

**Washington Village HOA**

**Resale Certificate**

# WA Resale Disclosure Certificate

## WASHINGTON VILLAGE III ASSOCIATION (589)



### Property Information:

#208, 3935 226th Place SE #208  
 Issaquah, Washington 98029  
 Seller: Stephen Couey  
 Buyer: n/a n/a

### Requestor:

Lori Collins -  
 l.collins@solutionspartnersnorthwest.com

File/Escrow Number: n/a  
 Est. Closing Date: 2/20/2025

This Resale Certificate has been prepared in accordance with the requirements of RCW 64.34.425 (Section 4-107 of the Washington Condominium Act) and RCW 64.90.640 (Section 409 of the Washington Uniform Common Interest Ownership Act) on the Association by the undersigned authorized agent or officer of the Association (the "Preparer"). The information stated herein is based on the books and records of the Association and the actual knowledge of the Preparer. Neither the Association nor the Preparer guarantee the accuracy of the information contained herein. The information contained herein is as of the date of execution stated above (the "Date Prepared") and neither the Association nor the Preparer assume any obligation to supplement or update the information contained herein should any change in circumstances thereafter occur or be brought to the attention of the Association or the Preparer.

Please review the Seller and Buyer's responsibilities relative to the RCW 64.90.645 (Section 409 of the Washington Uniform Common Interest Ownership Act) and RCW 64.34.425 (Section 4-107 of the Washington Condominium Act). New Buyer is obligated to read and review ALL documents pertaining to the Association. This includes ALL attachments. It is the buyer's responsibility to understand the governing documents as well as the Fees and Fines, Move in and Out Fees, Reserve Study, Budget, New Carbon Monoxide Detector Law, Reserve and Budget Disclaimer and all rental/leasing restrictions.

### General Information

Right of first refusal/restraints on alienation:

If there are any rights of first refusal/restraints on alienation they will be found under Section 12.2 of the C C & R's.

The regular assessment is:

Payments are due on the 1st of each month in the amount of \$1,019.18 (\$418.59 for the Village and \$600.59 for the Umbrella).

Past due assessments against the unit are:

A late fee of \$75.00 is charged to the homeowner on the village ledger and \$15.00 is reimbursed to the Umbrella Association. The umbrella and village assessments are charged each month to the village ledger and the village reimburses the Umbrella the monthly income that has been collected for the Umbrella portion of the assessments.

There are unpaid special assessments against the unit:

2025 Special Assessment PAID IN FULL.

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In addition to the monthly and special assessments in 2b & c above, the following is past due and unpaid: N/A

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Total owing at closing: 2 Months Prepaid \$2,038.36 payable to Washington Village and Capital Contribution \$5,023.08 payable to Washington Village. \$250.00 Move-in Fee payable to Washington Village. \$120.00 Transfer Fee payable to HOAMCO.

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Delinquent assessments receivable: As of 02/19/2025, there are monthly assessments and/or special assessments owed by all units in the entire HOA that are past due over 30 days totaling \$125,289.06 (\$45,524.50 in assessments and \$79,764.56 in special assessments)

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Delinquent association obligation: If there are any bills or other obligations of the Association which are past due over 30 days they are listed below.

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Fees and fines: 2 Months Dues paid to Washington Village and Capital Contribution Fee - 12 Months Village Assessments paid to Washington Village.

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Anticipated repairs and/or replacements: If there are any repairs/or replacements approved by the Board of Directors they are listed below:

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The following repairs and/or replacements have been approved by the Board of Directors: Alteration & Maintenance Agreements have been placed under documents. Please be sure to print the Alteration & Maintenance Agreements.

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The Association has the following cash reserves for repairs and/or replacements: As of 02/19/2025 - \$1,258,122.43.

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Judgements and suits: If there are any unsatisfied judgments against the Association they are listed below:

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Pending suits: If there are any pending suits against the Association they are listed below:

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Alterations or improvements to the unit which violate the declaration: If there are any improvements to the unit that violate the Declaration they are listed below:

Number of units in the Association and number owned by Declarant/Developer:

There are 181 units in the HOA of which 0 are owned by the Declarant/Developer

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Declarant/Developer has transferred control of the Association to the unit owners on: 2000

List number of principal residences, second or recreational homes, rental units, and owned by developer:

Of the total number of units in the HOA, Association records show that 144 owners live on-site and 37 live off-site. It is unknown how many units are principle residences of the owners, are second or recreational homes, or are vacant. It is assumed that owners with off-site mailing address are renting their units unless we are notified otherwise.

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Does any one person or entity own more than 10% of the total units in the Association? If yes, the owner names and number of units they own are: None

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Code violations: There are no parts of the Association that violate health or building codes.

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The title of the unit is held in: Fee Simple

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The following leasehold estate affecting the Association is: None

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State any restrictions in the declaration affecting the amount that may be received by a unit owner upon sale, if any: None

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Describe any pending sale or encumbrance of common elements, if any: None

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Disclose the effect on the unit to be conveyed of any restrictions on the owner's right to use or occupy the unit or to lease the unit to another person, if any: None

If any, provide age-related occupancy restrictions affecting the common interest community:

Occupants must be 55 years of age or older.

