

## WESTCLIFF ASSOCIATES BOARD MEETING

January 13, 2025

6:30 PM

**BOARD PRESENT:** President Rosemary Brasch, Wendy Foulkrod, Cheryl Carlson, Chuck Carroll

Absent: Gary Marcus

**OWNERS PRESENT:** Kurt Baird, Lynn Krogh, Jim and Judy Stinson, Mark Hendrickson and Kay Torrisi, Patty Aman, Alicia Cole, Emma Strobel, Tom Flanigan, Diane Lindblade

**CALL TO ORDER:** President Rosemary Brasch called the meeting to order at 6:30 PM.

Reading of the Minutes from the previous meeting was waived.

### TREASURER'S REPORT

Chuck Carroll reported on the current financial statement:

As of December 31, 2024

Cash on hand STCU operating account:	\$10,427.36
(after payment of all outstanding checks)	8,954.00

Our total value in RBC reserve account:	\$154,615.52 including contributions of 24,000.00 during 2024
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Includes:

\$22,496 in GNMA Pass Thru Securities

\$25,135 in Wells Fargo 5% CD due 8/25

\$88,655 in 1yr T-Bill maturing 11/25 at 4%

\$18,229 in cash including 12K in last month

As of today maintenance fees/special assessments received: \$47,589.00.00 (9 unpaid before tonight)

The full Treasurer's Report is available on our website. <https://www.westcliffcondos.org>

### OLD BUSINESS

Rosemary Brasch told us that the upcoming replacement for our heat detectors (each unit has one plus there are four on each floor) is required because the current ones do not meet fire code. The upgrade will be done on January 20th.

**Reminder to residents parking in the garage:** Between 10:00 PM and 7:15 AM each day, the north doors will be locked and you must enter and exit the garage through the south doors. Aside from those specific times, residents should exit through the north doors and enter through the south. The opening/closing of the north garage door is directly beneath the bedroom of unit 201 and can also be heard by the other floors. Thank you!

### NEW BUSINESS

There was continued discussion regarding Frank and being a resident manager. His contract is up for renewal May 1. There should be a new committee to review the current contract for any necessary changes and to clarify the snow removal procedures. City sidewalks are our responsibility (the ones on the street outside the gate) and should be de-iced.

Individual owner's windows: If there is a problem with them such as drafts, leaks, etc., it is the owner's responsibility to take care of them. IF the problem is with the stationary windows, that would be the association's responsibility.

Rosemary is requesting that EACH unit occupant complete an Emergency Card to include your name and unit number and an emergency contact name and number and the relationship to you. If something were to happen to you, it would speed up the process for us to get in touch with someone.

The meeting was adjourned at 7:06 PM

Respectfully submitted,

Reviewed by:     /s/ Rosemary Brasch  
Rosemary Brasch, President

Submitted by:     /s/ Cheryl Carlson  
Cheryl Carlson, Secretary

<https://www.westcliffcondos.org>

## WESTCLIFF ASSOCIATES BOARD MEETING MINUTES

March 10, 2025

6:30 PM

**BOARD PRESENT:** President Rosemary Brasch, Wendy Foulkrod, Cheryl Carlson, Gary Marcus, Chuck Carroll

**OWNERS PRESENT:** Kurt Baird, Jim and Judy Stinson, John and Maura Dixon, Lana Neeley, Mark Hendrickson and Kay Torrisi, Judy Marcus, Lynn Krogh, Patty Aman, Alicia Cole, Emma Strobel, Arlee Peterson, Debby, Linda Luiten

**CALL TO ORDER:** President Rosemary Brasch called the meeting to order at 6:30 PM. Reading of the Minutes from the previous meeting was waived.

