

PTCA BOARD MEETING MINUTES

September 21, 2020

The September 21, 2020 PTCA Board Meeting was called to order at 6:04 pm by President Ray MacPherson. This BOD meeting was held via ZOOM. Board members present: Ray MacPherson, Ken Wright, Gary Brackett, Tom Sanford and Glenda Anderson. Samantha Davis present from The Management Trust.

Ratify any AWM's performed outside of the Board Meeting –

August 20, 2020 Action taken to approve tree trimming

Secretary's Report –

The minutes from the August 17, 2020 Board Meeting were read by Glenda Anderson. Motion made, seconded and approved to accept as read.

President's Report –

We will hold the October and November meetings via ZOOM. We are not using the chat function during the meeting but there will be time at the end of the meeting for questions and comments. Residents who have difficulty accessing Zoom should contact Samantha or Ken.

Finance Report – Treasurer's Report- Ken presented the Treasurer's Report. Motion made, seconded and approved to accept the report.

Community Association Manager's Report –

Samantha Davis reported:

She and Tom completed the August site visit

She will do a building walk thru tomorrow.

Both new landscape vendors have been set up.

Committee Reports

- Maintenance/Landscape

Gary reported that God's Green Earth has begun the clean up and will conclude tomorrow. Tree pruning will start in November.

Tom reported that roof work continues but there are a few issues left to be resolved. All items need to be finished before invoice will be paid.

Ken reported that Arnold's maintenance list has been drafted and is being reviewed with Arnold and he is testing it out. Ken and Tom are checking in weekly with Arnold and updating the list as necessary.

We have received a maintenance contract for \$705 per year for the exercise equipment. Ken provided a thorough assessment of the age of the equipment and is not recommending we sign.

Work has proceeded on adding security fencing. No contractors are available due to high demand. Spencer Construction has given us a proposal for parts and labor. Motion made, seconded, and passed unanimously for fencing not to exceed \$4000 including tax to install three areas of fence for security purposes. Funded from Reserve Account.

Exterior window washing is scheduled to start October 15th.

- Social Committee
No report
- Interior Design
No report
- Security
Ray encouraged residents to remain vigilant when entering and exiting the parking garages and to be sure no valuables are visible in parked cars. Ken reported that 4-5 parking tickets have been issued.
- Budget & Finance
Ken reported that we are on budget. Accounts receivable is looking very good. Ken has started next year's budget and will hold a short Zoom meeting on September 28th to answer questions.
- Update on Moves
Gary reported 9 moves totaling 11 days.
- Book Club
On hold until state allows social gatherings
- Newsletter
September newsletter was published and sent out via email. October newsletter will be available first of October.
- Government Affairs/Community Relations
Gary reported updates on Bus Rapid Transit via Pacific Avenue, Sound Transit's Tacoma Dome Link Extension Project, and the Community Center proposal for the former Gault elementary school. Ken will eblast links to updates on these local issues.
- Rules Committee
No report

Unfinished Business

Discussion continued from August meeting regarding move fees.

Motion made, seconded, and passed unanimously to Revise Rules Section 10, Part One, paragraph 5 to remove the references to Move In / Out Fees, adding "set by Board". Changes to become effective December 1, 2020.

Section 10

Part One

Resident Move Rules

Paragraph 5 Revised Effective December 1, 2020

Resident Move Rules apply to Unit owners, lessees and special occupants moving into or out of the building or moving to another Unit within the building.

5. Residents moving in are charged a move-in fee **set by Board** of ~~\$300~~. Residents moving out are charged a move out fee **set by Board** of ~~\$150~~. If a current resident moves from one Unit to another Unit within the building, the Unit owners are charged the respective move in and move out fees.

Move fee changes require notification to homeowners which will be provided via a comprehensive mailing and web site notices.

New Business

Annual Meeting is scheduled for November 16, 2020. If you are not attending please submit a proxy.

Announcements

None

Open Forum

Dave Stegell is still waiting for Arnold's Duty list to be made public. He thanked the board for posting parking information in the newsletter. He asked that a reminder be included in the October newsletter that residents are strongly urged to limit their use of guest parking. There are limited guest parking places and they should be reserved for guests, deliveries and contractors. He asked that a suggestion also be included in the newsletter to change your air filter. The recent smoke heavily contaminated the filters. He reported that dog waste was found in front of unit 604 and 605. He also asked that board members and the Management Trust be sure to acknowledge receipt of emails.

Jan Miller thanked the board for the recent landscaping work. Jan volunteered to help residents set up Zoom.

Jon Levant reminded the board that the new fee changes need to be updated on the fillable forms available on the web site. He asked how we will handle voting at the annual meeting. He also asked if the fencing is an operating or a capital expense.

Ivan W asked if we have an online forum for posting resident messages. Will responded that there is a Pacific Tower Face Book account.

The board moved to Executive Session at 7:22pm.

Motion made, seconded and approved to adjourn at 7:37pm.

Respectfully submitted,

Glenda Anderson, Secretary