

BOARD OF DIRECTORS MEETING MINUTES November 24, 2025

I. CALL TO ORDER The meeting was called to order at 6:05 PM by President Adam Garner.

II. ROLL CALL Present:

- Adam Garner, President
- Teresa Chambers, Vice President (Acting Secretary)
- Ericka Gerber, Interim Member at Large

Absent:

- Sarah Foo, Secretary
- Rick Palmer, Member at Large

Owners Present:

- **10-105, 2-105, 11-102, 11-205, 8-207, 10-206, 12-104**

Proxy Votes (Jan 2026 to July 2027 Budget)

2-202 FOR
9-103 AGAINST
2-101 AGAINST

III. TECHNOLOGY & COMMUNICATIONS

- **Website Status:** It was confirmed that the Association website is fully accessible via Google. All governing documents and Owner forms are currently available for download.

IV. OFFICER REPORTS

A. President's Report (Reserve Study & Financial Outlook) President Garner presented an analysis of the Association's financial health and Reserve Study implications.

- **Historical Context:** The Association suffered from under-funding between 1980 and 1995, during which time no dues increases were implemented, relying solely on Special Assessments.
- **Current Status:** The Association generates approximately \$56,000 net annually. Currently, 50% of dues are allocated to the Reserve account; however, this contribution rate is insufficient to meet upcoming capital needs.
- **Critical Capital Needs:** The complex roofs (completed in 2015 with a 20-year warranty) will require replacement. The estimated cost is \$2.2 million. At the current funding rate, it would take 110 years to reach the necessary reserve levels.
- **Scenarios Presented:**

- *Scenario A (Immediate Fix):* To fully fund the reserves immediately would require a dues increase of \$300/month per unit, plus a Special Assessment of \$15,000 per owner.
- *Scenario B (Proposed Plan):* A one-time dues increase of 10%, followed by annual increases of 5% for the next 9 years. This plan projects reaching necessary reserve levels in 9 years without requiring a Special Assessment.
- **Discussion:** The Board noted the previous Special Assessment from 8 years ago, which resulted in a 10-year corporate loan and individual unit assessments. The consensus is to avoid a new Special Assessment if possible.

B. Board Appointments

- **Interim Member at Large:** Ericka Gerber has been appointed to fill the vacancy left by Tiffany Bigger. She will serve as Interim Member at Large through January 2026.

C. Quorum Not Achieved

- The Board's proposed January 2026 to July 2027 Budget is ratified and goes into effect.

V. COMMITTEE REPORTS

A. Parking Committee

- **Violation:** A blue Nissan continues to park illegally near Building 2. Continued monitoring and enforcement are required.

VI. UNFINISHED BUSINESS

- **Building 12 (Commercial Activity/Safety):** The owner in Building 12 is reportedly operating a bike renovation business from the unit. This creates a fire code violation regarding the storage of materials. The Board discussed enforcing fines if the owner does not comply with Everett fire codes.
- **Building 5 (Damage):** Discussion regarding the recent water heater explosion and subsequent mold remediation.
- **Maintenance Items:**
 - Gutter cleanup schedule.
 - Tree transplanting requirements.
- **Nuisance & Pest Control:**
 - Building 2: Issues regarding cigarette butts.
 - Building 12: Suspicion of rodent activity.

VII. NEW BUSINESS

- **Siding:** Concerns regarding the condition of the siding were raised.
- **Windows:** The Board clarified that window replacement and maintenance are the responsibility of the individual **Owner**, not the Association.

- **Heater Maintenance:** A reminder will be issued to owners that kicker-plate heaters must be vacuumed annually to remove dust and pet hair to prevent fire hazards and ensure efficiency.

VIII. ADJOURNMENT President Garner adjourned the meeting at 7:05 PM.

Minutes submitted by: Teresa Chambers, Vice President (Acting for Secretary Foo)

Date: November 24, 2025