

## Parkshore Board/Management Meeting Summary

### Quick recap

The Parkshore HOA board met to discuss ongoing maintenance projects and financial planning. Christopher presented a spreadsheet outlining various repair items including stairs and railings (\$30K), gutter repairs, K&L building roofs, and garden window replacements. The board reviewed their available funds, with Thomas confirming approximately \$500K total across savings and operating accounts, though only about \$273K is in reserves. The group discussed implementing annual dues increases as policy rather than requiring special assessments, and addressed the process for handling homeowner complaints and rule enforcement. They also touched on ongoing issues with unauthorized individuals using common areas and the need to better track rental units within the complex. The conversation ended with agreement that Christopher would continue handling routine violations while involving the board for more complex situations.

### Next steps

- [Christopher: Send AI-generated meeting summary to Emily \(and team\) for editing into official minutes.](#)
- [Thomas: Provide the reserve table/allocation details to Emily \(and board\) showing how the \\$273,000 in reserves is currently allocated.](#)
- [Christopher: Bill the responsible owner\(s\) \\$600 for ice melt damage cleanup, allowing for payment plans if needed, and ensure the fine remains as a lien on the account until paid.](#)
- [Christopher: Work on \(or update\) and share a guidance document for Parkshore homeowners on how to handle complaints and neighbor issues, potentially using existing templates from other HOAs.](#)
- [Christopher: Continue efforts to determine which units are rentals and who is residing in each unit, and update the board when this information is clarified.](#)
- [Christopher: Investigate and attempt to identify which unit "Sam" \(the individual frequently in the clubhouse\) resides in, and address unauthorized use of the clubhouse as needed.](#)
- [Emily and PJ/Board: Arrange for Emily to be added as an authorized check signer when she returns.](#)
- [Board/Christopher: Consider adopting a policy of annual minimum dues increases \(e.g., 5%\) and communicate this as a policy to owners for planning purposes.](#)
- [Board/Christopher: Review and potentially update the homeowner guidance document on complaint handling to be sent out annually or as needed.](#)

### Winter Weather and Parking Challenges

The group discussed recent weather challenges, with Christopher sharing experiences from a severe snowstorm in Juneau and Emily mentioning a tropical storm in Hawaii. They discussed winter parking regulations, with Christopher noting issues with permanent parkers not moving their vehicles despite notices. The conversation also touched on snow removal logistics, including challenges with snow storage and melting chemicals, though no specific decisions were made during this informal discussion. The meeting appeared to be just beginning when PJ had to leave due to a pending credit card delivery, and Joan was noted as not attending due to work commitments.

### Property Construction Projects Review

The meeting focused on reviewing ongoing and planned construction projects across the property. Christopher presented a spreadsheet outlining various projects, including stairs and railings work (estimated at 30K) which involves both installing correct fasteners for stairs and adding grippable

handrails to address health and safety requirements. The team discussed gutter repairs and replacements needed across multiple buildings, with Christopher explaining that while some repairs can wait for re-roofing, many gutters require immediate attention due to water damage affecting entryways and walkways. Brenda noted that buildings K and L, located at the southern end of the complex, experience the most weather damage and require ongoing maintenance.

### **Building Maintenance Priorities and Funds**

The meeting focused on discussing building maintenance priorities and available funds. Christopher and Thomas explained that while the total balance sheet shows about half a million dollars, only \$328,000 is available for projects, including \$173,000 in savings and \$55,000 in the operating account. The team identified the K&L building roofs and the clubhouse as top priorities, with the clubhouse requiring immediate attention due to structural issues including rotten walls and water damage. Emily asked about prioritization given available funds, and Christopher emphasized the need for comprehensive property maintenance rather than reactive emergency repairs, noting that neglecting common areas like the clubhouse could lead to more costly problems later.

### **Window Replacement and Building Repairs**

The meeting focused on window replacements in the buildings, with Christopher explaining that the HOA has taken responsibility for replacing garden windows due to design issues, at a cost of approximately \$40K per building. At least 4 buildings have been completed so far, with one more set planned for this year, including re-siding the building. The discussion also covered other ongoing repairs, including stair and handrail work, and the reserve account's purpose for long-term planning, with Christopher noting that the current \$273,000 amount is insufficient and should continue to grow.

### **Reserve Fund Management Strategy Discussion**

The board discussed the balance between contractor work and reserve fund management, with Brenda explaining that assessments should be avoided when possible and reserves should be built up through consistent annual increases in monthly dues. Thomas and Christopher clarified that while there's no minimum reserve balance required, associations should contribute at least 10% of their annual budget to reserves. The group agreed that implementing annual dues increases (ranging from 3-12.5% at Christopher's other property) would be preferable to assessments, with Christopher noting that consistent annual increases are standard practice in well-managed condo associations.

### **Budget and Dues Discussion**

The group discussed the process and timing for presenting the next year's budget, with Brenda confirming the annual meeting is set for the end of December to ensure budget approval before the new calendar year. Emily proposed implementing an annual dues increase as policy, which Christopher supported, suggesting it be presented as a minimum percentage increase rather than a fixed amount. The discussion addressed concerns about affecting long-standing owners on fixed incomes, with Christopher emphasizing that governing documents cannot allow exceptions to dues payments and such changes would require modifying the Articles of Incorporation. Thomas agreed to provide a reserve allocation table for Park Shore to help understand how the \$273,000 in reserves are structured.

### **Homeowner Complaints and Enforcement Processes**

The group discussed mechanisms for handling homeowner complaints and enforcement of rules. Thomas explained that there are legal processes available, including liens and payment agreements, which provide flexibility for residents facing financial difficulties. Brenda and Emily reviewed Article 2, Section 3 of the contract, focusing on the balance between providing guidance and enforcing rules,

particularly regarding notification and fines for rule violations. The discussion highlighted the intent to have the management firm handle complaints and repairs, while leaving enforcement decisions to the board.

### **HOA Fine Enforcement Procedures**

The board discussed enforcement procedures for HOA fines, specifically regarding a case involving ice melt cleanup costs of approximately \$600. Christopher explained that while he has authority to assess fines and send written notices, there was confusion about whether board approval was needed before implementing fines. The group agreed that the outstanding debt should remain on the offending owners' account as a lien, which would need to be paid before any future sale of the property, with payment options to be determined on a case-by-case basis.

### **Homeowner Damage Fine Discussion**

The group discussed a recent fine issued to a homeowner for causing damage to common areas with ice melt. Christopher explained that the fine was justified as it was based on the governing documents, specifically the declarations, which state that owners are responsible for damage to the building and common areas. The discussion then shifted to how the board should handle owner-to-owner complaints, with Christopher advising that the board can choose to take no action and direct owners to file civil suits if needed. The group also discussed the need for guidance documents on how homeowners should handle complaints and the board's role in mediating disputes.

### **Parkshore Tenant Issues Discussion**

The meeting focused on addressing tenant issues and conflict resolution at Parkshore. Christopher discussed his approach to handling board conflicts and emphasized the importance of providing opportunities for residents to vent their concerns. The group discussed specific tenant issues, including a problematic individual named Sam who frequently uses the clubhouse and may be living with relatives in Building D or G. They also addressed challenges in determining which units are rentals and properly registering occupants, with Christopher noting that this has become a complex issue requiring further investigation. The conversation ended with an agreement that Christopher would continue handling tenant issues as usual and would escalate matters to the board when necessary.