MAPLE GLEN OWNERS' ASSOCIATION
Annual General Meeting
January 15, 2020

MINUTES
(unapproved)

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, January 15, 2020 at The Masonic Lodge, 2626 W. Maplewood Ave., Bellingham, WA 98225.

OFFICERS

Association Manager Judy Hamner called the meeting to order at 6:05 PM. The Board member present was Todd Rowe, Treasurer.

ROLL CALL

The following units were represented:

Jennifer Villalva	104
David and Megan Tuttle	123
Todd Rowe	223
Aaron and Megan Penrose	307

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

Judy Mullenix	109
Ellen Packer	112
Robert Cedarbaum and Peggy Brown	201
Charlene Sundseth	224
Bob Lagana	205

QUORUM

Nine units, or 18% of the allocated interest, were represented; therefore a quorum of the authorized number of unit owners (25%) was not established.

MINUTES

The Minutes of the January 22, 2019 Annual General Meeting were distributed to all directors and owners in the Annual General Meeting packet. Due to the lack of a quorum, approval of the 2019 Minutes will be deferred to the next Annual General Meeting.

TREASURER'S REPORT

The October 31, 2019 financial reports were distributed to members in the meeting packet; and the year-end reports were distributed at the Annual General Meeting. Association Treasurer Todd Rowe reported as of December 31, 2019 the Association's total cash assets were $84,166.98, with $1,773.04 in the operating checking account, $26,019.72 in the reserve savings account, and a combined total of $56,324.22 in six certificates of deposit. The year-end accounts receivable totaled $1,065.28, and the Association's total assets were $88,646.61.

Judy Hamner told the members the Association is dealing with major unanticipated repairs due to more rot than was ever imagined. Paying for necessary repairs has dramatically reduced the Association's reserve funds, and the Association will need to liquidate CDs to pay for all the work to be done. Hamner reported in 2019 structural repairs were made to the back decks when beams to the decks were found to be rotten, which happened because treated lumber wasn't used during original construction. More rot damage was found in some of the building side walls, where many beams have since been replaced. So far in the month of

January, repair bills amounting to $19,000 have been paid, some bills are payable, and work is underway to replace the vinyl walkways on buildings 2709 and 2711 at an estimated cost of $24,000 per building.

ISSUES AND RESOLUTIONS

Issues and proposed resolutions were included in the Annual General Meeting packet that was mailed to members prior to the meeting. Voting was conducted by a show of hands and results were announced at the meeting.

The 2020 Annual Budget Resolution. The Board approved a 2020 budget of $130,800 with Operating expenses totaling $90,800 and a Reserve contribution of $40,000. When compared to the 2019 annual budget, operating expenses increased by $4,189 and the reserve contribution increased by $15,000. There will be an increase in the monthly assessments for 2020. The cost of natural gas remained the same, so for units that use gas, there was no budget increase for that line item. Judy Hamner told members the Association is in the process of gradually rebuilding reserve funds to reach the baseline funding model, which is 65% to 75% of the reserve study's recommendation. Hamner said the financial goal for 2020 is to pay all the repair bills and to perform the routine maintenance as needed on the buildings.

Due to the fact that there was insufficient representation at the meeting to vote down the 2020 Annual Budget Resolution (51% is required); it was automatically ratified. Members were asked to provide an advisory vote and they voted unanimously in favor of the 2020 Annual Budget Resolution.

ELECTION

The current terms of all Board Members are expiring and incumbents Judy Bracken-Commissaris, Peter Hester, Ellen Packer, and Todd Rowe agreed to stand for re-election. It was noted that Nicole Pentsak resigned her position on the Board during 2019 when her unit sold. At the meeting, Megan Tuttle volunteered to serve on the Board. So with five candidates for the five open positions, Judy Bracken-Commissaris, Peter Hester, Ellen Packer, Todd Rowe and Megan Tuttle were elected by consensus to serve one-year terms on the Board of Directors.

GENERAL BUSINESS

The following items were discussed:

- During 2019 the Board of Directors approved the assessment of a $200 move-in fee. Judy Hamner said a total of $1,800 was collected in 2019, and these funds will help to cover wear and tear and extra garbage costs created when people move in to Maple Glen.
- Regarding the private decks on the back side of units, Judy Hamner clarified that the deck floors are unit owner responsibilities; but anything that supports the decks, including the deck railing, is an Association responsibility.
- Judy Hamner said Erik Dokken of Heart & Soil Landscaping was hired to maintain the grounds at Maple Glen. Dokken, who is a master gardener, works for several other associations she manages and his work is highly regarded.
- Western Roofing will be checking the gutter that appears to be leaking on building 2709. This will be done as soon as the weather improves.
- Judy Hamner mentioned that power washing where there is vinyl siding will cause damage to the buildings; so that method of cleaning won't be used. David Tuttle suggested in lieu of power washing, the vinyl siding could be cleaned by spraying on a solution like "Wet and Forget".

- Judy Hamner mentioned that where vinyl siding on the buildings needs replacing, HardiePlank is being used instead.
- Judy Hamner reminded members that water heaters need to be replaced after 10 years, and she asked that members check for water leaks at washing machines, dishwashers and water heaters.
- Judy Hamner asked members to report to her any complaints about neighbors, illegal dumping of trash, and if the grounds and buildings need attention.
- Megan Penrose asked if the mold/foundation issue at the 2715 building was addressed, and Judy Hamner assured her it was. She explained that building 2715 is on a concrete slab; and at unit 121, a gap was found where the sheetrock meets the floor, so cold air could come up into the unit. This gap was filled in and a new bathroom fan was installed to improve air circulation. Hamner said a pass-through vent might be installed on the front of this unit to allow more fresh air to enter.
- Judy Hamner reminded members that per the Rules and Regulations, when flooring on the second and third floors is replaced, sound mitigation, such as a cork underlayment, is required.

ADJOURN With no further business, the meeting was adjourned at 7:01 PM.

Respectfully submitted by:

Secretary, Date

APPROVED

President, Date