

WESTCLIFF ASSOCIATES BOARD MEETING MINUTES

January 19, 2026

6:00 PM

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

OWNERS PRESENT: John and Maura Dixon, Judy Stinson, Terry Raugust, Patty Aman, Lynn Krogh, James and Donna Kaczar, Judy Marcus, Gary Marcus, Wendy Foulkrod, Eric Manning

CALL TO ORDER: Rosemary Brasch called the meeting to order at 6:00 PM.
Reading of the Minutes from the previous meeting was waived.

Chuck Carroll reviewed the new State law requirement that Boards must adhere to the new 'open meeting'" and decisions that make rules or other commitments for a group of people. This new law won't dramatically change what we do at Westcliff but will now require owners to be present when changes are discussed.

TREASURER'S REPORT

Chuck Carroll reported on the current financial statement:

Available balances as of 12/31/25 are:

STCU checking account:	\$ 1,429.37
RBC reserve account:	\$166,743.63

Due to unanticipated expenses we were unable to fund the budgeted 4th Quarter reserve account contribution of \$7,500. The budgeted \$11,000 first quarter 2026 contribution will be funded

First quarter maintenance fee receipts of \$55,987.00 have been deposited to date during January. Approximately \$5,872.00 remains outstanding including \$2,777.00 in delinquencies from one owner. The checking account balance is \$53,101.70 as of Friday, January 16.

Rosemary and Chuck have a tentatively scheduled meeting with our accountant on January 23 to review the 2025 financial information and to discuss the possibility of a simplified format for future reports.

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

OLD BUSINESS

Lana Neeley reported on the status of the generator: It has been repaired and serviced. Rainbow Electric will be installing a new electrical outlet for the battery charger that had to be replaced.

Rosemary Brasch reported that the Fire Department has finished its inspection and we passed but there is still a small problem with the alarm beeping in the entry.

Reminder to dog owners: PICK UP AFTER YOUR DOG! There have been a few instances of dog poop being in the stairwells - both north and south - and being tracked into the building.

Please return your grocery carts after using and return them to the place where you picked them up.

An individual was recently stuck in the elevator; the elevator company was contacted and they were here quickly.

NEW BUSINESS

A proposed resolution was introduced and, following discussion, unanimously adopted by the Board to providing for authorization of the officers to select and hire an attorney or attorneys for the purposes described in the resolution including future compliance with the Washington Uniform Common Interest Ownership Act (RCW 64.90) which will completely supercede and replace the current condominium statutes. The full text of the resolution is attached.

REMINDER: If you have guests parking in the lower guest parking lot overnight, there needs to be a Visitor Pass left on the dashboard. Every owner has those notices in their Red Book; if you don't, contact a board member to get some. Vehicles in the lot overnight without a notice Are subject to being towed.

Wendy Foulkrod re-introduced a discussion regarding hiring a property management group. Board members will look into this again.

The meeting adjourned at 6:31

Respectfully submitted,

Reviewed by: /s/ Charles Carroll
Board Treasurer

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

<https://www.westcliffcondos.org>

RESOLUTION PROPOSED FOR ADOPTION AT THE MEETING OF THE BOARD OF DIRECTORS OF WESTCLIFF ASSOCIATES ON JANUARY 16, 2026:

IT IS HEREBY RESOLVED:

That the officers of Westcliff Associates (the "Owner's Association" or "Association") be, and are hereby, authorized and empowered to select and hire an attorney or attorneys to advise the Association regarding, and to take all necessary steps to accomplish, the following:

1. Ensure compliance with RCW 64.90, the Washington Uniform Common Interest Ownership Act (the "Act");
2. The conversion of the Association to a non-profit corporation as required by the Act;
3. Revisions to or replacement of the Bylaws of the Association as a non-profit corporation;
4. Revisions to and restatement of the Declaration of Condominium of Westcliff South; and
5. To ensure legal ownership and vesting of Unit 407 and the two separate lots on the east side of the condominium grounds in the newly formed owner's association in order to enable the Association to sell Unit 407 and to direct the net proceeds of sale to the Association's reserve account.

IT IS FURTHER RESOLVED:

That the officers of the Association be and are hereby authorized to compensate said attorney or attorneys through the withdrawal of funds in the form of a temporary loan(s) from the Association's reserve funds provided that such loan(s) shall be repaid immediately upon the sale of Unit 407.

WESTCLIFF ASSOCIATES BOARD MEETING MINUTES

June 15, 2026

6:30 PM

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

OWNERS PRESENT: John and Maura Dixon, Jim and Judy Stinson, Terry Raugust, Patty Aman, Jim Kaczar, Gary and Judy Marcus, Wendy Foulkrod, Eric Manning, Ikbel Zraikat, Linda Carlson

CALL TO ORDER: 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: we are within the budget amount.

Available balances as of 05/31/26 are:

STCU checking account:	\$ 24,192.74
RBC reserve account:	<u>\$189,204.04</u>
Total Checking/Savings	\$213,396.78

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

OLD BUSINESS

Attorney Jennifer Aspaas was hired to revise the governing documents to change our Westcliff Associates to a non profit corporation. This will allow us to sell Unit 407 and put that money into our Reserve Account.

Conditional Notice of Termination of our General Fire & Casualty Policy of insurance has been received. This policy will either be terminated or higher premiums will be forthcoming. The age of the building and fire risk are two of the significant areas. We are waiting for more information from our agent.

The Board agreed to look into hiring a different company (based in Ellensburg) to prepare our 2026 reserve study. The previous company, which we used for 6 years, is based in Bellevue.

NEW BUSINESS

Flower beds in the front yard along the street, in past years have been tended by Velma Matthew. As she is no longer able to continue with it, our gardening volunteers have agreed to take over.

Four Seasons Landscaping handles most yard maintenance for us. Any comments?
We still have not located a stucco/painting contractor to address the driveway portico restoration and lighting repairs.

Rosemary introduced the new owner of Unit 301 Linda Carlson and Sherri Zoesch from Unit 504 (not present).

Rosemary mentioned that we need front door keys to keep in the office. When the power goes out, the FOBS don't work. She also mentioned that some owners do not have unit keys available in the office. In case of an emergency in your unit, there is no way to access your unit without a key to assess any damage to your unit or the one below.

There have been recent reports of packages disappearing from the mailroom. If you can't be here when a package is delivered, let someone else know and ask them to pick it up for you.

REMINDER: If you have guests parking in the lower guest parking lot overnight, there needs to be a Visitor Pass left on the dashboard. Every owner has those notices in their Red Book; if you don't, contact a board member to get some. Vehicles in the lot overnight without a notice are subject to being towed.

Coffee spills are still being regularly found in the stairwells. Place a cover over your cup and if it spills, please clean it up so someone else doesn't have to.

A discussion was held, led by Wendy, regarding updating the downstairs social room and mail room. Also about a new floor for the elevator and carpeting. Chuck asked Wendy to come up with a proposal to share with the Board.

The meeting adjourned at 7:05 PM.

Respectfully submitted,

Reviewed by: /s/ Charles Carroll
Board Treasurer

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

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