

# Board Meeting Minutes

## HOA Board

### Nautica By The Lake Condominiums

January 2022

#### Present

Ted Massart, Board President  
Cliff Johnston, Board Treasurer  
Simone Frassanito, Board Secretary  
Dovid Spaner, Board Member  
Joann Doty, Property Manager, SUHRCO  
Michael Zapoli, Special Projects Manager, SUHRCO

#### Absent

Iris Hoffner, Board Member  
Michael Warnick, Ass. Property Facilitator, SUHRCO

The meeting was called to order on December 7, 2021 at 6:31 PM via Zoom video conference.

#### Homeowner forum

Owner of Unit B203 attended the Board Meeting.  
Owner of Unit A201 attended the Board Meeting.

#### Treasurer's Report

Financial Report for the end of December 2021.

<b>Account Balances</b>		
<b>Name</b>	<b>End of December 2021</b>	<b>End of November 2021</b>
Operating	\$112,736.58	\$111,934.00
Maintenance Reserve	\$2,174,717.89	\$2,174,222.81
Special Assessment*	\$165,209.02	\$157,095.82
Insurance Reserve	\$32,209.85	\$27,640.09
Insurance Deductible	\$25,000.00	\$25,000.00
<b>Other Account Information</b>		
Delinquencies**	\$9,460.94	\$5,192.24
Dues Received	\$38,962.06	\$38,103.50

Dues Budgeted***	\$37,254.67	\$37,254.67
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\* This is part of the Maintenance Reserve. It is tracked separately for visibility.

\*\* Does not include pre-paid.

\*\*\* For reference.

**Authorized Transfers**

In December the board authorized the transfer from the maintenance reserve to the operating account in order to pay for:

- \$2,500.00 C&G Engineering

**Property Manager’s Report**

- Michael’s report:
  - **R Building Water Damage from Fire Sprinkler:** The water damage was due to a broken fire sprinkler pipe in the outside storage room of Unit R101. This occurred due to the freezing temperatures over Christmas break and the lack of insulation in the exterior wall of the storage unit. The water mitigation (tear out and dry out) is complete. Maintco will be onsite at the end of the week to estimate the cost of repairs.
  - **C Building Water Damage from Attic Fire Sprinkler:** Jan 6 from Maintco:
    - The insulation, drywall and priming have all been completed in all 4 units. The installation of the new interior doors and some of the millwork is underway.
    - The flooring in C101 will be installed on Monday and Tuesday. Work will continue on the remainder of the trim on Wednesday. The final painting, clean out and install of appliances should be done by the 19th/20th of January. The owner is scheduled to move back in on the 21st of January.
    - C102 & C202- The doors and millwork of all the areas that can be completed before the flooring is installed. This work is happening now. The flooring is scheduled to be installed on the 18th and 19th of January for both units. After the flooring is installed all of the trim work will be completed. Then scheduling the final paint and other details will be done to get the tenants able to move back in. Michael estimates late January or early February for the completion of these units.
    - C302- This owner has made a number of upgrades and this will delay the project for her by about a month after the other units.
  - **Painting for Fire Sprinkler Replacement Project:** The exterior sprinkler head replacement project has been completed since September. All invoices have been paid.
  - **C204 and C104 Water Damage from Toilet Leak:** C204 and C104 were repaired and finished today.
  - **D Building Attic Wall Repairs:** The board received an Invoice from C&G Engineering for their instruction for repair of the wall. There was some confusion

as to whether this invoice was already paid. SUHRCO to look into the status of payment.

