

MEADOWGLEN ANNUAL MEETING MINUTES

January 14, 2019

The annual meeting for the Meadowglen Townhomes homeowners was held on January 14, 2019. It was called to order by Board president Julie Pock at 6:33 PM. She spoke of appreciating all who came to the meeting and reviewed the agenda for the meeting. She also noted that according to our By-Laws, notice of the meeting had been sent out in the mail along with a copy of last year's annual meeting minutes and a proxy ballot. Other Board members present were introduced: Pam Wells, Holly Diamond, Jennifer Johnson, Max Pierce, Gene Peterson and Pat Wells.

People were given time to review the minutes from last year's annual meeting. Julie asked if there were any changes needing to be made to the minutes. A motion was made by Gene Peterson to strike the first line of the President's Report in last year's minutes and then to approve the minutes. Pam Wells seconded the motion to approve the minutes with the requested change made. A voice vote was taken and the minutes were approved.

Julie proceeded to review activities and actions of the Board and homeowners that occurred during 2018. They are as follows:

- Three buildings in Meadowglen received roof replacements. Two of those were planned occurrences, one was unexpected but necessary because it wouldn't have been cost effective to just repair the roof, and then a few months later, replace the entire roof. There have also been some additional small roof repairs on two other buildings as needed when leaks or damage has been discovered.
- Paint "touch up" was done across the whole property where paint had peeled, was discolored due to dampness or bare wood was exposed. Note that this was not a comprehensive painting; it was a stop-gap measure to improve the looks of our property.
- Insulation was added to the attics of all homes on the property. Pam became aware of a rebate program through Puget Sound Energy that allowed us to get about \$50,000 worth of insulation installed for about \$4,900. An added bonus is that now homeowners are eligible for other rebate programs available through PSE on such things as window replacements, water heaters and energy efficient appliances. The PSE website has further details on how to obtain other rebates.
- Dryer vent cleaning and fireplace inspections were performed during the year, making sure to service those units which were not inspected during 2017.
- Two trees that were in danger of falling and damaging homes on the property were removed.
- There have been repairs to some of the "lollipop" lights and other lights on the property. In the future, the Board would like to replace/upgrade the wiring for our property lights as the budget allows since the wiring has degraded over time.

- A back corner of the storage room adjacent to the clubhouse was repaired due to the wood having rotted. The repair made the corner weather-sound and structurally sound.
- Gutters on the buildings were cleaned after most leaves from the trees on the property had fallen. A subsequent storm makes it necessary to some further gutter cleaning.
- A curb cut in the sidewalk at the back part of the property was widened in order to allow easier movement through and accessibility by people in wheelchairs.
- All walkways and garbage disposal areas have been power washed so they look much cleaner and moss growth has been removed.

Julie then reviewed the upcoming projects for Meadowglen. They are as follows:

- During 2019, all roofs on housing buildings that haven't already been replaced will be replaced; this means 13 of the 17 building roofs will be replaced. Timing for the work is dependent on the revenue coming in from the special assessment that begins on April 1, and cash flow. A contract with a reputable roofing company has been signed and the cost of the work locked in. The Board will work closely with the contractor to see what needs to be done with the underlayment of each roof and whether it needs replacing or not. This will help contain the cost of the project. Roof replacements will hopefully be completed by this spring but the Board will oversee the cost of the project over time to prevent our finances from "going into the red".
- An appraiser came to the property and looked at the square footage of a garage, a three bedroom and a two bedroom unit in order to clear up discrepancies that existed in what our Association's insurance policy incorrectly listed as garages' square footage.
- We are contracting with a new landscape company, VLS, which will start working on the property in January. Thursdays will be their designated day on the property.
- Julie reminded residents to let Board members know if they notice anything of concern or that needs attention on the property. The Board relies on the residents' eyes and knowledge of the property to report concerns. There is also an unofficial Association Facebook page that residents can log onto and gain information about happenings on our property.
- There has been a Free Lending Library box newly placed on the deck of the clubhouse. Residents are invited to place any books there they would like to give away, and also take any book(s) they see that interests them to read, then return it to the box after reading it so others may enjoy it.
- Julie took the opportunity to thank the Board members for their participation on the Board. Their help as volunteers is invaluable.

