

January 11, 2022

6:00 PM

**BOARD PRESENT:** Rosemary Brasch, Mark Hendrickson, John Dixon

**ALSO PRESENT:** Cheryl Carlson, Mary Corboy, Bennye Rushton, Kay Torrisi, Patty Aman, Larry Brunette, Kurt Baird, Chuck Lavergne, Lydia Lavergne, Joan Burkhart, June Collins

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

**MINUTES:** It was moved, seconded, and approved to suspend the reading of the minutes from the previous meeting.

**TREASURER'S REPORT:** John Dixon presented the latest financial report.

Income	\$ 1,318.00
Expenses	192,364.84
Checking Account	33,827.74
<u>Special Purpose Fund</u>	<u>111,335.54</u>
Total	\$145,163.28

John pointed out that the increase in expenses this month was due to the \$25,000.00 payment for the fence.

**OLD BUSINESS:**

Mark Hendrickson reported on the facilities: the garbage disposal in the Social Room has been fixed. Ted Condon, new owner of Unit 603, was thanked for his help with clearing the parking lots during the most recent snow storm.

Rosemary opened discussion on new signees for the checking account, Chuck Carroll and Rosemary Brasch, and removal of previous signees, Bennye Rushton and Gary Marcus. It was unanimously approved to proceed with the changes.

It was brought to the attention of the group that front door FOBS have been given to people who do not live here. This is not appropriate and if anyone sees someone who they don't recognize in the building, it is up to us to ask them who they are and/or who they are visiting.

## **NEW BUSINESS:**

Intercom: There is no voltage to the system and has therefore been rendered dead. Larry Brunett is looking into a possible new system but since we will be getting a new front gate, it would probably make the most sense to wait since we'll need a new system once that gate is installed. In the interim, we're looking into seeing if the current one can be fixed. Cliff and Larry are on the list for people to call (UPS, FedEx, etc.) and Rosemary and Mark will be added to the call list.

Kary Torrisi reminded us that guests need to place a pink ticket on their dashboard if parking on the premises, especially overnight. Cars that do not have a pink ticket could be towed. You will find them in your red book or contact Kay if you need some.

Kay has also asked that ALL boxes be flattened before putting them in the recycle bin. Our current bins are filling up too fast because of boxes that have not been broken down. Thank you!

Reminder to residents: Please exit the garage through the North door (except during closed hours of 11:00 PM to 7:00 AM) and enter through the South doors. Also, please SLOW DOWN in the garage. Residents are complaining about being hit by cars going the wrong way and driving too fast.

To keep our dues down, a lot of the work done here is by volunteers (Gardening, general cleaning, etc.). Volunteer signs are generally put up when help is needed.

The meeting was adjourned at 6:26 PM  
Respectfully submitted,

Charles Carroll, President

These minutes and the Treasurer's report are available at  
<https://www.westcliffcondos.org>

## WESTCLIFF CONDOMINIUMS BOARD MEETING

March 15, 2022

6:00 PM

**BOARD PRESENT:** Charles Carroll, John Dixon, Rosemary Brasch, Lana Neeley, Mark Hendrickson

**ALSO PRESENT:** Cheryl Carlson, Maura Dixon

**CALL TO ORDER:** President Charles Carroll call the meeting to order at 6:00 PM

**MINUTES:** It was moved, seconded, and approved to suspend the reading of the minutes from the previous meeting.

**TREASURER'S REPORT:** John Dixon presented the latest financial report.

Income	\$ 2,095.00
Expenses	14,562.07
Checking Account	54,285.04
Special Purpose Fund	<u>115,748.38</u>
Total	\$170,033.42

Following up on previous discussions about the merits of moving the Association's banking, the Board authorized Treasurer John Dixon to proceed with the move of the Westcliff account(s) from Bank of America to STCU. The Board President, Vice-President, and Treasurer will be authorized to conduct transactions on the account.

