the meter. If individual meters were installed, it would be the responsibility of the HOA to get the individual meter's read. The HOA would only gain knowledge of individual usage.

It was then brought up a benefit of our HOA Dues is to include water, sewer, garbage and cable. Right now, we have 18 water bills to pay, one for each building.

Cloverdale Plumbing was asked if this is funded over 2 years, how much money monthly would he need to fit his financial needs. Mark advised he would work with numbers for us and advise.

Cloverdale Plumbing can start on July 1st or within 2 weeks, as all the necessary materials are readily available. Cloverdale Plumbing has been in business since 1953. They are a 24/7 service company. Mark feels he will use 4 workers to get each building done. He would like to work keep the "building no-water downtime" to a minimum.

Dave made a motion to proceed with Cloverdale plumbing to get "an engagement contract" breaking the re-piping work into "building by building" pieces. Barb seconded the motion. All were in favor and none were opposed. Motion carried. It was also discussed; it would be nice if we could have a "fixed price" from Cloverdale Plumbing.

Special Assessment general discussion:

We discussed a special assessment to re-plumb the entire Woodbine property using Cloverdale Plumbing. At this time, it is felt a 2 year Assessment of \$75 per unit would cover this infrastructure repair.

Asphalt Repair Bid (Reserve Funding?):

Michael got a bid from Hazel Asphalt, the company doing the asphalt repairs for Idaho Power. The bid to fix the worst of the "alligatored/cracked" asphalt was around \$22,500. This is a critical maintenance issue. Michael explained a process using a compound and Petro-Mat overlay stabilization fabric to repair the large areas of "alligator" cracked asphalt.

Lorraine made a motion to authorize \$20,000 to repair the most damaged of the asphalt. Jeremy seconded the motion. All were in favor. None opposed. Motion carried.

Homeowner Issues or Input if attending meeting (if any):

#93 Renter Request for Reinstatement:

A letter was submitted to the HOA Board asking for reinstatement of the renters in unit #93. The owner of this unit is asking to assume all financial responsibility for this renter. The HOA Board asked for the letter to be rewritten and the HOA Board can vote by e-mail.

#55 Landscape request / Tree wells rock project too?

The Homeowner in Unit #55 asked if she purchased some river rock to fill in the edge of pond 3, would The HOA (Michael's company) go to the gravel company on Federal Way and get the river rock and place it around the ponds edge. Michael advised to wait until the irrigation was turned on and the pond filled to make a determination if more rock was necessary.

Michael requested \$2,000 for landscape rock. This nice looking rock is \$28 per yard and he would like to add it around the trees. It does look really nice. With the asphalt repair and water leaks, The HOA Board asked this purchase be delayed for the time being.

Stray Cats- G Building

There has been a "stray" and residential cat urination issue in the landscape of Bldg. G. Cat traps have been ordered to trap the stray cats.

Idaho Power-Tuesday power down test:

It was also discussed Idaho Power sent a notice for a 4 hour long power outage, dated August 30, 2019. The actual date of the power outage is April 30, 2019. Idaho Power will be asked for a corrected notification. The homeowners will all be notified of this actual date.

Treadmill broken (again) \$1800/4 years ago/Sears-no more warranty (Reserve funding?):

The treadmill is broken again and not worth repairing. It was discussed to look for a good used "commercial grade" treadmill. This equipment would be maintained by the equipment company. We approved a \$3,500 allocation to purchase this new/used piece of equipment.

Painting Warrantee Update:

Michael advised his workers have been working around the property fixing and prepping areas of rotten wood on the berms of many units in preparation of the final paint guarantee with Collins Brothers Painting. The areas where there are significant rotted wood and peeling paint are the fences and some of the berms. No date has been set for the completion of the "paint touch up" to complete our guarantee.

March 2019 Financials- questions or discussion:

There were no questions regarding the March 2019 Financials.

Other Items as the Board Might Wish to Discuss:

There were no other items to be discussed

Meeting Closed at 8:49 p.m.

The next HOA Board Meeting will be called when we have information from Cloverdale Plumbing. We are hoping for a meeting to be called on May 23rd.2019 or May 30th. 2019 at 6:30 p.m.