

AGENDA
Board of Directors Meeting
SEACLIFF PLAZA CONDOMINIUM
HOMEOWNERS ASSOCIATION
June 22nd, 2021

MEMBERS PRESENT:

EXCUSED:

CALL TO ORDER:

PREVIOUS MINUTES: February 25th, 2021, Meeting Minutes

REPORTS:

Financials: May 31st, 2021 & 2021-2022 Proposed Budget

OLD BUSINESS:

1. **Signage:**

2. **Security:**

3. **Asphalt Overlay at Building C:**

NEW BUSINESS:

4. **Northern Waste Signage and Reimbursement:**

5. **Outside Spigots:**

6. **Third Vehicles:**

7. **Neighbors Bowed Fence:**

8. **Snow Stacking Placement:**

EXECUTIVE SESSION:

NEXT MEETING:

ADJOURNMENT:

Minutes
Board of Directors Meeting
SEACLIFF PLAZA CONDOMINIUM
HOMEOWNERS ASSOCIATION
February 25th, 2021

MEMBERS PRESENT: Board members present were Mike Tickle, James Sanders, Laura Eakes, Jeanne Bates, and Tom Reed. Ally Tomi was the only homeowner present. Representing Snow's Management, Inc. was Stephanie Conkey.

EXCUSED: N/A

CALL TO ORDER: The meeting was called to order at 6:04 p.m. and was held via Zoom.

PREVIOUS MINUTES: The January 21st, 2021 meeting minutes were presented for approval. James Sanders made a motion to approve the meeting minutes. Jeanne Bates seconded the motion, all in favor, and the minutes passed.

REPORTS:

Financials: The January 31st, 2021 financials were reviewed.

BUSINESS:

- 1. Signage:** Nothing has been done yet with the signage during this winter season. Shane Osowski recommended that homeowners do not approach trespassers on the property as some people may be combative and use violence. He recommends putting up a sign that says "Please respect our private property. Access for registered occupants and accompanied guests only." The Board believe the sign should read owner "Access for owners and guests only". The beautification committee will work on ideas of this signage.

As for the sign at the entrance of both Seacliff Plaza and Terrace, Ally Tomi is going to get some quotes and drawings of a new sign that will help guests and delivery services distinguish which way to go to arrive Seacliff Plaza and which way to go to arrive at Seacliff Terrace.

2. **Tree Trimming:** Paul's Tree Service has the three Birch trees scheduled to be trimmed for this upcoming spring.
3. **Asphalt Overlay at Building C:** Last year, Ron Webb did an overlay in the carport area for building B to help with the pooling of water/ice that occurs during break-up and wintertime. It appeared to help immensely. Building C is experiencing the same water pooling issues in the carport area. Laura Eakes made a motion to approve Ron Webb to complete the overlay for the carport area for building C. Tom Reed seconded the motion, all in favor, and the motion carried. Snow's will get an updated quote and docusign it over to Mike Tickle.
4. **Roofs:** Building C and E have continued to have water intrusion since 2015. The actual roof surfaces have been inspected and there appears to be no holes where the water is intruding. In saying this, over the years the Board has been doing extensive research on the roofs to find where and why they are having water intrusion occurring. They have reached out to an architect firm, RIM Architects, LLC, and three roofing companies, American, Rainproof and Signature to get their expert opinion. All four companies have stated that Seacliff Plaza's roofs are reaching their lifespan, but the main reason for the water intrusion is from the massive glaciation, which is due to heat loss, and condensation. The reason for the heat loss is because Seacliff's insulation is rated at R12 instead of the industry standard of R38. Another reason for the heat loss is because the vapor barrier is either failing or was improperly placed. It was also recommended by the architect firm and the three roofing companies to extend the roofline at least 1 foot.

The three roofing proposals from Rainproof Roofing, American Roofing and Signature Roofing were reviewed. Both Rainproof and American Roofing proposed hot roof replacement. Rainproof came in significantly higher at \$98,160 per roof. American Roofing came in at \$76,000 per roof. Signature Roofing was the only company that recommended converting Seacliff into a cold roof instead of a hot roof. Chris Berga, with Signature Roofing, stated that the glaciation and condensation issue is caused by poor insulation and ventilation. The main difference between a hot roof and a cold roof is that a hot roof does not have any ventilation. He also stated that cold roofs are more appropriate for arctic weather. Therefore, he recommended converting Seacliff's roofs to cold roofs for the price of \$69,800 per building and \$13,800 for each carport roof.

Seacliff only has enough money in their reserve accounts to pay for the two failing roofs and two carport roofs. The remaining four roofs that will eventually need to be replaced can be paid for by Seacliff with a few different options. They have the choice of obtaining an AHFC loan, implementing a special assessment or by raising the dues to gradually build the reserves back up.