**HOUSE COMMITTEE:** A new no-inspection Reserve Study was received recently from the Bellevue company that the Association contracted with several years ago. Its purpose is to evaluate our reserve account balance and to make recommendations in light of expected significant capital expenses that may need to be funded in the future. The Board members will review the study and determine what, if any, action may be required. Other maintenance issues concerning the building and grounds were brought up by Mark Hendrickson and Lana Neeley following a recent walk-through. Those include the removal of the unused sign post in the front yard, removal of a dead tree, fixing leaking areas on the roof and addressing various gaps, cracks and similar issues noted around the building. It was also reported that our entrance intercom has been repaired and that a local company is available to handle any future maintenance repairs needed. Whether there is a need to pursue installation of an electronic gate in the main driveway was discussed, The consensus was that it isn't necessary right now since the fencing installation seems to have greatly reduced trespassing activity.

**REMINDERS ABOUT HOUSEKEEPING AND HOUSE RULES:**

Residents are reminded to please review the house rules and to comply with them. Violations of the following rules, in particular, have been the subject of recent complaints:

Article 1, Section 1(c): Vacuum cleaners, washers, dryers, dishwashers, musical instruments, treadmills, weight machines, and other noisy devices must not be used other than between the hours of 7:00 a.m. and 10:00 p.m.

Article 1, Section 17: The grocery carts in the garage were donated for our convenience in transporting groceries and other items from our cars to our units. As a matter of courtesy and safety, return the carts to their designated areas promptly after using them.

Article 5 Number 7: No storage of personal belongings or furnishings will be permitted in the public areas of the garage. This is a concern from a fire-safety standpoint. Bicycles and snow tires are just examples. Other similar non-flammable items such as walkers, wheelchairs, etc. are generally not a problem. Any flammable items, paper or cardboard boxes and similar are prohibited.

Dog Rule Exception: The Board authorized the new owners of Unit 403 to keep two small dogs as an exception to the House Rule limiting residents to no more than one dog. The exception was based largely on the owners' representation that they would not be occupying the unit full time and did not expect to live in it more than 90 days per year. Please see the attached email correspondence for details.

The meeting was adjourned at 7:00  
Respectfully submitted,

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

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

These minutes and the Treasurer's report are available at  
<https://www.westcliffcondos.org>

May 10, 2022

6:00 PM

**BOARD PRESENT:** Charles Carroll, Rosemary Brasch, Mark Hendrickson, John Dixon, Lana Neeley

**ALSO PRESENT:** Cheryl Carlson, Maura Dixon, Mary Corboy, Laura Dressel, David Tallant, Bennye Rushton, Kay Torrisi, Patty Aman, Larry Brunette, Kurt Baird, Gary Marcus

**CALL TO ORDER:** President Charles Carroll called the meeting to order at 6:00 PM

**MINUTES:** Motion was made, seconded, and approved to waive the reading of the minutes from the previous meeting.

**TREASURER'S REPORT:** John Dixon presented the latest financial report. The move from Bank of America to STCU has been completed. Dave Tallant asked about the RBC Wealth fund and asked that John look into the status of the investments.

Income	\$ 36,841.20
Expenses	17,628.66
Checking Account	62,161.17
<u>Special Purpose Fund</u>	<u>120,366.01</u>
Total	\$182,527.18

**OLD BUSINESS:** The window cleaning for both indoor (owner pays) and outdoor windows has been scheduled as has the AC check. Lana Neeley reminded the board that although this service has been scheduled for May 20, it might have to be rescheduled if the temperature is not at least 70 degrees. As a reminder, the AC maintenance is done on the roof and residents do not have to be at home. Please give checks to Cliff.

Lana Neeley and Rosemary Brasch reported on the status of our rentals being at 12 percent (too high) and a reminder that EVERYONE needs to know and comply with the rules for living here especially concerning pets and balconies.

**NEW BUSINESS:** Charles Carroll opened the discussion regarding the grounds and building. The paint on the roof is peeling (last done about 2004), the asphalt pathway on the north end of the building is crumbling, and the cracks in the parking lot need to be resealed. Larry Brunette will look into these and procure the appropriate bids for getting these done.

Discussion around what to do with the bushes on the east side of the building, particularly the part that burned last year, was robust. Kay Torrisi will check with a landscaper to see what options they think will work best and to estimate costs. Lana Neeley reminded the Board that the dead tree out front needs to be taken down and Mark Hendrickson will call the folks who were here last year to get a cost. Mark also agreed to follow up with the installers of the new fencing in front of the building about missing screws.

Repairing the pool table was also discussed. Kay will check into locating someone who can do the work needed.

