

## WESTCLIFF ASSOCIATES EXECUTIVE BOARD MEETING

January 17, 2023

6:00 PM

**BOARD MEMBERS PRESENT:** Chuck Carroll, John Dixon, Rosemary Brasch, Pamela Newell  
Also Present: Cheryl Carlson, Secretary

The meeting was called to order at 6:02 PM by President Chuck Carroll.

It was confirmed that a quorum was present.

Reading of the minutes from the previous meeting was waived.

### **DISCUSSION ITEMS:**

1. **Treasurer's Report:** John Dixon presented the final 2022 Report and where we currently stand at the beginning of 2023. John pointed out that increased utilities charges will cause problems for us this year. The status of the Investment Fund was discussed.

2. **Old Business:** Chuck Carroll reported on the status of Amendments to Condo Bylaws and Declaration.

Status of facilities condition: Discussion was held regarding the electric car charging stations. Pamela Newell will contact Avista to check what programs might be available to defer some of the costs. Regarding the leaking from the roof, it seems to be getting worse. The Board will request Mark Hendrickson contact a roofing contractor to see what it would take to repair this. We also discussed the building facing and pointing and what it would take to upgrade the appearance of the building.

3. **New Business:** Parking spots in the garage are assigned but it appears that some residents are not using the spot assigned to them. John Dixon will send the correct list to Board members and owners will be notified.

Rosemary Brasch suggested a "Spring Cleaning" of the garage. The only items that should be in front of our cars are tires and bikes. There are many residents storing items in front of their cars that prohibit them from fully parking in their spot. When vehicles are not parked correctly, it makes it more difficult for others to get in and out of their spaces.

Pamela Newell brought up the need for package security and suggested that we purchase stand alone boxes for packages. She will check into types and sizes. She also suggested a security camera be placed in the mailroom.



## WESTCLIFF ASSOCIATES EXECUTIVE BOARD MEETING

March 14, 2023

7:00 PM

**BOARD MEMBERS PRESENT:** Chuck Carroll, John Dixon, Rosemary Brasch, Pamela Newell, Mark Hendrickson

Also Present: Cheryl Carlson, Secretary, Gary Marcus, Larry Brunett

The meeting was called to order at 7:00 PM by President Chuck Carroll.

It was confirmed that a quorum was present.

Upon motion made, seconded and approved, reading of the minutes from the previous meeting was waived.

### DISCUSSION ITEMS:

1. **Treasurer's Report:** John Dixon presented the current financial report stating there was zero income for February and expenses were \$11,995.70. The total cash available in checking was \$44,181.64 and the Reserve Fund was \$127,249.46. Unit 607 is delinquent in paying dues and he has been unable to reach them to find out why they are late in paying. There was also discussion regarding Resale Certificates and additional information regarding Unit 404.

2. **Old Business:**  
a. **Facilities**

Chuck brought up the black mark on the north exterior wall that he recently noticed. No one else has noticed but Mark will check it out.

Mark updated us on the status of the roof leaks. The recent weather has prevented any work being done but Spokane Roofing will be out soon to provide a free inspection of the roof.

Pamela presented us with what she had found out about storage boxes for package deliveries. John talked about an Amazon package delivery system. Further discussion regarding the security of the mail room was held and it was decided to put up a camera, maybe above the door, to see who is coming in and leaving with packages that don't belong to them.

Reserve Study billing was discussed. John will look into requirements and also seek someone local to administer it. Rosemary will look into 707 W 7th for what they are doing and coordinate with Chuck. We should also look into getting a plumbing inspection for the building.

Chuck opened discussion regarding the bids for a gate. Northwest Fence and Solid Rock are the bids we're currently looking at. Cochrane and the Washington Grain Association have gates we can look at to see how they open. The purchase of a gate will require a special assessment for owners. It was determined that the matter should be brought before a meeting of all owners for further discussion. It was agreed that a general membership should be scheduled for April 12, 2023.

Electric Vehicle charging stations were discussed. They are not as expensive as was thought. Installation would require an electrician. Since no one currently has an electric vehicle, it was decided that the charging station could wait awhile.

**b. Building and Grounds**

Discussion ensued on the maintenance of the building and grounds and what is and is not getting done. Alternatives were considered and discussed.

Meeting was adjourned at 9:00 PM.