Laura Eakes made a motion to have the two failing roofs and the carport roofs, C and E, replaced in the summer of 2021 by Signature Roofing, and the remaining four replaced in the summer of 2022 contingent on the fact that Signature Roofing can honor the same price of \$69,800 per roof and \$13,800 per carport roof. The two roofs to be completed in the summer of 2021, C and E, would be paid for from Seacliff's Reserve funds, and the remaining four would be paid for by a special assessment of approximately \$12,000 per unit. Jeanne Bates seconded the motion, 3 in favor, 2 opposed and the motion passed. However, Chris Berga, with Signature Roofing, entered the Zoom meeting and stated that there is no way he can guarantee the same price per roof for next year. Lumber has skyrocketed during Covid-19, and he has no idea if it will continue to rise or even possibly go down. Thus, based on the above-mentioned stipulation, the motion failed.

Centered around the fact that we may see a price increase next year, Laura Eakes revised her motion to state that Seacliff will replace 3 roofs in the summer of 2021, buildings C,D and E, and will replace the remaining 3 the following summer of 2022. The three roofs scheduled to be replaced in 2021 will be paid for by using up the entirety of the reserve funds. The remaining 3 roofs will be paid for by a special assessment of approximately \$9,000 per unit. James Sanders seconded the motion, 3 in favor, 2 opposed and the motion passed.

The above motions were rejected after an email discussion a few days after this meeting. Laura Eakes, Jeanne Bates, James Sanders, and Mike Tickle were all in agreeance to replace the two failing roofs, building E and C, this summer and decide on the forward moving plan for the remaining four at the budget meeting, scheduled for June 22nd, 2021.

EXECUTIVE SESSION: No delinquencies to review.

NEXT MEETING: The next meeting is scheduled for June 22nd, 2021, at 6:00 p.m. and the annual meeting is scheduled for August 26th at 6:00 p.m.

ADJOURNMENT: With no further business to discuss, the meeting adjourned at 7:55 p.m.

Respectfully,

Stephanie Conkey
Association Manger

Seacliff Plaza Condominium Association

Balance Sheet
As of 05/31/21

ASSETS

NR Checking	\$ 87,597.41	
Northrim Savings	164,118.01	
Short Term Investments	11.25	
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TOTAL ASSETS		\$ 251,726.67
		=====

LIABILITIES & EQUITY

CURRENT LIABILITIES:

Subtotal Current Liab.	<hr/>	\$.00
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RESERVES:

Roof Reserve	\$ 88,269.24	
Asphalt Reserve	96,205.64	
Exterior Paint Reserve	18,543.77	
Carpet Reserve	5,542.16	
Insurance Deductible	10,000.00	
Carpet Reserve	358.83	
Carport Roof Reserve	19,517.32	
Contingency Reserve	29,851.56	
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Subtotal Reserves		\$ 268,288.52

EQUITY:

Current Year Net Income/(Loss)	\$ (16,561.85)	
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Subtotal Equity		\$ (16,561.85)
		=====
TOTAL LIABILITIES & EQUITY		\$ 251,726.67
		=====

Seacliff Plaza Condominium Association

Income/Expense Statement
 Period: 05/01/21 to 05/31/21

Account	Description	Current Actual	Year-To-Date Actual
INCOME:			
41000	Associations Dues	9,766.62	95,211.62
43000	Late Fee Income	15.00	75.00
43075	Attorney Income	.00	300.00
43080	Work Order Income	.00	1,285.00
43330	Processing Fee Income	15.00	75.00
45000	Interest Income	9.67	156.66
	Subtotal Income	9,806.29	97,103.28
 EXPENSES 			
Operating Expenses			
51000	Administrative	15.00	195.00
51100	Management Fees	540.00	5,400.00
51160	Legal-General	.00	300.00
51400	Insurance Expense	.00	21,544.00
51520	Audit & Tax Preparation	.00	1,420.00
52250	Water	787.88	7,878.80
52260	Sewer	1,047.84	9,799.62
52300	Refuse Service	580.24	5,651.50
52400	Electric	156.65	1,848.07
53200	Building Maintenance	83.00	22,695.34
53310	Summer Grounds Maintenance	258.40	4,388.40
53520	Winter Grounds Maintenance	.00	8,355.00
	Operating Expenses	3,469.01	89,475.73
Reserve Expenses			
61100	Roof Reserve	1,058.88	10,588.80
61310	Asphalt Reserve	757.10	7,563.47
61420	Exterior Paint Reserve	403.12	4,031.21
61700	Carpet Reserve	39.87	358.83
61750	Carport Roof Reserve	164.88	1,647.09
	Reserve Expenses	2,423.85	24,189.40
	TOTAL EXPENSES	5,892.86	113,665.13
	Current Year Net Income/(loss)	3,913.43	(16,561.85)