**SOCIAL COMMITTEE:** Kay Torrisi will reactivate the social programs present before COVID. Coffee Hour, Happy Hour, and other 'special' events. Watch for flyers.

**We will no longer be using the pool table or any table in the mailroom for items residents want to give away. Residents will need to take their own items to a donation center like Goodwill, UGM, ARC, etc.**

Upon motion made, seconded, and approved, the meeting was adjourned at 6:56 PM

Respectfully submitted,

Charles Carroll, President

These minutes and the Treasurer's report are available at <https://www.westcliffcondos.org>



## WESTCLIFF CONDOMINIUMS BOARD MEETING

August 17, 2022

6:30 PM

**BOARD PRESENT:** Charles Carroll, Rosemary Brasch, Mark Hendrickson, John Dixon, Lana Neeley

**ALSO PRESENT:** Cheryl Carlson, Bennye Rushton, Lynn Krogh, Maura Dixon, Mary Corboy, Laura Dressel, David Tallant, Peggy McMorris, Judy Stinson, Joan Burkhart, Larry Burnett, Gary Marcus, Velma Matthew, Pamela Newell

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

**MINUTES:** Motion was made, seconded, and approved to waive the reading of the minutes from the previous meeting.

**TREASURER'S REPORT:** John Dixon presented the latest financial report:

Income	\$ 35,980.60
Expenses	18,536.14
Checking Account	57,972.05
<u>Special Purpose Fund</u>	<u>117,586.00</u>
Total	\$175,558.05

**NOTE ON THE RESERVE ACCOUNT:** You may notice a difference in the way we report the Special Purpose Fund. For the past several years our methodology of reporting the value of the fund was to take the last reported balance and add interest and deposits. That worked until late last year when the value of one of our investments began losing value. We have changed to reporting just the current value of our RBC investments and you will notice that the only information reported is now on the line titled "Special Purpose Fund." You will still see interest income on the Treasurer's Report but that is just a figure that the accountant needs at the end of the year in figuring our federal taxes. The full investment portfolio information is available to anyone on request. We are working on the future of our investment portfolio and have met with the RBC management staff. We have \$60,000 in a money account some of which has recently matured and we will probably reinvest some in a CD that pays 3.12% for one year...good news compared to recent performance. We also have about \$35,000 invested in Ginney Maes that still have roughly two years to mature.

**OLD BUSINESS:** All the Insurance Company fire inspection requirements have been met except for one remaining item. The City of Spokane standpipe and fire hose inspections are done for this 5-year period. The dead trees were taken down and removed. The parking lot has been resealed and will be striped within the next few weeks. The recent heat has opened up a few new cracks that Larry will repair. We are still waiting for parts to arrive to repair the air conditioning for the hallways. The air in the social room is working again.

**GARDENING COMMITTEE** Velma Matthew spent some time covering our current landscaping needs and why the grass is brown, plus the frequency of watering and how much water is actually needed. She will sit down with Chuck and work out an acceptable schedule to implement.

**HOUSE COMMITTEE** Dave Tallant brought up that his stationary window still has not been repaired. Joan Burkhart mentioned that she has a water leak from the roof in her closet. Mark will check both issues.

**NEW BUSINESS** The Catalyst, Catholic Charities project in the neighborhood was discussed and the potential need for a gate. There are both pros and cons to having a gate: if the electricity goes down, emergency vehicles, delivery folks gaining admittance, newspaper delivery, visitors, etc. At this time, we will take a-wait-and-see approach.

**REMINDER: HOUSE RULES ARTICLE V - REGULATIONS REGARDING AUTOMOBILES, THE GARAGE & STORAGE**

1. A maximum of two vehicles per unit will be allowed. Only one vehicle in the garage unless arrangements have been made with the unit owner assigned to that parking space. Please use good judgment when parking in your stall (don't leave the car sticking out into the garage area).
  
5. The manager (or a member of the House Committee) must be notified if guests are to use our parking facilities for an extended length of time. Parking permits are available from the welcoming committee. Place permit inside on the dash.
  