Reviewed by:  /s/ Chuck Carroll  
Chuck Carroll, President

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

## WESTCLIFF ASSOCIATES SPECIAL OWNERS MEETING

April 12, 2023

7:00 PM

**BOARD PRESENT:** Charles Carroll, Rosemary Brasch, Mark Hendrickson, Pamela Newell, John Dixon. Also present: Cheryl Carlson, Secretary

**OWNERS PRESENT:** Lynn Krogh, Jim & Judy Stinson, Patty Aman, Linda Brown, Maura Dixon, Will Hyatt & Debby, Kay Torrisi, Mary Corboy, Gary Marcus, Cindy Carroll, Kurt Baird, Bill Lakel, Linda Luiten, Joan Burkhart, Chuck Lavergne

**CALL TO ORDER:** President Chuck Carroll called the meeting to order at 7:02 PM. Chuck opened the meeting by providing an overview of the bids for an entrance gate. We received three bids; one was an oral quote so was not considered in a final decision. Northwest Fence provided the best bid and the one we are seriously considering. The cost of this gate will run between \$30,000 and \$40,000. Examples of this type of gate can be seen at Cochrane (next door) and Washington Grain at the bottom of Sunset Hill.

Discussion followed about why we need a gate: deterrence and to be proactive (get ahead of potential crime). The gate would remain open during the day for package deliveries and visitors and then closed at night,

Purchase and installation of the gate will require a special assessment that will be based on the same percentages used for regular maintenance fees. This percentage allocation is mandated by the condo Declaration.

Discussion followed regarding the difference between using the Reserve Fund and a Special Assessment. Per Washington law, the use of the Reserve Fund for this type of improvement is not allowed.

Based upon a show of hands, at least two-thirds or more of those present at the meeting indicated they were in favor of proceeding with the acquisition of the gate as proposed.

### **OTHER BUSINESS:**

Rosemary invited all residents to help with the Earth Day yard clean-up on April 22. A signup sheet with additional information will be posted on the bulletin board and elevator.

Amazon came by earlier in the day to discuss placement of a package delivery system for the mailroom. We hope this will deter future thefts. More information will be forthcoming soon.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Reviewed by:   /s/ Charles Carroll    
Charles Carroll, President

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



**RESOLUTIONS ADOPTED BY THE BOARD OF DIRECTORS OF  
THE ASSOCIATION OF APARTMENT OWNERS OF  
WESTCLIFF SOUTH  
AT A MEETING OF THE BOARD ON APRIL 26, 2023**

**WHEREAS:** The Board of Directors (the “Board”) has determined that it is in the best interests of the Westcliff South apartment owners (the “Association”) to acquire an electronic entry gate as a means of providing additional safety and security for residents and having received and reviewed several bids and having provided an opportunity for the apartment owners to meet and discuss the arguments for and against such a gate; and

**WHEREAS:** The total cost of the gate purchase and installation and ancillary items is estimated to be approximately \$34,000.00; now therefore, it is

**RESOLVED:** That the Board of Directors of Westcliff South shall enter into an agreement with Northwest Fence Co. for the purchase and installation of the security gate and related equipment as described in the attached contract proposal, marked Exhibit A; that the Board of Directors, acting through its President and/or Vice President, is hereby authorized to accept and execute the contract in the form attached; and that the Treasurer is authorized to pay Northwest Fence Co. in accordance with the contract terms and to other providers of necessary ancillary services for the gate installation as hereinafter provided; and it is

**FURTHER RESOLVED:** That all payments to Northwest Fence Co and/or to other providers for ancillary services related to the purchase and installation of the security gate described above shall be paid initially through withdrawals from the Association’s existing reserve account subject to reimbursement to the reserve account with the proceeds of a special assessment to be imposed on the Association’s apartment owners; and it is

**FURTHER RESOLVED:** That a special assessment in the amount of \$34,000.00 is hereby imposed on the Association’s apartment owners in proportion to each owner’s share of the common expenses as shown in Paragraph 6 of the Declaration of Condominium, payable in equal quarterly installments over a two-year period beginning on July 1, 2023. The Treasurer shall notify each apartment owner of the amount of the special assessment and shall be responsible for accounting for all funds payable thereunder.

