**Natapoc Village Condo Owner’s Association**

**Annual Meeting – June 11, 2017**

**Minutes approved June 24, 2018**

**Present:** Jim Farmer (101), Ashley & Paul Nielson (103), Mary Long and Dan Forbes ( 202), Sue Hennessy and Marcus Wood (105), Mary Anne Thorbeck (106), Sarah Navarre, Margo Navarre & Stephen Carroll (109) Steve Schmidt & Kay Kameron (110), Lisa Hanson, Property Manager

**Absent:** Steve & Marie Olson (102), Brook & Bella Fritz (104), Nick & Michelle Psyhogeos ( 201), Neil & Juli Horan (203), Dave & Meg Krah (107), Dave Bissonnette (108), Charlie & Juli Kindel (204), Bob & Darlene Jaeger (205) and Dick & Joann Swanson (206)

**Proxy to Board:** Bob Jaeger

**Proxies to Thorbeck:** Fritz (104), Olson (102), Krah (107)

**Call to Order and Approval of Minutes:** The annual Meeting of the NVCOA was held in the condo of Sue Hennessy & Marcus Wood and called to order a bit after 10am by President Marcus Wood. He welcomed new owners Paul and Ashley Nielson. Marcus acknowledged what a great job that Mary Long had done this past year as President of the Kahler Glen Association as she finished her term the day before our meeting. A quorum was established as our Natapoc Bylaws state that a quorum is “at least 25% of the total votes in the Association”. **Jim Farmer moved and Mary Long seconded the motion to accept the 2016 Minutes as written and presented. Motion passed unanimously**.

**Reports:**

**President**: Marcus said that one of his main jobs is trying to recruit new people to serve on the Natapoc Board. He has one more year as President and Mary Anne has two more as Secretary. He gave many thanks to Dan Forbes and Mary Long for all the “sweat equity” that they give to Natapoc. Having three full time owners is a great benefit for our association for being here to keep an eye on the place.

**Secretary:** Mary Anne did not have a report but a request to please notify her of any changes in owner’s contact information especially telephone numbers and email addresses since we do so much of our communication in that way. RSVP’s to Annual Meetings would also be nice.

**VP for Infrastructure:** Dan says that he is so glad to have Lisa Hanson on board as our Property Manager. She has good contacts for the help and work that we need around our property. Plus she is efficient and he feels they work well together. He said that he would comment more during her report. He and Mary once again reiterated the many problems with getting the irrigation system up and running. The irrigation problems have a lot to do with the watering system as a whole at Kahler Glen and their turning on and off water and switching their watering sources. Each time it is changed they have to re- start our irrigation system which is about a two hour process.

**Property Manager:** Lisa outlined her responsibilities and then went through completed projects: Roof repairs, snow removed from our roofs (twice), carport and sidewalk blown out, helped Dan and Mary with Fall pruning, arranged for pest control for ants and rodents, bought new LED Christmas lights and arranged for installing on roof line, arranged for lawn and garden work with Juan’s Landscaping and coordinated with Dan and Mary, helped Dan and Mary organize the shed, help coordinate the installation of the new water meter, took care of switching the old heat pumps off for winter and on for spring/summer, arranged for chimney sweep, furnace maintenance and snowboard installation in winter and removal in spring. Dan wondered if we need the snowboards and he proposed having the snow blown out after a snowfall. Consensus was that it might be worth a try depending on the cost. Lisa will check with CAST on that and get back to the Treasurer and President. Lisa will arrange a date for window washing and HVAC maintenance and notify the owners. Both services are at owner expense and they will need to opt-in to receive. Windows will be done after the mitigation work is complete.

 **On Going Property Manager Projects:** 1.) Everyone seems happy with the work of Juan’s Landscaping and feels that the grounds have never looked better. 2.) It was also a consensus that the snow plowing had improved this past snow season. But water and ice on the upper stairways and landings still presents a major problem. Hopefully these problems will be resolved with the mitigation on the water damage. 3.) We have replaced many, many light bulbs recently on our garages and in our carports and stairs, even replacing recently installed LED bulbs. Dan, Mary and Lisa believe that there might be some problem with the wiring or the outlets. Jeff Story will have his electrician look at the problem and give us an assessment. 4.) She is continuing to meet with contractors and insurance adjustors on completion of condo repairs. 5.) The light sensor in Building B continues to be a problem which is has not been solved. 6.) The repair of the broken concrete is still on the list of to-do’s. She has spoken with a contractor. 7.) Those who have had new HVAC equipment installed have been told that that their heat pumps need to be covered from above to prevent damage from ice falling. Various options were discussed on how to cover the heat pumps or extend the overhang from the roof. Many of the old heat pumps have severe damage to the fins and are almost non-functional. Three owners have had new HVAC equipment installed within the past year, two because their equipment stopped functioning. Our original HVAC equipment is very old at this point and both the inside (air handler) and outside (heat pump) units need to be replaced at the same time so they are compatible. We think this is the last year that Freon can be installed in the original heat pumps as it will be totally off the market.

Mary Long brought up several other things that she thinks need to be addressed. 1.) We need to check the fire extinguishers that are on the outside of our buildings to make sure they are functioning. Lisa will look into getting that scheduled. 2.) Our fire alarm system is pretty old at this point. We have discussed an upgrade for this previously. Lisa will get an estimate on that. 3.) Our Natapoc entrance sign was broken over the winter as the posts rotted out and sign itself broke. It is in their garage. It needs to be installed a couple feet higher with treated wood for posts. Lisa will see that it gets repaired and installed.

