

Board Meeting Minutes

HOA Board

Nautica By The Lake Condominiums

February 2022

Present

Ted Massart, Board President
Cliff Johnston, Board Treasurer
Simone Frassanito, Board Secretary
Iris Hoffner, Board Member
Joann Doty, Property Manager, SUHRCO

Absent

Dovid Spaner, Board Member
Michael Zapoli, Special Projects Manager, SUHRCO
Michael Warnick, Ass. Property Facilitator, SUHRCO

The meeting was called to order on February 1, 2022 at 6:35 PM via Zoom video conference.

Homeowner forum

Owner of Unit B203 attended the Board Meeting.

Previous month minutes

Simone made a motion to approve the December 2021 meeting minutes. Cliff seconds. All in favor. Motion passed.

Treasurer's Report

The Financial Report for the end of January 2021 will be included in next meeting minutes because the financials are not yet ready.

Authorized Transfers

In January the board authorized the transfer from:

- the maintenance reserve to the operating account to pay for:
 - \$2,500.00 C&G Engineering (invoice 45190)
- the Insurance Reserve to the Operating Account to pay for:
 - \$24,474.00 - premiums for the 2022 insurance package \$21,011
 - for Directors and officers \$1,101
 - Umbrella \$1136
 - Crime \$1226

Property Manager's Report

- **Tree damage South of Building A:** Received funds from the insurance company of the truck that hit the tree and received an invoice from Greenway for the same amount. We will pay the invoice. Joann will ask Jim at Greenway for a bid to replace with a tree similar to the original tree to seek compensation to the truck insurance for the loss in value.
- **E-building Carport Repair:** Sent a request to Dibble Engineers. Carport of Washington stated they cannot find the material Dibble is requesting to be used. Joann has called Charter Construction to see if they can bid. Still have not heard back from Maintco or Mcleod.
- **Recycle Bin's overflow:** spent endless hours on issues with overflowing recycle container with Republic Services.
- **Fire inspection services:** worked on bids.

Unfinished Business

Fence Behind Building B and C: Since the property owner, Global Engineering, did not follow respond to Joann, Joann will follow up via the association attorney.

Chimney Cap Repairs: Waiting to hear back from Bill of Top Hat. Joann will contact him again.

Pool and Spa Renovation: Roger completed everything except the auto-fill. MAINTCO needs Roger to remove pipes from the wall to repair the wall damage caused by the fire sprinkler pipe burst back in December. After that he will be able to complete the auto-fill.

Cover for Pool and Spa: We received two bids for the pool cover.

Simone makes a motion to accept the bid from Independent Pool and Spa (IPS). Cliff seconds. All in favor.

Roof Inspection: Joann to ensure retainer was paid to Amento and confirm that the inspection is scheduled for February 2022. TC Quality sending a report for Unit D304 (Dryer vent cover missing, bathroom fan not working, ducts in attic installed with Duct Tape, which is not compliant). We will provide this report to Amento to consider during their inspection.

Caps for the Fire Department Connection (FDC) standpipes: Northwest Fire Systems confirmed to have found the tamper-resistant caps to put on the standpipes, and they are going to replace them this week.

Replacement of All Fire Sprinklers in Attics: We received a bid from Infinity Fire. Joann will follow up with Northwest Fire to request the additional bid. Still waiting for the bid. The Fire Marshall confirmed that replacing sprinkler heads with those that activate at higher temperatures is the only practical way to prevent situations such as those which happened in

Building C last summer from happening in the future. One sprinkler in the attic of Building C was inadvertently activated due to the extreme heat wave last June 2021. This ended up flooding 4 units in Building C causing major water damage. Joann will follow up with Northwest Fire.

Backflow Preventer Assembly (BPA) Test: Joann provided the report from the work done back in August 31. The report shows all DCVA passed the test: Irrigation, Fire Sprinkler supply pipes, Pool Auto-fill pipe, Fire Supply BPA passes.

E-building Carport Repair: The drawings have been submitted to the City. The City approved the drawing and is in the process of providing the permit. The City asked for additional information and the board followed up with the City. Three bids have been requested. Still ongoing.

Stormwater Detention Pond: The grate covering the pond drain was obstructed and was preventing water from draining properly. Greenway Landscaping cleaned the grate and the water drained. They also cleaned debris from the upper main grate. They reported that the pond needs to have the leaves picked up so they don't clog the drain during the winter.

Jim said they will clean in February after the raining season.

Garbage Compactor: Joann will follow up with Bill Shafer to ask to coordinate with G.K. Industries to ensure he can also clean the asphalt below the compactor when GK Industries removes the compactor for servicing. Joann hasn't heard back from them and will follow up.

The locking rod of the handle of the compactor door seems to have been bent. Cliff is looking at ways to repair it. In the meanwhile, the homeowners can still use it by sliding the handle to the left without turning it down 90 degrees.

Cliff temporarily removed the fence gate at the garbage compactor. The gate was sagging, and was getting stuck open inward when the bottom dragged on the asphalt; which blocked the entrance walkway and caused residents to throw their garbage on the ground instead of into the compactor. The gate was also swinging open outward due to wind, which caused the gate to stick out into the driveway, and also blocked the surveillance camera.

Compactor inspection: G.K. Industries performed their semi-annual inspection of the compactor in October. They did not find anything wrong other than the motor seems a little louder. The Board is still waiting for a report from them.

Joann will contact G.K. Industries to ask for the report, and clean the compactor both internally and externally and ask them to coordinate with Bill Shafer for cleaning the asphalt under the compactor. Joann hasn't heard back from them and will follow up.

Tree removal bids: Chopping Block came and removed the two large trees whose roots were causing damage. One tree was in front of the A-bldg, and the other tree was next to the

mailboxes. Chopping Block still had not removed the tree stumps, so they need to return and finish the work. Joann will follow up with them.

Outgoing mailbox: mailbox has been pried open again. The board is still working with USPS to remove it.

Recycling Bin overflow: Simone makes a motion to ask a lawyer whether it is possible to reward homeowners for reporting information allowing the board to identify people vandalizing or ruining the property. Cliff seconds. All in favor.

Water from East-side neighbor property: Stormwater from the adjacent property to the east (on 48th street) is draining onto Nautica's property carrying sediment. Joann will contact the neighbor to resolve the issue. In progress.

New Business

Transformer by A building: a transformer close to A building was found to be displaced. We contacted the electrical company and asked them to reposition it.

Fire inspection services: routine annual fire system inspection. Joann presented several bids for several services for annual fire system components.

Cliff makes a motion to accept the bid from Infinity for fire extinguisher replacement. Iris seconds. All in favor.

Iris makes a motion to accept the bid from Infinity for backflush testing. Cliff seconds. All in favor.

Compactor maintenance: Simone makes a motion to continue with the current maintenance of the compactor which requires an inspection every 6 months. Cliff seconds. All in favor.

Annual meeting 2022: the board decided to continue hosting the annual meeting in videoconference.

Entrance sign: Cliff will resume looking at replacing the entrance sign for Nautica by the Lake complex.

Financial records: Nautica has several years of documents, so we are looking at a solution to store them. Joann mentioned we need to retain 7 years for financial records. Insurance policies forever. We will look into options to e.g. digitize the documents.

The meeting adjourned at 8:28 PM.

The annual meeting is scheduled for March 1, 2022.
The next board meeting is scheduled for April 5, 2022.

Minutes prepared by Simone Frassanito.

Approved board minutes are archived on the Nautica By the Lake Website at www.nauticabl.org.