



WHCA Council Meeting Minutes

April 16, 2014

Pursuant to notice, a meeting of the Washington House Condominium Association Council was held on Wednesday, April 16, 2014, in the Washington House Community Room. Present were Council President Paul Roberts, Vice President Karen Hornor, Treasurer Joy Scott, Secretary Susan Swan, and Ad Hoc Member Len Sawyer. Twenty-six owners and residents attended. Attending at the invitation of Council were Aspen Property Management President Brad Carrillo and Assistant Property Manager Lorraine Brady.

The President called the meeting to order at approximately 7 p.m. The President made a motion to approve the Council meeting minutes from January 22, 2014, which was seconded by Ms. Scott and unanimously approved.

President's Report

Mr. Roberts welcomed new Washington House residents.

Mr. Roberts introduced the representatives of Aspen Property Management Company. He reported that since taking over in January, the new WHCA Council has transitioned much of the day-to-day management of Washington House to Aspen.

Mr. Roberts and Mr. Carrillo outlined the roles of various Aspen employees and of WHCA committee members serving as liaisons to Aspen on matters such as building maintenance and finances. Mr. Carrillo explained how owners and residents can best contact Aspen with questions or concerns.

Treasurer's Report

Ms. Scott reported that as Aspen has assumed day-to-day management of the financial affairs of Washington House, the Treasurer's role has transitioned to oversight and liaison responsibilities. She gave a brief overview of the Association's financial standing and noted that recent and upcoming sales of new units and the sale of one commercial unit will result in revenues from outstanding liens.

Property Manager's Report

Mr. Carrillo reported that Aspen's review of WHCA financial records showed them to be in good order.

Mr. Carrillo described Aspen's process for providing on-site services to Washington House. He provided an overview how Aspen has responded to maintenance needs so far.

Mr. Carrillo reviewed Council-approved changes in the key card policy that set lower card costs to owners.

Mr. Carrillo explained Aspen's process for collecting condo and water fees from owners and described the payment options available.

Council and Aspen discussed various ways to provide roof access for owners' HVAC service providers. They noted the need for advanced notice from owners when a vendor needs access to the roof or utility room.

Secretary's Report

Ms. Swan reported that Council has transitioned much of the Association's recordkeeping to Aspen. She described some new processes created to facilitate communication and digital record storage. She noted that Council will be meeting three times a year, with standing dates (to be announced) in April, October, and January.

Committee Reports

Enforcement: Ms. Scott reviewed the process for reporting noise complaints.

Handbook: Reporting for Committee Chair Pamela Bobbs, who was unable to attend the meeting, Ms. Swan noted that Ms. Bobbs has drafted a revision to the WHCA Handbook, which will be available online when it is reviewed and approved.

Community Relations: Mr. Hornor provided updates on the City Council election, stormwater fees, work on a new city comprehensive plan, planning and zoning developments, and other local matters.

Landscaping: Ms. Chase reported on damage from harsh winter weather and ongoing repairs and improvements to the property. She described efforts to deal with plant damage from discarded cigarettes.

Miscellaneous: Ms. Hornor reported on problems with U.S. Mail delivery, including lost and misplaced mail. Residents were urged to file complaints if they experience problems.

Open Comment Period

Mr. Roberts opened the meeting to questions and comments from attendees. Mr. Carrillo and Council members responded to questions on several issues, including the remediation of freezing pipes and concerns about limiting student occupancy and dealing with noise violations.

Upon motion by Mr. Roberts, which was seconded by Ms. Scott and approved by unanimous voice vote, the meeting was adjourned at approximately 8:10 p.m.

Submitted by Susan Swan.

Minutes approved by unanimous email vote of Council 8.3.2014