### TREASURER'S REPORT

Chuck Carroll reported on the current financial statement:

Income for the months of January and February totaled	\$58,835.83
Expenses for that period were	\$27,227.72
Contributions to the RBC reserve account were	\$ 8,500.00
Leaving net available income of	\$23,108.11

Expenses were the usual and ordinary but did include a roof repair bill of \$895.00

All maintenance fees due for the quarter beginning January 1 have been paid and all special assessment payments have been received with one exception. All outstanding special assessments installments, which total \$1,466.00 are due on April 1.

Our reserve account balance as of 2/28/25 was \$164,326.04 which will be reduced by \$12,423.00 for the payment of the smoke alarm replacements by Fire Protection Specialists.

The full Treasurer's Report is available on our website. <https://www.westcliffcondos.org>

### OLD BUSINESS

Rosemary provided an update on Unit 210 and that she has received a new phone number to call. She also told us that Frank had given his 2-week notice but had left as of last Friday. Wendy knows a guy who can come in for a few hours to help us out until we find a replacement. Maura Dixon, Mark Hendrickson, and Lana Neeley will form the committee to find and interview for a potential replacement.

Work is proceeding on the update of the Red Book. There is no timeline for its release so continue to follow the current rules. Units 406 and 509 are currently on the market.

### NEW BUSINESS

We are preparing for our Spring Cleanup of the gardens and lawn for mid April. A notice and sign-up sheet will be put up as time gets closer. This is an annual condo community event and there will be coffee, donuts, and pizza for those attending.

It's time to get our windows cleaned for the year. The same company who did it last time will return in May (date to be announced). The condo pays for the outside windows but if you would also like the inside cleaned, the cost will be to the individual units.

Thank you to Wendy and Lana for painting the lobby and to Alicia and Lana for donating funds.

The roof repair was for a long-time leak in the closet of 605. It has been working.

Gate opening: The open/close times for Daylight Savings time is 8:00 AM open/11:00 PM close. There is a manual override that Rosemary will check into as well as seeing if we can get another keypad for the inside to allow for someone without a car to be able to get out.

The meeting was adjourned at 7:03 PM

Respectfully submitted,

Reviewed by:     /s/ Rosemary Brasch  
Rosemary Brasch, President

Submitted by:     /s/ Cheryl Carlson  
Cheryl Carlson, Secretary

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## WESTCLIFF ASSOCIATES BOARD MEETING MINUTES

June 9, 2025

6:30 PM

**BOARD PRESENT:** President Rosemary Brasch, Wendy Foulkrod, Chuck Carroll Absent: Cheryl Carlson, Gary Marcus

**OWNERS PRESENT:** John and Maura Dixon, Jim Stinson, Arlee Peterson, Lana Neeley, Kurt Baird, Eric Manning, Kay Torrisi

**CALL TO ORDER:** President Rosemary Brasch called the meeting to order at 6:30 PM. Reading of the Minutes from the previous meeting was waived.

### TREASURER'S REPORT

Chuck Carroll reported on the current financial statement:

Income for the month ended May 31	\$ 322.09
Expenses for the month ended May 31	\$ 15,922.54
Leaving net income of	\$-15,611.45
Available balance in the STCU checking account May 31	\$ 21,168.43
The RBC Reserve Account Balance as of May 31	\$165,599.44

Expenses were the usual and ordinary but did include a roof repair bill of \$895.00

Pending adjustments:

2nd quarter contribution of \$6,500 to the reserve account and payment of miscellaneous insurance deductible received of \$5,000; and

Reimbursement to the operating account of \$12,442.91 for the fire alarm replacements and \$4,003.20 for the hot water tank replacement for Unit 407.

The full Treasurer's Report is available on our website. <https://www.westcliffcondos.org>

### NEW BUSINESS

Melvin wants to continue to work here. His probationary term ends July 7, 2025. He will make up time missed from June 10, 2025. If you have a request for Melvin to do something, contact a Board Member for that or any issues. Do not act independently.

Upcoming expenses: Replacements of the supports for our AC units on the roof; Fire Pro was responsible for the fire alarm last week during their inspection; There is need to replace or fix the 'horns' on each floor.