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The insurance agent for the Association's master policy is:

The Partners Group Ltd  
Phone: 425-455-5640  
Fax: 425-455-6727  
Email: [condos@tpgrp.com](mailto:condos@tpgrp.com)

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Describe any insurance coverage the Association provides for the benefit of unit owners:

Contact insurance agent

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Is the Association covered by a qualified warranty:

Contact insurance agent

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Are the common elements covered by a qualified warrant:

Contact insurance agent

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The following claims have been made under the warranty. Included is the type of claim, resolution of the claim, type of repair performed, date of repair, cost of repair and name of the person or entity who performed the repair:

None

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Exhibits. The following exhibits must be attached:

- A. HOA Declaration, and any amendments thereto, showing recording numbers.
- B. HOA Bylaws, and any amendments thereto.
- C. HOA Rules and Regulations, and any amendments thereto.
- D. Annual HOA Financial statement, (including balance sheet and revenue and expense statement) for the year preceding the current year.
- E. Current HOA financial statement (including balance sheet and revenue and expense statement) current with the past 120 days.
- F. Current HOA Operating Budget

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Association Number:

589

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Account Number:

1589 008601UP1 zz

# WA Resale Disclosure Certificate

## WASHINGTON VILLAGE III ASSOCIATION (589)



### Comments

THE ASSOCIATION AND MANAGING AGENT EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY AND ALL LOSSES, DAMAGES, OR CAUSES OF ACTION INCURRED BY ANY BUYER, WHETHER DIRECT, INDIRECT, CONSEQUENTIAL OR INCIDENTAL ARISING OUT OF OR RELATING TO RELIANCE ON THE RESALE CERTIFICATE. BUYER IS INSTRUCTED TO SEEK INDEPENDENT LEGAL, FINANCIAL AND/OR OTHER PROFESSIONAL COUNSEL WITH ANY QUESTIONS OR CONCERNs, AT BUYERS EXPENSE.

General Note: Washington Village is part of the master association Providence Point Master Umbrella Association. Please consult the Umbrella Association for resale certificates and addendums for obligations to this association.

Please note that some buildings in Washington Village have a non-smoking policy. NON-SMOKING BUILDINGS IN WASHINGTON VILLAGE-BUILDING 111; UNIT 209

Association current reserve study - 2021

Occupants must be 55 years of age or older.

The following professional management company manages the Association:  
HOAMCO  
3205 Lakeside Village  
Prescott, AZ 86301

# WA Resale Disclosure Certificate

## WASHINGTON VILLAGE III ASSOCIATION (589)

STATUTORY NOTES: RCW 64.34.425 and RCW 64.90.645(Section 409) require every Association, within ten days after a request by a unit owner, to furnish a certificate containing the information provided above, together with any other information reasonably requested by mortgagees of prospective purchasers of units. Information requested generally by FNMA, FHLMC, GNMA, the VA and HUD is deemed reasonable, provided such information is reasonably available to the Association.

The selling unit owner is also required by RCW 64.34.425 and RCW 64.90.645(Section 409) to sign this Certificate, but is not liable to the Buyer for any erroneous information provided by the Association and included in the Certificate unless and to the extent the Unit Owner had actual knowledge of that erroneous information.

A Buyer is not liable for any unpaid assessment or fee against the Unit as of the Effective Date of this Certificate greater than the amount set forth in the Certificate unless and to the extent the Buyer had actual knowledge that a greater amount was due. Buyer is cautioned to contact the Association at the address below prior to closing of the sale for updated pay-off amounts to avoid liability for amounts assessed against the Unit after the Effective Date of this Certificate.

A unit owner is not liable to a Buyer for the failure or delay of the Association to provide a Resale Certificate in a timely manner, but the Buyer's contract is voidable by the Buyer until the Certificate has been provided and for five days thereafter or until conveyance, whichever occurs first.

I certify under penalty of perjury under the laws of the State of Washington that I am an owner of the Unit and that, to the best of my knowledge and belief, the foregoing is true and correct.

Dated this day of February, 20 20 at Authentisign Washington  
 Unit Owner Signature Stephen J Couey 02/19/25 Sheila k Couey 02/19/25

Note: Buyer understands that the real estate agent(s), if any, has not researched this information and is not qualified to advise on or interpret it. Buyer should seek independent legal, financial and/ or other professional counsel with any questions or concerns.

I acknowledge receipt of the above Resale Certificate, including each of the exhibits listed.

Date: Buyer Signature

Date: Buyer Signature

I certify under penalty of perjury under the laws of the State of Washington that I am the Managing Agent of the Association, that I am authorized to make this Certificate on behalf of the Association, and that, to the best of my knowledge and belief, the foregoing is true and correct.

The information above was obtained by the following representative of the project's Homeowners Association.