Seacliff Plaza Condominium Association

Income/Expense Statement
Period: 05/01/21 to 05/31/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
41000	Associations Dues	9,766.62	9,125.26	641.36	95,211.62	91,252.60	3,959.02	109,503.14
43000	Late Fee Income	15.00	.00	15.00	75.00	.00	75.00	.00
43075	Attorney Income	.00	.00	.00	300.00	.00	300.00	.00
43080	Work Order Income	.00	.00	.00	1,285.00	.00	1,285.00	.00
43330	Processing Fee Income	15.00	.00	15.00	75.00	.00	75.00	.00
45000	Interest Income	9.67	.00	9.67	156.66	.00	156.66	.00
	Subtotal Income	9,806.29	9,125.26	681.03	97,103.28	91,252.60	5,850.68	109,503.14
EXPENSES								
Operating Expenses								
51000	Administrative	15.00	25.00	10.00	195.00	250.00	55.00	300.00
51100	Management Fees	540.00	540.00	.00	5,400.00	5,400.00	.00	6,480.00
51120	Bank Fees	.00	8.33	8.33	.00	83.30	83.30	100.00
51160	Legal-General	.00	41.67	41.67	300.00	416.70	116.70	500.00
51400	Insurance Expense	.00	1,666.67	1,666.67	21,544.00	16,666.70	(4,877.30)	20,000.00
51520	Audit & Tax Preparation	.00	133.33	133.33	1,420.00	1,333.30	(86.70)	1,600.00
52250	Water	787.88	791.67	3.79	7,878.80	7,916.70	37.90	9,500.00
52260	Sewer	1,047.84	990.90	(56.94)	9,799.62	9,909.00	109.38	11,890.80
52300	Refuse Service	580.24	550.51	(29.73)	5,651.50	5,505.10	(146.40)	6,606.12
52400	Electric	156.65	166.67	10.02	1,848.07	1,666.70	(181.37)	2,000.00
53200	Building Maintenance	83.00	486.67	403.67	22,695.34	4,866.70	(17,828.64)	5,840.00
53310	Summer Grounds Maintenance	258.40	662.50	404.10	4,388.40	6,625.00	2,236.60	7,950.00
53320	Grounds Maintenance	.00	250.00	250.00	.00	2,500.00	2,500.00	3,000.00
53520	Winter Grounds Maintenance	.00	387.50	387.50	8,355.00	3,875.00	(4,480.00)	4,650.00
	Operating Expenses	3,469.01	6,701.42	3,232.41	89,475.73	67,014.20	(22,461.53)	80,416.92
Reserve Expenses								
61100	Roof Reserve	1,058.88	1,058.88	.00	10,588.80	10,588.80	.00	12,706.52
61310	Asphalt Reserve	757.10	757.10	.00	7,563.47	7,571.00	7.53	9,085.23
61420	Exterior Paint Reserve	403.12	403.12	.00	4,031.21	4,031.20	(.01)	4,837.49
61700	Carpet Reserve	39.87	39.87	.00	358.83	398.70	39.87	478.42
61750	Carport Roof Reserve	164.88	164.88	.00	1,647.09	1,648.80	1.71	1,978.56
	Reserve Expenses	2,423.85	2,423.85	.00	24,189.40	24,238.50	49.10	29,086.22
	TOTAL EXPENSES	5,892.86	9,125.27	3,232.41	113,665.13	91,252.70	(22,412.43)	109,503.14
	Current Year Net Income/(loss)	3,913.43	(.01)	3,913.44	(16,561.85)	(.10)	(16,561.75)	.00