Updated House Rules are available on online. You will need to sign and save the last page and return to a Board Member.

Hiring a Property Management Company is still in development and will be presented at the Annual Meeting in October. Review of the pros/cons include making a decision to rent versus selling unit 407 plus the duties of a property management company.

Meeting adjourned at 6:59 PM.

Respectfully submitted,

Reviewed by:   /s/ Rosemary Brasch  
Rosemary Brasch, President

Submitted by:   /s/ Cheryl Carlson  
Cheryl Carlson, Secretary

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## WESTCLIFF ASSOCIATES BOARD MEETING MINUTES

August 11, 2025

6:30 PM

**BOARD PRESENT:** President Rosemary Brasch, Wendy Foulkrod, Cheryl Carlson, Chuck Carroll and Gary Marcus

**OWNERS PRESENT:** John and Maura Dixon, Lana Neeley, Jim Stinson, Terry Raugust, Kurt Baird, Velma Matthew, Mark Hendrickson, Kay Torrisi, Linda Brown, Nancy McKay, Kathy McElwee, Kevin McElwee, David Tallant, Laura Dressel, Linda Luiten, Judy Stinson, Judy Marcus

**CALL TO ORDER:** President Rosemary Brasch called the meeting to order at 6:30 PM. Reading of the Minutes from the previous meeting was waived.

### TREASURER'S REPORT

Chuck Carroll reported on the current financial statement:

Income for the month ended 7/31	\$ 49,971.00
(All maintenance fees with the exception of one owner paid in August and one still unpaid)	
Expenses for that period were	\$ 8,968.59
Leaving net income of:	\$ 41,003.41
Available balance in the STCU checking account 7/31	\$ 42,450.99
Reserve Account Balance	\$173,215.57

Pending adjustments:

3rd quarter contribution of \$7,500.00 to Reserve Account;

Transfer of miscellaneous insurance deductible received of \$5,000.00;

Reimbursement to the operating account of \$11,005.26 (\$12,442.91 less a partial refund of \$1,437.65 for the fire alarm replacements and \$4,003.20 for the hot water tank replacement for Unit 407

The full Treasurer's Report is available on our website. <https://www.westcliffcondos.org>

### OLD BUSINESS

Rosemary reported that the House Rules for the Red Book have been revised and updated. The revised pages are available on the website. If you need a paper copy, either print them out or let us know.

The garage doors have been repaired and the timer on the north door has been fixed. The sprinklers have also been repaired but are still not working properly. The dead tree in the front by the street was removed on Monday. The cost for that was \$1,511 and they did an excellent job.

### NEW BUSINESS

Melvin was on a 90 day contract and he didn't meet standards so he is no longer here. We will be deciding on what to do with Unit 407 for the future. Sell? We are also looking for a Property

Management Company to take over some of those duties. We have a proposed landscaping bid from 4 Seasons for an initial cost of about \$20k to get the landscape up-to-date (shrubs, grass, etc.) and they can bill monthly for the mowing and other things required on a routine basis. The bid does not include snow removal.

Nobody volunteered to coordinate washing the garage floor with a power washer. This won't happen this season. Hopefully, we can get it done next season before the first snowfall.

Fire Pro will be replacing the alarms outside of 204, 304, 404, 504, and 604. We were in violation of the fire code; the whole stack doesn't work. They have been ordered.

The Board has accepted the resignations of Gary Marcus, Wendy Foulkroud, and Rosemary Brasch at the end of August. As a reminder to folks, these are all volunteer positions.

Unit 509 has sold and 'maybe' 406 is close to selling.

As a reminder or to those who didn't know, Velma donates all the flowers in the front garden. She germinates them over the winter and then plants the seeds when the weather warms up. The Association is not paying for any of this. Velma would also like to remind everyone that we should not be watering every day as a mold will form on the plants if they are not watered correctly. Watering should be 40 minutes once or twice a week.

