

**MERIDIAN VALLEY MAINTENANCE ASSOCIATION**  
**MONTHLY BOARD MEETING MINUTES**  
**January 13, 2016**

**CALLED TO ORDER BY PRESIDENT** Brian Goodell at 7:00 p.m.

**ATTENDANCE:** Jack Ottini, Jan Lewis, Jim Stott, Rich Sleep, Bob Steiner, and Cheryl Havener  
**Absent:** Sam Shirley and Bill Naubert,

**PREVIOUS MEETING MINUTES:** Approved as written

Moved, seconded, and approved for the 2016 Officer positions: President: Brian Goodell, Vice President, Facilities, Common Properties: Jack Ottini, Treasurer: Rich Sleep, Architecture: Jan Lewis, A/V Systems: Jim Stott, Security: Sam Shirley

**PRESIDENT'S REPORT:** Brian Goodell

- The new Board members were welcomed.
- We are busy with our usual spring issues: landscaping, parking and security.

**TREASURER'S REPORT:** Rich Sleep

- December revenues and expenses were both favorable compared to the 2015/16 budget. More than a quarter of the 2016 homeowner's fees were collected during the month. Another quarter was also paid during the first week and one-half of January. Financial reports are available for review at the MVMA office.
- All homeowners' fees for 2015 have been collected. Presently, there is only a single lien for outstanding pre-2015 fees.
- Signature cards for the First Financial Northwest checking account have been completed for the new Board. However, contrary to initial advice we also need to complete this for the savings/investment account. This account will pay 0.45% interest on balances over \$100K. Previously (for 2015), the promotional rate was 1.00%. I will look at prevailing rates from other nearby banks, but I don't think there will be a significant difference interest-wise.
- The outstanding 2015 contribution to the capital reserve fund - approximately \$28,000 - will likely be made in two parts. One part will be made later this month (January). The balance will be made after hearing from the investment committee and when we have a better idea on our actual cash flow as the projected position for 2016 appears somewhat tight. We also bought another \$10K CD for our fixed income ladder with funds from a matured CD in our Vanguard settlement account.
- The 2015/16 budget has been loaded into QuickBooks. We are looking to move our accounting system from the desktop QuickBooks 2011 Pro version to QuickBooks Essentials online (cloud) version. This will fully resolve the back-up issue and also give us (or at least 3 of us and our accountants) the ability to view our books from home, office or a mobile device. This also provides an audit trail for transactions. The cost will be less than \$20 monthly for the first year, increasing to \$26 after 12 months. This compares with to \$200 for a desktop version that would need periodic updates and upgrades. We are still in the process of determining the "migration" burden.

- The MVMA Board President and I are reviewing the various MVMA insurance coverages as they come in for renewal. The 2016 Umbrella Liability policy cost is flat to 2015. We are trying to determine if we can reduce/eliminate other liability coverages. We also completed and filed our 2015 Kent B&O tax return online and will pay the municipality \$211.65.

## **COMMITTEE REPORTS:**

### **FACILITIES:** Jack Ottini

- I signed the contract with Tony Lind for the crack sealing on our roads. The project will start sometime this spring.
- We have identified four storm drains that need a better grate. The newer models will accept more water.
- All signs and posts are OK. Some reflectors are missing and will be replaced when the weather permits.
- No problems found or reported with the gates and fences. The Quarterly Maintenance contract with Guardian Security has been signed.
- We are checking with Guardian and Tacoma Iron about what we can add to the green box gate control so people will not use them to climb over the fences.
- The south gate needs some paint touch up.
- The holiday lights on the Guardhouse have been taken down.
- New windows have been installed in the Guardhouse.
- The pothole on the edge of 256th at the south gate has been fixed by the City of Kent.

### **COMMON PROPERTIES:** Jack Ottini

- After four good sized wind storms, Trent and his crew are been busy cleaning up all of the common properties.
- Trent and I will be meeting by the end of the month to tour the entire complex and discuss plans for 2016.
- Craig Benson and I will be meeting to discuss getting plants for the main gate.