Exhibit A



PROPOSAL/CONTRACT

NORTHWEST FENCE CO., INC.  
E. 14909 SPRAGUE AVENUE  
SPOKANE VALLEY, WA 99216  
(509) 928-8084

NORTHWESTFENCECOMPANY.COM  
SALES@NORTHWESTFENCECOMPANY.COM

QUOTATION:

DATE: 04/25/2023

CUSTOMER:

JOB LOCATION:

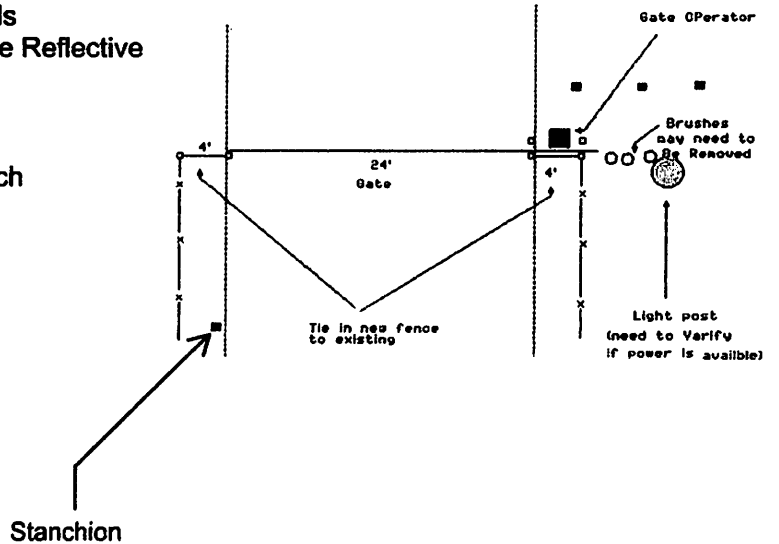
West Cliff Condo WO 11777  
charlesvcarroll@comcast.net  
509-624-8200  
1311 s west cliff place spokane wa 99224

Charles Carroll

NOTES:

Estimator: Chris  
Excludes bond, permit, clearing, staking, grading, grounding, concrete coring, mowstrip, offsite disposal of post hole soil, solid rock excavation, locating private utilities and removal of existing fence.  
Note: Phased projects will be billed monthly based on percentage of completion

- Aprox. 4' 72" high / 95 1/2" wide COM. CLASSIC BLACK 3 RAIL MONTAGE PLUS ATF PANEL
- 1ea- 72" high X 288" wide CLASSIC BLACK TRANSPORT II CANTILEVER GATE ASSEMBLY
- 1ea- Max 1200FS Slide Operator Maximum Controls
- 1ea- EMX IRB-RET Reflective Photo Eye Photo Eye Reflective
- 1ea- ASO Edge Kit Safety Edge
- 1ea- 850LM Liftmaster Universal Receiver
- 4ea- 1 Button Liftmaster Transmitter
- 1ea- Fire Department Key Way Fire Knox Key Switch
- 1ea- Fire Box: Knox or Padlock Style Knox Box
- 1ea- Bury Mount Stanchion
- Sub Contracted Electrician Allowance of \$1,500
- Exit LZR for Vehicles
- 3ea- Bollard Posts



Contract Amount ..... \$ 26496.06  
 Tax ..... \$ 2358.15  
**Total Contract Amount \$ 28854.21**  
 Down Payment ..... \$ 14427.11  
 Balance Due ..... \$ 14427.10

Approved & Accepted for Customer:

\_\_\_\_\_  
Customer Date

Approved & Accepted for Customer:

\_\_\_\_\_  
Customer Date

## TERMS & CONDITIONS

### NORTHWEST FENCE COMPANY PROCEDURES

Northwest Fence intends to provide great service and the best quality fence possible. To insure that you, the customer, will receive exactly what you want. Northwest Fence has initiated the following policies:

1. A representative of our company will be contacting you in a few days to establish a schedule for your fence installation. You will be notified in the event of any changes should one occur.
2. The landowner or their rep. MUST be present at the start of the project.
3. Northwest Fence will not be responsible for:

Defining Property Lines or Encroachment on Adjacent Property.

Private Underground Utility Lines:

All un-locatable buried lines (ie: Sprinkler Lines, Drain Tiles, French Drains etc.

4. Northwest Fence will contact all public utilities to locate buried cables. Note: Local utility companies will not locate any private lines.

5. Northwest Fence does not warranty problems caused by ground settling.

6. The concrete will need to cure for approximately 1 week prior to completion of your project. If it's determined your project will require a custom / non stock gate, you can expect an additional 2 weeks for completion of your project.