- **Fire inspection sprinklers to be replaced:** Based on last year's fire sprinkler inspection, Infinity Fire has presented a proposal to replace 100 fire sprinkler heads in various units throughout Nautica because the heads have paint. The proposal for this work is \$37,000 and most if not all will have to be billed to the individual unit owners. Michael to spot check some units on Friday to see if he can see painted fire sprinkler heads are painted as noted in Infinity's inspection report..
- **Tree damage South of Building A:** Sent an insurance claim for the tree that was hit by a large truck backing up on 48th Street. Joann has not heard back. She called today and got the claim information F3D7146 and insurance name of Jill Guthrie. Joann called Jill and left a voice message. Jill represents Northland Insurance Company for the truck that hit the tree.
- **E-building Carport Repair:** Sent a request to Dibble from Carport of Washington. Carport of Washington stated they cannot find the material Dibble is requesting to be used. Joann 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 Recycle with Republic. The recycling bin has been overflowing due to a garbage haulers strike. Also, the board believes the garbage company, Republic Services, is not picking up the recyclables at the requested frequency of 3 times per week. The strike exacerbated the issue.

## Unfinished Business

**Fence Behind Building B and C:** Since the property owner of Global Engineering did respond to Joann's emails, Joann will follow up via the association attorney.

**Chimney Cap Repairs:** Have not heard back from Bill will follow up. Joann will contact him again.

**Pool and Spa Renovation:** Ted will check with Roger about an update on whether the auto-fill was installed, pool light repaired, and remaining items completed.

**Cover for Pool and Spa:** The board received a bid for pool covering from Pool Pro. The board is waiting to receive another bid from Independent Pool and Spa. Joann will also ask Roger for a formal bid.

**Roof inspection:** Joann to ensure retainer was paid to Amento so that they can schedule the inspection around February 2022. TC Quality is 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)). The board will provide this report to Amento to consider during their inspection.

**Caps for the Fire Department Connection (FDC) standpipes:** Northwest Fire Systems did not find the tamper resistant caps required by the Fire Marshall, and said they will contact the Fire Marshall to ask where those caps can be ordered. Got a bid from Infinity and requested one from Northwest. They haven't prepared them yet.

**Replacement of All Fire Sprinklers in Attics:** The board is requesting bids to replace the fire sprinklers in the attics of all buildings with sprinkler heads rated for higher temperatures. This replacement is being considered based on the fire sprinkler activation last summer due to extreme hot weather that caused water damage to multiple units in Building C. The board 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 from happening in the future. Once 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.

**Backflow Preventer Assembly Test:** The inspection and tests were completed as scheduled on August 31 and they passed. The board is still waiting for the report from Infinity Fire. Joann will follow up again with them. Annual tests are required by the State Department of Health.

**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 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.

Simone made a motion the previous meeting to have Greenway Landscaping clean up the leaves in preparation for the winter season. Cliff seconded. All in favor. The motion was approved.

Joann will check with Jim if they completed the work.

**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.

**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.

## **New Business**

**Tree removal bids:** The board received bids from King Trees and Chopping Block to remove the overgrown trees near Building A and the mailbox kiosk.

Cliff made a motion to go with Chopping Block. Simone seconds. All in favor. Motion passed.

**Master Insurance:** The board reviewed offers and competing bids for the Master Insurance. Nautica is on a landslide so the board decided to renew the current insurance which was the only one offering landslide protection.

Iris made a motion to renew the insurance. Cliff seconded. All in favor. The motion passed.

**Outgoing mailbox:** mailbox has been pried open again. The board will work with USPS to remove it.

**Recycling Bin overflow:** see manager's updates.

**Water from East-side neighbor property:** The board has asked SUHRCO to contact the neighbor about their drainage issue. Surface water from neighbor's property has been draining onto Nautica's parking lot which is not supposed to happen..

The meeting adjourned at 8:37 PM and will continue tomorrow at 6:30 PM.

The meeting resumed on January 19 at 6:35 PM for discussing renewal of the master insurance. The whole board attended. The meeting was adjourned at 7:00 PM.

The next board meeting is scheduled for February 1, 2021.

Minutes prepared by Simone Frassanito.

Approved board minutes are archived on the Nautica By the Lake Website at [www.nauticabtl.org](http://www.nauticabtl.org).