**MVCC:** Bill Naubert – absent - no report

### **SECURITY:** Sam Shirley – absent - report read

- Kim has been ill and was unable to forward me the exact stats for the month. Here are my observations. The only issue of note seemed to be the rash of car prowls. This is the time of year for car prowls as many people leave items of value (such as Christmas presents) in their vehicles. The prowls here were of unsecured vehicles for things such as loose change. The only large item I recall being taken was a car seat. Everything but the car seat points to kids. Of course you know we increased the security presence, and ended it coinciding with the return to school.
- Outside of our neighborhood there has been an increase in vehicles stolen while warming up in the driveway. This happens every year when the weather gets cold. It would be good to remind the folks to avoid this practice. While it would probably be less likely to occur here because of the gates, it might also lead to something expensive like a gate being rammed.

## **ARCHITECTURAL: Jan Lewis**

- Barbara Atwood has stepped back from the committee, Shiela Mayden is on an “as-needed” basis, doesn’t attend meetings. Would like to have a “conversation” about committee member participation.
- Lot #258 – was red-tagged twice by City of Kent. City staff reports that the file for applications for demo/rebuild have been cancelled, following unsuccessful applications by the property owner in December, owner failed to provide necessary information to move forward.
- Discussion items for Lot 297:
  - No communication from property owner (Dmitroychuck, Irina – on title) and Ivanchuk, Daniel (applicant with City of Kent) prior to demo work.
  - No submission of readable/complete normal and customary owner information.
  - No permit application with City of Kent.
  - Puget Sound Air Quality Control (testing before demo permit should be done, per City of Kent)
  - No activity at property site, dumpster in driveway since early December.
  - Returned receipt of certified letter from Lewis to Ivanchuk at Kelly Wright Real Estate, Seattle asking that HOA be contacted.
  - Actions of HOA to communicate to owner, attorney involvement, \$25 per day fine?
  - \$500 cash bond for demo/construction.
- Lot #297 – after alerting City of Kent, contractor secured demo permit. Contractor in communication with Jan; no communication from ‘investors’, only through “Jeff”, contractor.
- Normal and customary owner information has been requested but not received; Jan has asked guards to ask every time someone comes in for the property.
- \$500 cash bond for demo/construction.
- Letter to property owners following personal at curb conversation by Jan with three “investors”.
- Committee requests in January: Front entry door and above door window replacement was approved.
- Committee Follow up needed for two properties had trees removed without prior notification, BG following up.
- Discussion was held concerning a letter going to Lot 612 owner concerning property appearance.
- Discussion of the 1 year extension given to Lot 212 regarding stump removal.
- Stump removal/grinding needs to be standardized.
- Dog Walkers Policy needs to be adopted and posted on website.
- Finalization of “Welcome to the Neighborhood” advisory to real estate professionals and perspective new home buyers within the MVMA.
- Finalization of Real Estate Advertising Policy (limiting signage to standard “A” boards, prohibiting flying ‘wings’, balloons, inflated dancing characters (air-inflated), etc. Limit open houses to 6:00 p.m. to match contractor working hours.
- Status report on new construction #122 – landscaping plan needed.
- Suggestion to alter the work/approval process of Architecture Committee members.

## **MVMA WEBSITE: Bob Steiner**

- Posted December Board meeting minutes to the website.
- Sent out announcement of MVCC Fun Run and a Security update to the e-mail distribution list.
- Updated the list and contact information of Board of Trustees and the Architectural Committee members on the website.

**A/V SYSTEMS:** Jim Stott

- Met with Kim at Guardhouse for orientation.
- Discussed her concerns about security outages when Comcast goes down.
- Discussed improved quality, frame rate, and retention with Comcast system.
- Discussed options when Comcast is down. In particular, what protocols have been put in place regarding Guardhouse being “Blind” when gates are open or closed.
- Discussed backup issues and retrieval with new external hard drive (purchased by Mike Rucker).
- Need to investigate Comcast Cloud as safer (but more expensive) backup.
- Need to develop protocols for security personnel with regard to Comcast outages.
- Concern about the life expectancy of computers, hardware, hard drives, modems and routers. Buying the least expensive hardware may not be the most cost effective protocol in the long run.
- Have initiated on-going conversations with our Comcast representative in Auburn about finding workable solutions to these issues.

**MEETING ADJOURNED:** 8:20 p.m.

Minutes prepared by Cheryl Havener