7. Unless otherwise stated on your contract, the homeowner must insure that the fence line is clear of all shrubs, debris or stored items.

8. Unless otherwise stated on your contract, Northwest Fence does not dispose of any posthole soil off site. The soil will be neatly cleaned up by us and piled at one point in your yard.

9. We MAY be placing a lawn sign in your front yard for the duration of our work. Upon completion of our work Northwest Fence will place a small company sign on your fence.

10. Any changes to your project after installation has begun, will create a delay in the finish of your fence. Any changes in gates or adding a custom gate, will substantially delay the finish of your fence.

11. Northwest Fence is proud to guarantee our workmanship from defects for 5 years; however we cannot guarantee problems caused by misuse, negligence or abnormal weather conditions.

12. Northwest Fence will require a deposit on all fence projects.

13. Northwest Fence Company will accept payment in the form of Cash, Check, Cashier's Check, and Visa, MasterCard or Discover

14. Terms: Payment due upon completion.

15. This contract is between Northwest Fence and the customer listed on the contract. Any courtesy information provided by the salesman for neighbors (ex: per foot pricing) is information only and does not constitute a contract between Northwest Fence and the neighbor. Individual signing this contract is solely responsible for payment.

Equal Opportunity Employer

\_\_\_\_\_ Customer Signature

\_\_\_\_\_ Date

CUSTOMER INITIAL \_\_\_\_\_

CUSTOMER INITIAL \_\_\_\_\_

# CONTRACT TERMS

1. Northwest Fence Co. shall furnish only the materials and labor specified in this contract. Any changes made from the above specifications necessitating additional material or labor shall not be included or covered by this proposal. Any surplus materials remaining upon the completion of the installation shall remain the property of and be returned to Northwest Fence Co. When materials covered by this contract are for the replacement of or additions to existing equipment, Northwest Fence Co. shall in no way be responsible for the functioning of any part of the existing system on which changes are not made by Northwest Fence Co.
2. The customer, by accepting Northwest Fence Co.'s offer, warrants that there are no violations of any zoning, building, plumbing, electrical or heating codes, regulations, laws or ordinances of any duly constituted public authorities.
3. The amount of offer does not include the furnishing of any materials or labor necessitated by the occurrence of unforeseen circumstances subsequent to the date of this proposal or to any condition not readily discernible at the date of this proposal, and Northwest Fence Co. shall have the right, in addition to any other rights it may have, to cease any installation which has begun and/or cancel this Agreement and recover the reasonable value of the materials and labor furnished to the date of cancellation, the reasonable value of such labor and materials to be based on Northwest Fence Co.'s current retail prices thereof and the labor charges of any subcontractor who is performing any part of the installation. Unforeseeable circumstances or not readily discernible conditions above referred to shall include but not be limited to (i) subsequent destruction, damage or loss of the premises or materials furnished by Northwest Fence Co. by fire, explosion, acts of God, theft or vandalism, unless caused by Northwest Fence CO.'s negligence, (ii) governmental regulation or intervention.
4. DAMAGES: Northwest Fence Co. shall not be held responsible for damage to any underground or hidden obstructions.
5. Northwest Fence Co. shall not be liable for any delays in the completion of an installation resulting from or due to labor difficulties, strikes, acts of God, fire, explosion, government regulations or causes beyond the control of Northwest Fence Co.
6. WORK STOPPAGE: If for any reason during the course of construction the purchaser requests a work stoppage for a period exceeding ten days, payment shall immediately become due and payable for materials on the jobsite and that portion of work already completed.
7. This Proposal, any attached specifications, sketches and blueprints, and the credit agreement, if any, shall constitute the entire agreement between the parties.
8. If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at the maximum percentage allowed under applicable laws; and Buyer shall also pay all costs of collection including without limitation, reasonable attorney fees.
9. NOTICE TO CUSTOMER: This contractor is registered with the state of Washington, registration no. NORTHFC110CZ, as a general/ specialty contractor and has posted with the state a bond or cash deposit of \$6,000/\$4,000 for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. This bond or cash deposit may not be sufficient to cover a claim which might arise from the work done under your contract. If any supplier of materials used in your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor on your job, your property may be liened to force payment. If you wish additional protection, you may request the contractor to provide you with original "lien release" documents from each supplier or subcontractor on your project. The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the department of labor and industries.

