Avondale Gateway Office Condo Association Meeting Minutes

Date: 01/18/2018

The following items were discussed:

1. Getting a website
2. Send email to owners. Where to send HOA payments. Inform owners that janitorial services will be ending, changed or renegotiated. All HOA dues must be received by the 7th or a 10% late fee will be charged. HOA statement to be sent by Connie to all owners.
3. Terminating current landscaping as of 01/31/2018. New provider will begin 02/01/2018
4. We shall purchase a vacuum cleaner.
5. New maintenance person needed.
6. Connie will pay all bills monthly.
7. Addressing issue with garbage area; broken gate.
8. Considered change of insurance for the building to The Hartford. Converge would be the same, but the premium much less.

Avondale Gateway Office Condo Association Meeting Minutes

Date: 01/25/2018

The following items were discussed:

1. New cleaner was hired to clean upper hallways and bathrooms
2. New landscaper was hired
3. New maintenance person has been contracted.
4. Wallace Property Management has been eliminated.
5. New Insurance with The Hartford was confirmed.
6. Bank accounts were opened at Washington Federal. One savings account and one checking account. Checks were ordered.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 02/01/2018

The follow items were discussed

1. Need to interview new account.
2. Discussed need for reserve study
3. Cleaning supplies were purchased
4. Website has been purchased. url was purchased as www.avondalegateway.com
5. Offer was made to all owners regarding whether they want their locks changed. The association will pay.
6. The association will get a debit card.
7. All written checks will be signed by 2 boards members.
8. Cleaning supply company has been eliminated.
9. As of 01/01/2018 all owners are able to pay their fee via direct deposit.
10. New pest control company will be hired. The old company will be eliminated.

The following items were discussed:

Gateway Avondale Office Condo Association Meeting Minutes

Date: 02/15/2018

The follow items were discussed

1. The fence must be replaced.
2. All sidewalks will be pressure washed.
3. Mailbox will be replaced.
4. The fire department requires a cage to be placed to protect the sprinkler head in the closet under the stairs.
5. Need to schedule dry-wall to be installed in the closet under the stairs for fire safety, so the closet may be used for storage.
6. Plumber will be changing gaskets in men’s bathroom upstairs.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 02/20/2018

The follow items were discussed:

1. Sidewalks were pressure washed
2. New pest control was hired and will begin 03/01/2018 and will be scheduled every other month thereafter.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 02/22/2018

The follow items were discussed

1. Need to register change of board members with Secretary of state.
2. The following items are needed and to be sent.
	1. Copy of formation of LLC
	2. Copy of minutes
	3. Copy of transfer of the association to the board
	4. Name and address of board members with the association
3. www.avondalegateway.com is domain name. The name was purchased for 7 years.
4. Discussed keeping snow plowing company.
5. Letters to be sent to all owners, not to add any signage to the building.
6. Discussed getting bids to install one building sign for the building, illuminated or not, outside the building. Inclusion will be optional for each owner.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 03/22/2018

The follow items were discussed

1. Board agreed to keep $7000.00 a minimum balance in the operating expence account. Remaining balance to be reimbursed to all owners.
2. Generl meeting shall be held June 14th at 5:30pm location to be determined. RSVP for attending the general meeting shall be sent to all owners.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 04/19/2018

The follow items were discussed

1. Board reviewed the budget. All current bills are paid.
2. Board reviewed that $12,000 as balance in operating EXPENCE ACCOUNT.
3. New landscaper needs to be hired
4. Citu of Redmond have notified that there shall be an inspection , regarding the drainage system on April 23rd.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 05/10/2018

The follow items were discussed

1. The board received an email from one of the owners regarding an activity to invite a food truck, bouncy house, placement of a banner, allowing music, and obtaining permission to place some plants
2. The board decided that in consideration of the other owners, the bouncy house should not be allowed. And the food truck should be limited to the area away from emergency parking.
3. The board needs to know the size of the banner and a description of the plants to be placed.
4. The board can not allow any holes in the siding to accommodate the banner. The banner can be allowed for a period for 45 days.
5. The owner shall be notified.

Gateway Avondale Office Condo Association Meeting Minutes

Date: 05/17/2018

The follow items were discussed:

1. Board approved the following items:
2. A. If an owner wishes to rent their suite, there can not be a sign anywhere on the premises
3. B. If an owner wishes to list their suite for sale, there can only be one sign on the exterior of the building.
4. An email shall be sent to all owners, requesting proof of insurance and a copy of front door keys to their suites in case of emergency.

Title: Avondale Gateway Boarding Meeting.
Time: 7/30/2019 12:00 pm.
Place: Room 150 Darren's office
Attendee: Darren Pitt (Chair), Pen Hou (Vice Chair), Connie Montgomery (Treasure), Mr. Yamamoto (& 1), and Mr. Jones.

1. Landscaping.
Because of the unfulfilled tasks and delayed response to our request, board considered to switch to a new landscaping company, Environmental Construction "EC". One of the boarding member has had some positive experience with EC. The landscaping duty is enhanced on the paper; and the monthly service cost will increase about $100 more.

2. External Lot and Curb Power Wash.
Will proceed the external lot and curb power wash ASAP in this summer. This is one of our building annual maintenance. If the time of power wash falls in the weekday, an announcement will be post so the car will be parked into other parking lot. The effort will be made to minimize the business interruption. By EC proposal, it costs $860.

3. External Window Wash.
Upon completion of the power wash, one further action of the building maintenance considered is external window washing. The final decision of window washing is not made yet. The cost for this is $750 by EC.

4. Window Signage.
In this meeting, window signage/advertisement is examined. Now they are now acceptable and permitted formally. But the window signage needs to be having certain similarity and uniformity. A final format and detail will be posted afterward soon.

5. There is noticeable ceiling/window leaking in 2nd Floor Mr. Yamamoto's office. The cause and cost is to be determined.

6. Connie reported briefly the budget of Avondale Gateway Condo Association for now. It seems it does not run into major deficiency.