

# Capital Court Condominiums

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Sept 13 2022

## I. Call to order - 6:35 pm. Location – Online (via Zoom)

**Board members present:** Cindy Lowe: President, Melanie Richardson: Vice President, Karen Chartier: Treasurer, Larissa Burk: Member at Large, Morris Management: Kwasi Okyere

**Quorum established:** Yes

## II. Board approved via email Aug 2022 BOD meeting minutes.

## III. Old Business

- **Gate update:** Tacoma Iron has removed gate for mason to access and demo pillar prior to Iron Works returning to embed tree support system for gate. This step will be followed by the gate company returning to hook up the system and be followed by the mason rebuilding the pillar.
- **Maintenance**
  - 4405/4410/4418/4422/4430- Need chimneys painted
  - 4411- Door pillar cracked
  - 4422- Interior drywall and paint- will delay until next substantial rain to ensure repair is holding
  - 4428 and 4424- Dryer vents need annual cleaning by company due to ducts transversing 2nd story
  - 4402 sprinkler head in back against chain link fence is out laying on grass. (Sanchez notified-klc)
  - 4438- Detached gutter in front referred to Advantage Company for repair.
  - 4403 outside electrical outlet needs to be replaced w/GFCI outlet.

*Completed:*

- *Foundation crack: Hugh Mckenzie assessed foundation cracks at 4421 & 4403 and found there is no issues to be concerned about.*
- *9/1/22 City of Olympia pumped out septic tanks*
- *4440-Repair handrail*
- *4424- Siding repair by sliding door by Vantage Contractor.*

## IV. Email Approval

Items approved by BOD during month of August:

- 8/10-Approval 4425 ACC request for security camera
- 8/18- Approval to pay Advantage \$6,334.26 4422 roof work/exterior work.
- 8/20- Approval to pay Advantage \$622.21
- 8/26- BOD approved reimbursement for Karen Chartier in amount \$271.31 for locksmith repair mailbox 1P.
- 9/02/22 - approval to reimburse Karen Chartier \$380 for Sanchez Landscaping 8hrs of work done on 09/01/22 (replace heads, unbury heads, aim).
- 8/28/22- Approved \$271.31 reimbursement to Karen Chartier to have VJ Locksmith replace lock on mailbox 1P, the key would no longer open it.
- 9/7/22 Approved to pay Zacks for bldgs 2,4 & 8 gutter cleaning on 8/30/22.

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## V. New Business

### **\*Changed Annual meeting to Oct 17<sup>th</sup> 630pm condo #4423\***

- Winterize sprinkler system end of October. Cindy will schedule Lee from Lacey Backflow.
- Approval to dethatch behind Bldg 5 & 7 due to lawn saturation by Natural Elements.
- Approval to plant tree along 45<sup>th</sup> Avenue from storm damage.
- Worked on budget, paired it down even more.
- Agreed to have management company send budget for 2023 as well as comprehensive explanation for need for dues increase to stay on budget in upcoming year.
- There has been no dues increase for 4 years 2018-2022/17% Inflation rate in those 4 years/ 6 roofs left to replace/Major gate repair/Increase in basic maintenance for 27 yr old buildings & grounds. Reserves are 19% funded.
- Discussed format of annual meeting and role of management company
- Agreed to email owners to fill the 2 open board positions prior to annual meeting. The 3 remaining Board members terms are up next year.

## VI. Meeting Adjourned 7:45

## VII. Next BOD Budget meeting Oct 4 at 6:30 via Zoom.

Minutes by Melanie Richardson, Vice President