6. Motor homes, RVs, boats or trailers shall not be parked in the outside parking areas longer than 72 hours in any three-week period. Permission may be granted by the Board of Directors upon written request to extend the length of stay.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

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

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

These minutes and the Treasurer's report are available at <https://www.westcliffcondos.org>

## WESTCLIFF ASSOCIATES ANNUAL OWNERS MEETING

October 17, 2022

7:30 PM

**BOARD PRESENT:** Charles Carroll, Rosemary Brasch, Mark Hendrickson, Lana Neeley

**OWNERS PRESENT:** Cheryl Carlson, Lynn Krogh, Kurt Baird, Joan Burkhart, Judy Marcus, Gary Marcus, Laura Dressel, David Tallant, Patty Aman, Mary Corboy, Cindy Carroll, Pamela Newell, Kay Torrisi, Judy Stinson, Jim Stinson, Linda Brown, Chuck Lavergne, Kathy Kramer McElwee, Kevin McElwee, Madeleine Lavergne

**CALL TO ORDER:** President Charles Carroll called the meeting to order at 7:30 PM. He reported that a quorum was present.

**MINUTES:** The reading of the minutes from the previous meeting was waived.

**TREASURER'S REPORT:** David Tallant presented the treasurer's report in the absence of Treasurer John Dixon. Income and expenses remain consistent with the current budget however, several expense items remain to be paid which may result in a slight overage for the year ending December 31. We have now invested a significant portion of our reserve funds in short term certificates of deposit that pay an average of just under 4% interest.

David went on to present the proposed 2023 budget. He noted several expense items that are or will be increasing significantly, including utilities, particularly natural gas, insurance premiums and the minimum wage, all of which necessitate the proposal of another increase in the maintenance fees of 5% beginning on January 1, 2023. Upon motion made and seconded, the proposed budget was approved unanimously.

**BALLOT RESULTS:** John Dixon and Pamela Newell were elected to fill the Board. John was re-elected and Pamela will take the position previously held by Lana Neeley.

**HOUSE COMMITTEE:** President Chuck Carroll announced his intention to revise and update the Association Bylaws primarily to incorporate rules regarding electric vehicle charging. He noted that the amendments to be proposed will be subject to approval by the membership and that no specific plan had been determined yet. A short discussion followed concerning the location of any charging facilities (inside or outside) and responsibility for the installation cost, etc. Chuck also announced his intention to draft amendments to the Condominium Declaration with the primary goal of incorporating in the Declaration the Association's current restrictions on rental of units in compliance with state law. The amendments will be proposed and subject to member approval.

It has been requested, again, to flatten boxes that are put in recycle bins and/or the recycle room. All recyclables are combined in the end but when putting your recycles in the room, there are signs for where to place the items. Newspapers, cardboard, and glass are separated for ease in moving them to the garage.

**GARDEN COMMITTEE:** Discussion was held regarding our gardens. Pamela Newell proposed a community garden in the fenced area on the north side of the garage. Her vision is for raised boxes similar to what is currently at Kendall Yards. There would be startup costs to this endeavor. Kay Torrisi suggested the possibility of also using a larger plot on the east side of the building to prepare for water shortages that would affect the continuance of watering the grass. Also discussed was the need for volunteers for Fall and Spring cleanups and maintaining the westside gardens. Signup sheets will be put on the garage bulletin board, elevator, and mailroom when dates are set.

**GROUNDS COMMITTEE:** Board member Mark Hendrickson provided an update on the status of the safety fencing to be installed along the southeast portion of the building. The contractor has indicated the work will be done within the next week. Our roofing contractor is to address the leak issues on our roof as leaks are identified and as needed. Mark also indicated that the air conditioner providing ventilation in the hallways is to be repaired as soon as a part that needed to be ordered had arrived and a check had been prepared for the repair person.

It has been requested to begin using eco-friendly products to clean and shampoo the carpets. The odor produced by products currently in use are overpowering to some of the residents.

**SECURITY ISSUES:** Chuck brought up the issue of security for the condominium building. Jim Stinson reported on his recent experience having his and Judy's car stolen from the garage after accidentally leaving his keys in it and apologized for any inconvenience to other owners resulting from having to have their garage door openers reset. A discussion ensued concerning other security issues and how to best address trespassers, car prowlers, etc. Several actions are being considered, including the possibility of installing an electric gate in the main driveway or hiring a private security firm to patrol the property.

A sign-up sheet was circulated at the meeting to authorize electronic mailings. If you missed the meeting and wish to be on this list, please contact Cheryl Carlson at [ccarlson929@gmail.com](mailto:ccarlson929@gmail.com).

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

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

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

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