PAYMENT UPON COMPLETION AGREEMENT	
The order referred to below is subject to the approval of Northwest Fence Co. There are no agreements regarding payment other than those contained below.	
Date <u>04/25/2023</u>	Cash Price <u>28854.21</u>
	Deposit <u>14427.11</u>
	Balance <u>14427.10</u>
<p>Immediately upon completion of the installation detailed on the Proposal, I will pay to Northwest Fence Co. the balance shown above. Until payment of this amount is made, I agree that title to and right of possession of the merchandise shall remain in Northwest Fence Co., that I will not sell, remove or encumber this merchandise without your written consent; that I assume responsibility for any loss or damage to this merchandise and that upon default of payment you may, at your option, take back the merchandise or affirm the sale and hold me liable for the full unpaid balance.</p>	
..... (Customer's Signature)	
..... (Customer's Signature)	

April 27, 2023

FROM: Westcliff Associates Board of Directors  
Memo to accompany notice of special assessment

The chart below details the amount of the special assessment for each owner and contains options for 1/2/4/8 payments. The Board of course encourages a single payment but we are cognizant of the financial implications and will allow you to choose any of the payment plans. We will take what we need to pay for the gate from the Reserve Fund but Washington State Law requires us to replace funds we remove to cover non Reserve Fund allocated items within 24 months. Payments will be due quarterly on the same due date as assessments until your allocation is paid.

WESTCLIFF ASSOCIATES						
Special Assessment Worksheet						
Unit #	Percentage	Assessment	2 Payment	4 Payment	8 Payment	
		34000				
201	0.0256	\$870	\$435	\$218	\$109	
202	0.0198	\$673	\$337	\$168	\$84	
203	0.0198	\$673	\$337	\$168	\$84	
204	0.0198	\$673	\$337	\$168	\$84	
205	0.0198	\$673	\$337	\$168	\$84	
206	0.0256	\$870	\$435	\$218	\$109	
207	0.0116	\$394	\$197	\$99	\$49	
208	0.0182	\$619	\$309	\$155	\$77	
209	0.0182	\$619	\$309	\$155	\$77	
210	0.0116	\$394	\$197	\$99	\$49	
301	0.0261	\$887	\$444	\$222	\$111	
302	0.0204	\$694	\$347	\$173	\$87	
303	0.0204	\$694	\$347	\$173	\$87	
304	0.0204	\$694	\$347	\$173	\$87	
305	0.0204	\$694	\$347	\$173	\$87	
306	0.0261	\$887	\$444	\$222	\$111	
307	0.0120	\$408	\$204	\$102	\$51	
308	0.0188	\$639	\$320	\$160	\$80	
309	0.0188	\$639	\$320	\$160	\$80	
310	0.0120	\$408	\$204	\$102	\$51	

401	0.0266	\$904	\$452	\$226	\$113
402	0.0212	\$721	\$360	\$180	\$90
403	0.0212	\$721	\$360	\$180	\$90
404	0.0212	\$721	\$360	\$180	\$90
405	0.0212	\$721	\$360	\$180	\$90
406	0.0266	\$904	\$452	\$226	\$113
407	0.0000	\$0	\$0	\$0	\$0
408	0.0196	\$666	\$333	\$167	\$83
409	0.0196	\$666	\$333	\$167	\$83
410	0.0126	\$428	\$214	\$107	\$54
501	0.0270	\$918	\$459	\$230	\$115
502	0.0219	\$745	\$372	\$186	\$93
503	0.0219	\$745	\$372	\$186	\$93
504	0.0219	\$745	\$372	\$186	\$93
505	0.0219	\$745	\$372	\$186	\$93
506	0.0270	\$918	\$459	\$230	\$115
507	0.0130	\$442	\$221	\$111	\$55
508	0.0203	\$690	\$345	\$173	\$86
509	0.0203	\$690	\$345	\$173	\$86
510	0.0130	\$442	\$221	\$111	\$55
601	0.0279	\$949	\$474	\$237	\$119
602	0.0228	\$775	\$388	\$194	\$97
603	0.0228	\$775	\$388	\$194	\$97
604	0.0228	\$775	\$388	\$194	\$97
605	0.0228	\$775	\$388	\$194	\$97
606	0.0279	\$949	\$474	\$237	\$119
607	0.0136	\$462	\$231	\$116	\$58
608	0.0212	\$721	\$360	\$180	\$90
609	0.0212	\$721	\$360	\$180	\$90
610	0.0136	\$462	\$231	\$116	\$58
<b>Total</b>		<b>\$34,000</b>	<b>\$17,000</b>	<b>\$8,500</b>	<b>\$4,250</b>

