Avondale Gateway Office Condo Owners Association

Meeting 10:30

June 18, 2021

Meeting minutes

1. Meeting minutes: Notes were read from the last meeting.
2. Overage into CAMs: The accountant notified the board that the reserve account is overfunded at this point. Therefore, no more funds can be collected for that account until a new reserve study is completed, and a new reserve amount is determined. Since the overage has been collected and taxes paid on the amount, the overage is considered savings. Currently, the amount is approximately $20,000.
3. Reserve Fund/Study: It was agreed that a new reserve study should be completed. Darren Pritt will investigate having the company that completed the last reserve study complete an updated study.
4. Common Area Agreement: Due to an issue with local homeless people encamping on the premises, and contact with the Redmond police department, the Association needs to create a common area agreement that will allow any owner to report to the police when a homeless person needs to be removed from the property. Darren will create a statement to be voted on by proxy and added to the bylaws.
5. Building Security: Given the problem with the homeless and the recent break in to unit 100, the idea of security cameras and security monitoring was discussed. Darren will call the Safety Team, which monitors for fire, to see what additional costs would be to add additional security measures.
6. Other Business:
	1. Bike rack: A request was made to add a bike rack to the common area. Dinei Florencio will look into the cost of obtaining and installing a bike rack. A bike rack could potentially be installed near the outer stairway.
	2. Picnic Table: A request was made to have a picnic table placed somewhere on the property. A table would need to be securely installed and of commercial grade. Dinei Florencio will look into the cost of obtaining and installing a picnic table.
	3. Map of HVAC: There was a request for a map of the rooftop HVAC systems. It was recommended that the Owner contact Heattransfer which maintains the HVAC system as they know the most about it. Darren will send the owner the Heattransfer email.
	4. Parking sign for Family Practice: A bid to add a permanent parking sign to each of the owned parking spaces was obtained and the cost is $400.00. It was discussed whether the association should pay part of the fee or the owner should cover this cost. It was agreed that the owner should cover the cost as He owns the space, but that the Association would approve the installation of the signage on the common sidewalk.
	5. Hole in the wall: A hole in the wall near the front staircase has been observed. Darren will see that it gets repaired.
	6. Supply room access: It was discussed that individual owners may at times need a step ladder to change a light bulb or complete another maintenance task. The Association does have a ladder in the supply room. Darren has the key to the storage room where the ladder is stored. It was suggested that a copy of the key be made and held at the Family Practice office as Dr. Hou is on the board and open during most business hours. Darren will ask Dr. Hou about keeping a key for owner use.
	7. Burned out light: It was mentioned that a lightbulb is burned out near the elevator in a high ceiling. Darren will get the lightbulb replaced.
7. Building Signage: Next discussed was whether owners want to keep or eliminate window signage on the building. It was agreed that keeping relatively uniform signage would be allowed to include: Text and logs in the upper windows in each window panel only, and keeping the large windows clear. Each owner would be allowed to choose the colors and fonts for their signage. Owners with current large window signage will be given 60 days to remove such signage. Any signage remaining after 60 days will cause the owner to be sent a notice of Non-compliance. The notice will state that the signage must be removed within 7 days or result in a fine of $25 per day until the signage is removed. It was also agreed that door signage is allowed and can include the name of the business or occupants, nature of business and unit number.

There was no other business and the meeting concluded.