

HOA Meeting Minutes 9/7/25

- 308 and 305 needs welcome packet

Agenda:

- Overall Building Status
- Bradford Court budget
- Maintenance

Overall Building Status:

- Many documents (including building work records) are in the Cloud, which the HOA has not been able to access
 - Andrea (Unit 401 Estate Manager) has been requested to submit documentation to Apple for Legacy account access so that the HOA members can see complete documentation of work done
 - HOA is in the process of making an SOP (standard Operating Procedure) to document these aspects in the future for any and all future HOA members
- \$86k in checking and \$140k in savings

Budget:

- The building is currently self-managed and plans to remain that way with the assistance of an HOA Software service (EasyHOA)
- Reserves remain low due to 2 large loans which were taken out for the sprinkler project, elevator revamp and siding replacement projects.
 - The HOA is in the process of negotiating payment amounts and timeline for that negotiated payment
 - § It will likely be a 3-year repayment contract of approx. 3k monthly payment
- The budget is being rebuilt back to approved levels after these major projects
 - Goal is to reach and maintain \$200k in reserves in anticipation of future projects and to protect individual resale value for units

- Proposing in 2026 (will be voted in December meeting) to move dues payment date to be paid in the beginning of the month – **This will be voted on and ratified at the December meeting date TBD**

- This will require that in January 2026 December and January dues would payment” for the first billing cycle of 2026.

- The HOA is considering putting HOA dues \$\$ into CD’s, which would allow our dues dollars to be grow more quickly through the investment and help recoup reserves and prepare for future projects more quickly.

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Maintenance:

- Exterminator

- Is currently on hold as HOA is looking to switch vendor

- An email will be sent when extermination resumes

- Units needing spray right now:

- § 109

- § 103

- § 305

- § 105

- § 206

- § 1

- HOA is also looking replace rat/mouse traps with new exterminator as well
- Windows
 - Please send the HOA and email with your name, unit, #of windows and # of screens that you need repaired
 - Please do the same for any concerns about your sliding glass door
 - 109 resident was asked to assist in sourcing and vetting potential vendors for this type of project

§ Screens ONLY

- 308
- 303
- 108
- 306
- 310
- 109

§ Windows and/or Slider

- 107
- 401* customizations, need a separate meeting
- 109
- 208
- 209
- 305
- 106

- Dryer Vent cleaning
 - Should be done every 2 years
 - Ande in unit 103 helping to source a vendor for this and supervise

§ ~3.2k for entire building

§ Allison proposes to complete this work in October

- Allison would like to join the Washington State Home Owners Association Group in order to learn and understand the upcoming and new laws for HOAs in the state of WA

- Cost is \$300 and includes enrollment for 20 homeowners

§ If you would like to have this group enrollment and access please reach out to Allison-Marie

Security:

- Dumpster

- Locking dumpsters
- Reach out to Waste Management

§ Will come with a bar that flips over – see Pet Care Center at Luna Park has one that you can see an example

§ Kellie will call WM for a cost quote structure

Q&A:

A concern was raised about use of meat smokers on patios – this is not allowed per bylaws