John Dixon  
Treasurer



## WESTCLIFF ASSOCIATES BOARD MEETING

July 10, 2023

6:00 PM

**BOARD PRESENT:** Rosemary Brasch, Mark Hendrickson, Pamela Newell, John Dixon.  
Also present: Cheryl Carlson, Secretary

**ALSO PRESENT:** Mary Corboy, Judy Marcus, Larry Brunette, Lana Neeley, Patty Aman, Zachary Anderson-White, Jenna Fliesen, Kay Torrisi, Jim Stinson, Gary Marcus, Judy Stinson, Nancy McKay, Chuck Lavergne, Cliff Hiller, Stephanie Lee, Bennye Rushton, Dave Tallant, Lynn Krogh

**CALL TO ORDER:** Vice President Rosemary Brasch called the meeting to order at 6:00 PM.

Rosemary opened the meeting with a thank you to all who participated in our 4th of July get-together.

Update on the gate: We are still waiting for the electricity to get connected. Rosemary and John will follow-up with Northwest Fence for a status report.

Window washing: Every company that has been contacted has declined to take the job. They can no longer rappel down the building from the roof due to new regulations. No one has the equipment to reach up to the 6th floor from the ground. We will continue to try additional companies to see if there is anyone out there who can take this project.

Garage floors: Mark has purchased the power washer and with a few volunteers to help out, we can get this done. Cars will need to be moved out over a two-day period. Advance notice will be provided

Sales: Unit 605 is closing on the 19th. Unit 508 has sold but we haven't been notified of a closing date. Unit 510 will be re-rented sometime this month.

Pets: A reminder to dog owners. Dogs must be kept on a leash, taken in and out through the garage (NOT the front door). You may use the elevator to come and go from your floor but do not take your dog into any other interior room (this includes the mail room). Please read the rules in your RED BOOK - Article IV.

"The privilege of harboring pets carries with it the respective unit owner's responsibility for ensuring that the pet meets all requirements set for in these house rules."

4. "Pets shall be leashed or carried whenever they are on any exterior common area of the Condominium, and shall be short-leashed or carried whenever they are in interior common areas. Pets will not enter or exit the building through the main front door.:

**Treasurer's Report:** John Dixon reported on our current standing noting that about 55% have paid their special assessment in full.

Income:	\$ 22,123.00
Expenses:	9,935.20
Checking:	33,774.79
Reserve Fund:	<u>133,270.57</u>
TOTAL	\$167,045.36

### **NEW BUSINESS**

Dave Tallant asked about the Reserve Analysis. John reported that we have not received the report yet.

Pamela Newell passed around a sign-up sheet for those interested in having a box in the fenced-in garden area and if anyone is interested in helping clean up the garden space.

A request was made to have more advance notice on events that interested owners/volunteers can participate in.

A motion was made, seconded, and carried to return to monthly meetings. Meetings will resume in August and be the first Monday of each month at 6:30 PM.

A reminder to all that the Monthly Treasurer's Report is available on the Association Website. <https://www.westcliffcondos.org/copy-of-2022>

The meeting was adjourned at 6:30 PM.

Respectfully submitted,

Reviewed by:     /s/ Charles Carroll  
Charles Carroll, President

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

## WESTCLIFF ASSOCIATES BOARD MEETING

August 7, 2023

6:30 PM

**BOARD PRESENT:** Chuck Carroll, Rosemary Brasch, Mark Hendrickson, Pamela Newell.  
Absent John Dixon. Also present: Cheryl Carlson, Secretary

**ALSO PRESENT:** Bennye Rushton, Mary Corboy, Judy Marcus, Larry Brunette, Lana Neeley, Patty Aman, Kay Torrisi, Jim Stinson, Gary Marcus, Judy Stinson, Wendy Foulkrod, Kurt Baird, Lydia Lavergne

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

Several questions came up regarding the budget numbers. Gary Marcus questioned the Reserve Fund non-entry for July. It should have included a \$5,000 entry. Other questions came up as well but Treasurer John Dixon was the only one who could answer them and he wasn't there. Questions will be addressed.

Regarding the issue with the gate and the problems with it opening and closing at random. Chuck and Rosemary said it occurred due to a sprinkler leak that caused water to build up underneath the post and offset the fencing. It is being fixed.

