CAPITAL COURT CONDOMINIUMS

Governor Lane SE ☐ Olympia WA 98501 ☐ http://www.capitalcourtcondo.webs.com

Nov 8, 2022

Present: Cindy Lowe, President; Melanie Richardson, Vice President; Karen Chartier, Treasure; Larissa Burk, Member at Large; Kwasi Okyere, Morris Management

I. **Call to order 6:40- ZOOM**

II. **Quorum Established**

III. **Vote approved September 2022 BOD minutes**

IV. **OLD BUSINESS**:

- **Status of Front Gate repair**
  Gate is now mounted on pillar, Guardian returning 11/11/22 then Electrician will be back to mount lantern on pillar and electricity turned back on.
- **Maintenance**:
  PRIORITY
  - 4424 & 4428 have lengthy dryer ducts that transverse across the 2nd floor. Company recommends they are cleaned twice a year to avoid a fire hazard. – scheduled for December. Kwasi will let owners know date.
  - 4424 status of cracked siding repair- Advantage will look at siding stored in shed and use pieces for repair.

  Secondary:
  - 4411 Pillar cracked
  - 4422 interior drywall & paint (owner will contact Board after heavy rain)
  - 4405/4410/4418/4422/4430 Paint chimney chases
  - 4426 Light post loose/leaning
  - 4436 partition top gap
  - 4428 mud standing water backyard
  - 4427 owner reports Chimney cap rusty
  - 4407 owner hears crows in chimney
  - Venables-Rats seen outside 4428.
  - 4420 metal box attached to siding rusted out

V. **NEW BUSINESS**

- 4431 sold
- Bldg 7 outside lights always on – Cindy will contact Prestige Electric.
- 4420 ACC request for ductless mini split submitted. Alpine Ductless to do work. Board voted & approved. See attached request & terms accepted by owner.
- When Association maintenance or repair needs to be done where Owners outside modifications exist (brick patio, garden bed, conduit attached to siding or automatic awning attached to siding etc) owner may be required to pay for their ACC to be moved for Association work to be done.

- Jason McBride- Down & Dirty snow retainer $250- Board approved.
- Next year the Board will establish a petty cash fund to pay handymen for minor repair work. Most do not send bills but expect to be paid when done with job. (Ex. Fence hit by tree, partition slats blown out by wind, locksmith for broken lock on package mailbox 1P). Receipts are as always required to submit to Board. This will eliminate Board using their personal money.
- Landscaping
    - John, Natural Elements will reach out to sprinkler company he works with in spring as there are areas suspicious for leaks throughout the community.
    - Natural Elements will take care of weeds along Boulevard. They will assist in filling in the over trimmed lamp pole areas as well as reseed areas in the spring due to over trimming.
- Budget vote letter- establishing easy to read bullet points to be included with ballot, monthly increase vs assessments, & Board duty to inform the risks of a Reserve Fund at 19%.

VI. APPROVED VIA EMAIL BY BOD:

- 9/26 Approved reimbursement $1,128.26 for Karen Chartier for grass seed, weed control, tree disease control, flowers/decor for the year 9/2021 thru 9/2022
- 10/10 Approval for Natural Elements to dethatch lawn behind Bldg 5($635) & 7($489) help w/drainage due to over saturation.

VII. Meeting Adjourned 8:15pm

Minutes by Karen Chartier, Treasurer