The Treasurer's Report for December was given by Gene Peterson as follows:

- We have a cash balance of \$26,575.92 and \$301,285.81 in maintenance reserves. There are 3 CD's worth about \$25,000 each. Accounts receivable totaled \$3,262.12 and we have a net income totaling \$7,423.53 for the month.

The Landscape Committee report was given by Pam Wells as follows:

- She noted that the landscapers will be on the property every other Thursday during the winter months but will increase to every Thursday as the growing season comes. She reminded people to make sure their yard waste bags or plastic tubs containing yard waste were out on the curb on Thursdays. The landscapers will dispose of the bags or empty the plastic tubs and return the tub(s) to your curb.

The Blockwatch Committee report was also given by Pam as follows:

- There were recent incidents of 2 vehicles on the property being broken into. Video shows 3 individuals also prowling several other vehicles. Kent Police Dept. will receive videos and pictures of the suspected prowlers. Pam reminded residents to not leave anything of value in their cars parked outside. It was also noted that the incidents of crime on the property have decreased significantly in 2018 when compared with previous years.
- There were a couple of people walking on the property who are suspected of being package prowlers. Having a neighbor receive deliveries or using a locker at the Circle K nearby, for instance, would help ensure safe delivery of packages.
- We now have the opportunity to collaborate and communicate with Indigo Springs Apartments management so information about crimes committed on both properties can be shared. Residents were urged to call 911 in cases of an active emergency or call the police dept. office number in non-emergency situations. Doing so provides information to KPD about where to focus their resources. Also, letting a Board member know of the incident allows video footage to be reviewed to see if any useful information was captured on camera. A resident commented on the security the new mailboxes has given us; there have been no mailbox tampering or mail thefts since the more secure mailbox stands were installed last year.

Nominations or volunteers for Board Secretary were requested after a description of the position's responsibilities was given. Katie from Unit #58 offered to serve as secretary on the Board and she was accepted for the position.

Old Business:

- What to do with the Sports Court was discussed. The Sports Court is listed as an amenity in our property deeds, so only some type of amenity for residents can take its place. Roots from nearby cottonwood trees are pushing up through the surface of the court. Estimates range from \$30,000 to \$85,000 to demolish the existing surface and resurface the Sports Court. This estimate does not include implementing a solution that would prevent tree roots from continuing to disrupt the Court's surface. Julie offered to put out a notice in the future to have a community brainstorming meeting about what to do with the Sports Court.

- The Board plans to do an addendum to the House Rules which will address water heater failures and who is financially responsible for the ensuing water damage and repair work.
- It was announced that the Board has found a skilled, economical tree service that will continue to work, with Board approval, on the care of the many large trees on our property.
- At this point in the meeting, Julie announced that 40% of Meadowglen's residents were present at this meeting. She is very pleased with that percentage and feels that number really shows people's commitment to being involved in their community.

New Business:

- There has been discussion about creating community emergency kits to be used in case of natural disasters. Max Pierce and Robbie Wells have volunteered to develop a list of kit contents. Pam is hoping residents will come together to contribute items for the kits and help build the emergency kits, which could be stored in the store room adjacent to the clubhouse. A community meeting will be held in the future to plan this project. The idea of having a community roster/leadership chart that could be used during an emergency was brought up. This will also be explored as the emergency kit project progresses.
- Debi Alexander spoke about making Special Assessment payments online through Bell-Anderson and how that coordinates with the existing Bell-Anderson online payment process of homeowners' dues. Right now there are 2 payment systems; one is the "old" system, which is going away, and one is the new system. Residents using Bell-Anderson online payment system will have to log into their "old" existing online payment account, delete it and set up a new account that includes the Special Assessment monthly amount too. If a resident does online bill paying through their bank, they do not need to do anything (other than establish online payment of the Special Assessment by April 1). Debi asked that she receive an e-mail from any resident who is paying the Special Assessment in full in one payment, so she will not send a coupon book to the resident.
- Litter on the property continues to be a problem as well as residents not picking up animal waste and disposing of it properly. Residents are asked to notify a Board member with the date and time if they happen to see dogs running loose on the property.
- In connection with animals on the property, it was noted that the suggestion by a resident of having an off-leash dog park on the property will be explored in the future. A dog park's impact on nearby neighbors as well as our property's common elements will also need to be considered in the future discussion.

The meeting adjourned at 7:45 PM.