It was moved, seconded and carried to have the monthly meetings on the SECOND MONDAY OF EACH MONTH AT 6:30 PM.

Discussion ensued around the need for additional cameras inside and outside. This would require a new system. John Dixon has further information as he has done some research.

Jim Stinson wants the outside to look good and no one person can do it all. Lydia Lavergne suggested that everyone "adopt a plot" that they could take care of. Judy Marcus reminded us that we are ALL OWNERS and should want to help with this endeavor.

Kurt Baird mentioned that the entry and elevator tiles look horrible and we should look into replacing them with something more durable. Mark Hendrickson said that we had more tiles but we could look into something more durable especially for the elevator.

The sprinkler system is not working in the back area and needs to be checked for broken sprinkler heads and broken lines. Cliff will look into this.

The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Reviewed by:  /s/ Charles Carroll  
Charles Carroll, President

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



## WESTCLIFF ASSOCIATES EXECUTIVE BOARD MEETING

November 6, 2023

6:30 PM

**BOARD MEMBERS PRESENT:** Chuck Carroll, Rosemary Brasch, Jim Stinson, Wendy Foulkrod **Not Present:** Pamela Newell **Also Present:** Cheryl Carlson, Secretary and John Dixon, Former Treasurer

The meeting was called to order at 6:30 PM by President Chuck Carroll.

It was confirmed that a quorum was present.

Chuck opened the meeting recommending Northwest Accounting Services (Penny Moyer) to replace John Dixon as bookkeeper/accountant. She is a CPA and will take charge of bill paying, deposits, taxes, etc. Because the by-laws state that the Treasurer must be a resident owner of the building, John will stay on as the nominal treasurer and continue picking up the mail, maintenance fee deposits, and other nominal duties. This transition will begin January 1, 2024.

Chuck presented a Roof Repair Contract and Roof Maintenance Contract from Jimmy's Roofing. This repair is to fix the water leak in the north stairwell. He has checked them out and for \$2000 they will repair the leak and guarantee their work. Chuck will confirm with Jimmy's what work they actually perform that is included in the maintenance package they are offering that would be \$750 per visit (one visit per year).

Jim Stinson will look into a banner to place above the trash receptacles that will address what can be placed in each bin.

A short discussion was held regarding Electric Vehicle policy.

Meeting adjourned at 7:05 PM.

Reviewed by:  /s/ Chuck Carroll \_\_\_\_\_  
Chuck Carroll, President

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

## WESTCLIFF ASSOCIATES BOARD MEETING

December 11, 2023

6:30 PM

**BOARD PRESENT:** Chuck Carroll, Wendy Foulkrod, Rosemary Brasch, Pamela Newell, Absent: Jim Stinson Also present: Cheryl Carlson, Secretary and John Dixon, Treasurer

**OWNERS PRESENT:** Patty Aman, Bennye Rushton, Maura Dixon, Linda Brown, Mark Hendrickson, Kay Torrisi

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

### TREASURER'S REPORT

John Dixon reported on the November status

INCOME	\$ 300.00
EXPENSES	14,841.91
RESERVE FUND	137,876.06
CASH AVAILABLE	<u>22,789.42</u>
TOTAL	\$160,665.48

### OLD BUSINESS

John Dixon will continue as association treasurer and Northwest Accounting Services (Penny Moyer) will take over the bulk of actual treasurer duties and tax work as of January 1, 2024.

Thanks to Jim Stinson, a new sign has been put up over the garbage bins and recycling containers. This particularly refers to those who take their own trash down to the garage.

Chuck has received the revised Reserve Study. Chuck Can forward a copy to anyone who is interested. We will continue to build up the Reserve Fund.

### NEW BUSINESS

Jimmy's Roofing was hired to perform roof leak repairs in the north stairwell. No further leaks have been found. John Dixon is looking into a new security camera system.

Spring needs: Sprinkler system to be inspected and repaired as necessary; continue ongoing attempts to find window cleaners; hire contractor to re-caulk building as needed; repair portico light fixture.

Mike DeVaney (unit 404) had a suggestion for anyone who purchased a living Christmas tree, it could be planted somewhere on our property.

The meeting was adjourned at 7:05 PM.

Respectfully submitted,

Reviewed by: \_/s/ Charles Carroll  
Charles Carroll, President

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