Seacliff Plaza Condominium Association

Income/Expense Statement

Actual spreadsheet Start date: 08/01/20 Cutoff date: 05/31/21

INCOME:	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	Total
41000 Associations Dues	14,400.00	7,870.00	8,380.00	7,620.00	9,155.00	8,570.00	12,180.00	9,410.00	7,860.00	9,765.62	.00	.00	95,211.62
43000 Late Fee Income	.00	.00	.00	60.00	.00	.00	.00	.00	.00	15.00	.00	.00	75.00
43075 Attorney Income	.00	150.00	.00	150.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00
43080 Work Order Income	.00	.00	.00	1,285.00	.00	.00	.00	.00	.00	.00	.00	.00	1,285.00
43330 Processing Fee Income	.00	.00	.00	60.00	.00	.00	.00	.00	.00	15.00	.00	.00	75.00
45000 Interest Income	23.10	16.81	17.52	16.52	16.64	16.81	15.29	15.10	9.20	9.67	.00	.00	156.66
Subtotal Income	14,423.10	8,036.81	8,397.52	9,191.52	9,171.64	8,586.81	12,195.29	9,425.10	7,869.20	9,806.29	.00	.00	97,103.28
EXPENSES													
Operating Expenses													
51000 Administrative	15.00	.00	15.00	.00	.00	.00	150.00	.00	.00	15.00	.00	.00	195.00
51100 Management Fees	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	.00	.00	5,400.00
51160 Legal-General	150.00	.00	.00	150.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00
51400 Insurance Expense	5,640.25	.00	.00	5,640.25	.00	.00	5,640.25	.00	4,623.25	.00	.00	.00	21,544.00
51520 Audit & Tax Preparation	.00	.00	.00	.00	.00	1,420.00	.00	.00	.00	.00	.00	.00	1,420.00
52250 Water	787.88	787.88	787.88	787.88	787.88	787.88	787.88	787.88	787.88	787.88	.00	.00	7,878.80
52260 Sewer	970.26	970.26	970.26	970.26	970.26	970.26	970.26	970.26	989.70	1,047.84	.00	.00	9,799.62
52300 Refuse Service	550.06	550.06	550.06	550.06	550.06	580.24	580.24	580.24	580.24	580.24	.00	.00	5,651.50
52400 Electric	299.33	126.91	128.43	125.87	148.75	467.00	130.14	145.18	119.81	156.65	.00	.00	1,848.07
53200 Building Maintenance	11,712.25	1,273.45	1,560.00	6,870.99	571.00	72.00	17.30	.00	535.35	83.00	.00	.00	22,695.34
53310 Summer Grounds Maintenance	1,590.00	1,590.00	950.00	.00	.00	.00	.00	.00	.00	258.40	.00	.00	4,388.40
53520 Winter Grounds Maintenance	.00	.00	.00	3,195.00	1,140.00	1,070.00	930.00	960.00	1,060.00	.00	.00	.00	8,355.00
Operating Expenses	22,255.03	5,838.56	5,501.63	18,830.31	4,707.95	5,907.38	9,746.07	3,983.56	9,236.23	3,469.01	.00	.00	89,475.73
Reserve Expenses													
61100 Roof Reserve	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	1,058.88	.00	.00	10,588.80
61310 Asphalt Reserve	749.57	757.10	757.10	757.10	757.10	757.10	757.10	757.10	757.10	757.10	.00	.00	7,563.47

Seacliff Plaza Condominium Association

Income/Expense Statement

Actual spreadsheet Start date: 08/01/20 Cutoff date: 05/31/21

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	Total
61420 Exterior Paint Reserve	403.13	403.12	403.12	403.12	403.12	403.12	403.12	403.12	403.12	403.12	.00	.00	4,031.21
61700 Carpet Reserve	.00	39.87	39.87	39.87	39.87	39.87	39.87	39.87	39.87	39.87	.00	.00	358.83
61750 Carport Roof Reserve	163.17	164.88	164.88	164.88	164.88	164.88	164.88	164.88	164.88	164.88	.00	.00	1,647.09
Reserve Expenses	2,374.75	2,423.85	2,423.85	2,423.85	2,423.85	2,423.85	2,423.85	2,423.85	2,423.85	2,423.85	.00	.00	24,189.40
TOTAL EXPENSES	24,629.78	8,262.41	7,925.48	21,254.16	7,131.80	8,331.23	12,169.92	6,407.41	11,660.08	5,892.86	.00	.00	113,665.13
CURRENT YEAR NET INCOME/(LOS)	(10,206.68)	(225.60)	472.04	(12,062.64)	2,039.84	255.58	25.37	3,017.69	(3,790.88)	3,913.43	.00	.00	(16,561.85)

VENDOR CHECK REGISTER

Starting check date: 5/01/21 Starting vendor: "First" Cash account #: 10000
Ending check date: 5/31/21 Ending vendor: "Last"

Vend-#	Vendor Name	Check-date	Check-#	Check-amount	Reference
BRUCE	BRUCE ROBERTS COMPANY	5/14/21	385	83.00	
HOME	HOME WATER, LLC	5/14/21	386	787.88	WATER
NORTHR	NORTHRIM BANK	5/14/21	387	2,423.85	2020-2021 RESERVE
PAUL	PAULS TREE SERVICE	5/14/21	389	258.40	
SNOWS	SNOW'S MANAGEMENT, INC	5/14/21	388	15.00	P Fee
Totals:				3,568.13	