**Treasurer’s Report:** Sue Hennessy had emailed a veryextensive review of the 2016-17 budget and the drafted 2017-18 budget to the owners before the meeting. Sue had sent out several emails during the year updating owners on our financials and then on the water damage to our roof and individual units from this past year’s winter. The new 2017-18 Budget presented came in with the same dollar figure as last year’s which is a $65,000 Budget. She went through many individual items that were discussed by the group. The main discussion topic was the repair or replacement of our roof. We are still waiting for the roof assessment by the insurance company. An adjustor was at Natapoc for four hours a week ago. The Board believes that the roof needs to be replaced as Jeff Story will not guarantee his indoor work in the units unless the roof is replaced. There is a critical time period that the roof can be replaced in our Lake Wenatchee area. We had received a bid from Trey Gooch Roofing two summers ago and the range for a new roof on both buildings was between $150,000 and $220,000 depending on the roofing material. We had another company, Summit Roofing, that did roof repairs for us but their insurance will not cover them replacing roofs on multi-family housing. Marcus and Lisa will make sure that we are on the roofing list for Trey Gooch for roofing this summer. The Gooch bid also included an ice guard waterproofing material installed under the roof tiles which is probably code at this point. It was also noted by someone that there are no roof vents. There are many unanswered questions at this point.

Sue wanted to pass a preliminary budget and determine additional costs when we know them and then pass a bigger budget when we know what the insurance company says about a new roof or what they might pay for repairs that we could apply to the cost of a new roof. Jim Farmer thought that it was better to pass the new budget as is and then do an assessment when we know the extent of what that assessment might be. Discussion followed but most seemed to think that passing the budget and coming back for an assessment later the way to go. **Dan Forbes moved and Jim Farmer seconded that the 2017-18 budget of $65,000 be approved as presented by Sue Hennessy. Motion was unanimously approved.** Jim Farmer ended by saying that he has seen many budgets over the years of many organizations and Sue’s report is the most comprehensive report he has ever seen.

**Director’s and Officer’s Liability:** Mary Long gave a brief review about why we vote on this motion every year. **Sue Hennessy moved that all actions of the directors and officers of the corporation on behalf of the corporation during the past year were ratified and confirmed, provided the actions were within the scope of the directors and officers duties and not outside the normal course of business of the corporation. It was seconded by Mary Long and passed unanimously.**

**Election of Officers:** Marcus said thatJim Farmer had agreed to serve a term as Treasurer. Marcus asked if there were other nominations from the floor. There were not. **Marcus moved to approved Jim Farmer for a three year term as Treasurer of Natapoc Condo Association. Motion was approved unanimously**. Marcus said that Dan Forbes had agreed to serve an additional 2 year term as VP for Infrastructure. He asked if there were other nominations for this position. There were not. **Marcus moved to approved Dan Forbes for a two year term for VP for Infrastructure. Motion was approved unanimously.**

**New Business:** 1.) Marcus said that there was a sale pending for 201, owned by the Psyhogeos family. 2.) Rules at Kahler Glen: Marcus mentioned that there were rules concerning behavior that are posted on the Kahler Glen website it asks that they are posted in owners units for guests and renters. There followed a discussion on some of the rules especially about smoking. Bottom line on that was no smoking in units or decks. 3.) Next discussion item was on parking and overflow parking especially in the winter. The overflow parking for Natapoc this past winter was in the parking area across from the driving range. There should be no parking along the berm along Building B when snow is forecast as the snow plows cannot get in to do their plowing. Discussion centered on parking along this berm even in summer. Sprinkler heads often get broken when people park along the berm. Dan says it is especially important to not park there on Fridays when the lawn work is done. It seemed to be the consensus that overflow parking in the summer should be in the Kahler Glen parking lot across the road. Please do not park in front of garages especially in front of the shed area so that garbage and recycle can be picked-up. Steve Schmidt will get a No Parking sign for that area. Asking owners if you can use their parking space for guests if they are not at Natapoc is the polite thing to do. 4.) Trees in front of the Swanson, Navarre and the Schmidt/Kameron condos: Question is if some trees can be removed to let more light into those units. Two trees have been identified as possible to remove. It was also pointed out that they might be too close to the units and Firewise sensitive. A bid will be secured for tree removal. 5.) New owner, Paul Nielson, had several questions. He was given the name of Jeb Butler for installing screening on his deck. 6.) It was agreed that Lisa would buy a battery blower and put it in the back of the shed for owners to use. 7.) Mary Long says that a new combination lock is needed for the shed. 8.) Mary also wanted to remind owners and renters that the number of people staying in units is 2 people per bedroom plus two. A two bedroom unit should have no more than six people staying in it. A three bedroom unit should have no more than eight people staying in it. The reasons for this have to do with not stressing our septic systems and it is especially important on holiday weekends. Please note that there is an alarm on our Natapoc septic system that can go off when it is stressed. Our septic system is below the rock wall in front of our units. If owners are at Natapoc when the alarm goes off, please call Lisa Hanson our property manager and she will notify the proper person at Kahler Glen to deal with the alarm and problem.

Dan Forbes moved to close the meeting and Jim Farmer seconded the motion. Motion was approved by all. Meeting was adjourned at 12:45pm.

Minutes respectfully submitted,

Mary Anne Thorbeck