The meeting adjourned at 7:08 PM.

Respectfully submitted,

Reviewed by:     /s/ Rosemary Brasch  
Rosemary Brasch, President

Submitted by:     /s/ Cheryl Carlson  
Cheryl Carlson, Secretary

<https://www.westcliffcondos.org>

## **WESTCLIFF ASSOCIATES ANNUAL OWNER MEETING**

November 3, 2025

7:00 PM

**BOARD PRESENT:** Chuck Carroll, Rosemary Brasch, Cheryl Carlson, Lana Neeley, Mark Hendrickson

**ALSO IN ATTENDANCE:** Pamela Newell, Linda Luiten, Eric Manning, Ikbel Zraikat, Jim and Donna Kaczar, Kurt Baird, Diane Lindblade, Susan Beich, Lynn Krogh, Alicia Cole, Terry Raugust, Linda Brown, Judy Marcus, Gary Marcus, Judy Stinson, Jim Stinson, Patty Aman, Cindy Carroll, Larry Brunette, Bill Lakel, Alek Reiber, Emma Stroebel, Kay Torrisi

**CALL TO ORDER:** Rosemary Brasch called the meeting to order at 7:00 PM. It was confirmed based on review of the list of people who signed the sign-in sheet and proxies received that a quorum of owners was present. Reading of minutes from the previous meeting was read upon motion made, seconded, and approved.

Rosemary also introduced new owners Jim and Donna Kaczar, Alek Reiber, and Eric Manning and Ikbel Zraikat.

New Board Members: No additional nominations for the Board of Directors having been submitted, it was confirmed by the Secretary that the individuals who had agreed to run for the three open positions on the Board were duly elected. They were Mark Hendrickson: Position 1; Lana Neeley: Position 4; and Chuck Carroll: Position 5.

### **Treasurer's Report**

Chuck Carroll presented a treasurer's report for year 2025 which indicated income of \$214,625.00 and expenses of \$185,112.00, leaving \$29,153.00. As of Nov 3, 2025, the available balance in the STCU checking account is \$33,226.00 and the RBC reserve account is \$166,000.00. Total \$199,226.00. Maintenance Fee Receivable of approximately \$2,000.

A proposed 2026 budget was also distributed. It represents an approximate increase of 9.2% from the 2025 budget. The increase is due largely to higher contributions to the reserve account. The Budget Committee consisted of Chuck Carroll, Rosemary Brasch, and Gary Marcus.

### **NEW BUSINESS**

Conversation was held regarding trash being dropped down the chute. First and foremost, BAG YOUR TRASH before putting it down the chute. Also, it's been requested, especially by those living in the '09' stack as it is very loud for those living in these units. The request for dropping trash between the hours of 9PM and 9AM would be greatly appreciated. If you have to take out your trash during those hours, take it down to the dumpsters yourself. The Trash is taken out on Tuesdays by Mark and on Fridays by Lana and Rosemary.

Unit 607 is in the process of being sold. The owners donated cleaning supplies and toilet paper to Westcliff.

We are preparing to also sell 407 but it will require legal work from an outside source to move us to a non-profit corporation. Additionally, Washington State has new rules for all condo buildings and HOA which will require updating our association rules. This update will also help with the sale of 407. We will also be limiting our regular meetings to four times per year.

## **GENERAL QUESTIONS**

Kay Torrisi asked about snow removal. This is a separate contract from the regular landscaping.

Lynn Krogh gave a shout out to the Board "Thank You to All for all your hard work".

Eric Manning brought up the idea of a new 'quiet' elevator. Will hold this for a later time.

Meeting was adjourned at 7:35 PM

Respectfully submitted,

Reviewed by:   /s/ Rosemary Brasch    
Rosemary Brasch

Submitted by:   /s/ Cheryl Carlson    
Cheryl Carlson, Secretary

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