

**MAPLE GLEN OWNERS' ASSOCIATION**  
**Annual General Meeting**  
February 7, 2017

**MINUTES**

**DATE & TIME** Pursuant to Article 2, Section 2.2 of the Amended Bylaws of the Maple Glen Owners' Association, the Annual General Meeting was held on Tuesday, February 7, 2017 at the WECU Education Center, 511 E. Holly St., Bellingham, WA 98225.

**OFFICERS** Association Manager Judy Hamner called the meeting to order at 6:00 PM. Board members present were Roger Almskaar, President; Cyril Robinson, Vice President, Todd Rowe, Treasurer and Ellen Packer, Secretary.

**ROLL CALL** The following units were represented:

Gerald Traynor, Ann Plotnick and Patricia McGehee	203
Cyril Robinson	206
George Siler and Jennifer Raboteau-Siler	221
Todd Rowe	223
Roger Almskaar	224
Joseph and Carolyn Heckel	301

The following units were represented by proxy and/or ballot:

Dianne Rappaport	103
Kevin and Samantha Walters	104
Judy Mullenix	109
Ellen Packer	112
Robert and Ma Cristina Lagana	205
Tammie McArdle	305
Richard and Cecilia Storvick	308
Kristian and Kathy Hedine	322

Fourteen units, or 30% of the allocated interest, were represented; thereby constituting a quorum of the authorized number of unit owners.

**MINUTES** The Minutes of the February 9, 2016 Annual General Meeting were distributed to all directors and owners in the Annual General Meeting packet. With no corrections or additions, the Minutes were approved as published.

**PRESIDENT'S REPORT**

Association President Roger Almskaar reported on the following items:

- Maintenance work during the past year included inspecting some of the hot water tanks, trimming vegetation, installing a new fence at the southeast corner, cleaning gutters and downspouts, and washing stairs and front doors.
- There was a fire alarm incident, and the fire department learned that it didn't have keys.
- During periods of extremely cold weather, the sidewalks and stairs at Maple Glen become icy. The Board will consider having the grounds maintenance contractor, Lawn Gators, be on call for clearing sidewalks and applying ice melt.
- The 2017 budget is about \$4,000 higher than last year's budget. The 2017 line items show a \$2,000 increase for Water/Sewer and a \$3,000 increase for

the Garbage expense, while the Natural Gas budget amount remained the same. There will be about a 4.4% increase in monthly assessments for 2017.

- The Reserve funds are in good shape, and the 2017 Reserve contribution increased from \$14,500 to \$15,000.

Almskaar asked members if parking at Maple Glen is still an issue. Joseph Heckel reported problems with people parking in their designated spots. Judy Hamner told members that Ellen Packer is the primary contact person for having vehicles towed; and Board Members Packer, Cyril Robinson and Todd Rowe are the contact people for reporting parking violations.

In closing, Almskaar thanked fellow Board members and the Best Management staff for their work during the past year.

## **TREASURER'S REPORT**

The December 31, 2016 financial reports were distributed to members at the meeting. Treasurer Todd Rowe told members that as of December 31st, the Association's total cash assets were \$114,086.46, with \$1,265.26 in the Operating checking account, \$57,154.70 in the Reserve savings account, and a combined total of \$55,666.60 in six certificates of deposit. The year-end Accounts Receivable balance was \$280.10.

## **ISSUES AND RESOLUTIONS**

Issues and proposed resolutions were distributed to all owners in the Annual General Meeting packet. Voting was conducted by a show of hands and results were announced at the meeting.

**The 2017 Annual Budget Resolution.** The Board approved a 2017 budget of \$97,740 with Operating expenses totaling \$82,740 and a \$15,000 Reserve contribution. There will be a small increase in monthly assessments for 2017. Members voted unanimously in favor of the Resolution, thereby ratifying the 2017 annual budget.

## **ELECTION**

The current terms of all Board members are expiring. Roger Almskaar, Judy Bracken-Commissaris, Ellen Packer, Cyril Robinson and Todd Rowe have agreed stand for re-election. There were no volunteers at the meeting. The five candidates, Roger Almskaar, Judy Bracken-Commissaris, Ellen Packer, Cyril Robinson and Todd Rowe were unanimously elected to one-year terms on the Board of Directors.

## **GENERAL BUSINESS**

The following items were discussed:

- Joseph Heckel said when his unit was purchased, two parking spaces came with it; however, only one was listed and the other was designated as assigned. He asked for clarification on the assigned space. Judy Hamner said she has an unofficial document that lists the parking spaces for units, but it is not a part of the CC&Rs or Bylaws. She suggested that Heckel's property title should show the two parking spaces that belong to the unit. Hamner said the Declaration could be amended to show parking spaces, but the process is lengthy, involves an attorney and can be costly. Roger Almskaar mentioned if the Association ever decides to add an amendment to the Declaration, a page with parking spaces could be added at that time.
- Judy Hamner mentioned that dryer ducts will be cleaned during 2017.
- Jennifer Raboteau-Siler asked if the Association has recycling. Todd Rowe told her that the secondary dumpster is for recycling cans, bottles, etc.

- Joseph Heckel asked about the bee hive at the complex last year. Judy Hamner told him it is gone now. Todd Rowe said he contacted beekeepers, but they said they were just amateurs and not bonded, and therefore could not remove the bees. Hamner said it was difficult to get someone with insurance to rent a lift to be able to remove the bees. She also said there did not appear to be any damage to the building where the bees were, but there was a bit of discoloration.
- Joseph Heckel reported that some outdoor lights over stairways are not coming on at night. Judy Hamner asked him to let her know the location of these lights, and she will see that the bulbs are replaced.
- Todd Rowe reported that in unit 2711 #108 a window screen is bent and blinds are damaged. Judy Hamner said she will contact the unit owner.
- Roger Almskaar asked if there are any current problems with people not picking up after their dogs, and he mentioned that the plastic bag dispenser might be empty. Judy Hamner will ask Lawn Gators to check fill the dispenser.
- Jennifer Raboteau-Siler reported seeing dogs off leash on the grounds. Judy Hamner asked her to determine which units they live in and report to her, so she can send a warning letter to the owners.
- Judy Hamner reminded members to contact her to report any problems or issues.
- Joseph Heckel asked about the number of rentals at Maple Glen. Judy Hamner told him that per the CC&Rs, only 20 units can be rented.
- Jennifer Raboteau-Siler mentioned the Hacketts, owners of #212, will be looking for a new tenant in June.

**ADJOURN**                      With no further business, the meeting was adjourned at 6:38 PM.

Respectfully submitted by:

\_\_\_\_\_  
Secretary,

\_\_\_\_\_  
Date

**APPROVED**

\_\_\_\_\_  
President,

\_\_\_\_\_  
Date