NAME:	Line Riffel -	PHONE:	928-776-4479
TITLE:		DATE:	2/19/2025

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**  
**BALANCE SHEET**  
**12/31/2023**

	Operating	Reserve	Total
<b>Assets</b>			
<b>CASH</b>			
1010 - Alliance Operating Checking-0167	\$109,143.95		\$109,143.95
1025 - Alliance Operating ICS -1864	\$75,086.27		\$75,086.27
1052 - Alliance Reserve -5326		\$169,172.48	\$169,172.48
1053 - Alliance Reserve Special Assessment-6193		\$45,608.12	\$45,608.12
1054 - Alliance Reserve ICS-5147		\$378,630.27	\$378,630.27
1055 - Alliance Reserve Special Assessment ICS-5689		\$110,701.66	\$110,701.66
1056 - Homestreet Bank MM - 5599 (1.75%)		\$2,580.39	\$2,580.39
1060 - Homestreet Bank CD-1964 06/16/24 (3.929%)		\$30,750.80	\$30,750.80
1061 - Homestreet Bank CD-7743 08/16/24 (4.554%)		\$41,009.36	\$41,009.36
1062 - Homestreet Bank CD-9866 06/16/25 (4.554%)		\$109,859.60	\$109,859.60
1063 - Alliance Reserve CDARS -1495(9/19/2024)5.16%		\$50,707.74	\$50,707.74
Total CASH	<u>\$184,230.22</u>	<u>\$939,020.42</u>	<u>\$1,123,250.64</u>
<b>ACCOUNTS RECEIVABLE</b>			
1200 - A/R Assessments	\$957.56		\$957.56
1210 - A/R Special Assessments		\$60.56	\$60.56
1215 - A/R Contra Umbrella	\$1,413.99		\$1,413.99
1225 - A/R Water/Sewer	\$34.38		\$34.38
1240 - A/R Late Fees/Interest	\$227.54		\$227.54
1250 - A/R Collection Fees	\$20.00		\$20.00
Total ACCOUNTS RECEIVABLE	<u>\$2,653.47</u>	<u>\$60.56</u>	<u>\$2,714.03</u>
<b>OTHER ASSETS</b>			
1306 - Contra Umbrella	(\$1,413.99)		(\$1,413.99)
Total OTHER ASSETS	<u>(\$1,413.99)</u>	<u>\$0.00</u>	<u>(\$1,413.99)</u>
<b>Assets Total</b>	<b>\$185,469.70</b>	<b>\$939,080.98</b>	<b>\$1,124,550.68</b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**  
**BALANCE SHEET**  
**12/31/2023**

**Liabilities & Equity**

	Operating	Reserve	Total
<b>LIABILITIES</b>			
2100 - Prepaid Owner Assessments	\$77,491.53		\$77,491.53
2250 - Accrued Expenses	\$21,717.51		\$21,717.51
2700 - Insurance Claim Receivable / Payable		\$58,293.40	\$58,293.40
<b>Total LIABILITIES</b>	<b>\$99,209.04</b>	<b>\$58,293.40</b>	<b>\$157,502.44</b>
<b>EQUITY</b>			
3200 - Operating Equity	(\$28,086.26)		(\$28,086.26)
3500 - Reserve Equity		\$626,764.61	\$626,764.61
<b>Total EQUITY</b>	<b>(\$28,086.26)</b>	<b>\$626,764.61</b>	<b>\$598,678.35</b>
<b>Net Income</b>	<b>\$114,346.92</b>	<b>\$254,022.97</b>	<b>\$368,369.89</b>
<b>Liabilities and Equity Total</b>	<b>\$185,469.70</b>	<b>\$939,080.98</b>	<b>\$1,124,550.68</b>

# WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

## INCOME STATEMENT - Operating

12/1/2023 - 12/31/2023

Accounts	12/1/2023 - 12/31/2023			1/1/2023 - 12/31/2023			Annual Budget	Remaining Budget		
	Actual	Budget	Variance	Actual	Budget	Variance				
<b>Income</b>										
<b>INCOME</b>										
4100 - Homeowner Assessments	\$58,443.03	\$58,443.00	\$0.03	\$701,316.36	\$701,316.00	\$0.36	\$701,316.00	(\$0.36)		
4105 - Surface Water Mgmt Dues	\$2,074.26	\$2,074.87	(\$0.61)	\$24,891.12	\$24,898.00	(\$6.88)	\$24,898.00	\$6.88		
4310 - Assessment Interest	\$9.52	\$0.00	\$9.52	\$116.51	\$0.00	\$116.51	\$0.00	(\$116.51)		
4330 - Late Fees	\$60.00	\$33.37	\$26.63	\$420.00	\$400.00	\$20.00	\$400.00	(\$20.00)		
4350 - Lien/Collection Fees	\$20.00	\$0.00	\$20.00	\$115.00	\$0.00	\$115.00	\$0.00	(\$115.00)		
4530 - Move In Fee	\$0.00	\$333.37	(\$333.37)	\$3,550.00	\$4,000.00	(\$450.00)	\$4,000.00	\$450.00		
4550 - Gate Remotes	\$0.00	\$0.00	\$0.00	(\$43.00)	\$0.00	(\$43.00)	\$0.00	\$43.00		
4600 - Interest Income	\$18.14	\$4.13	\$14.01	\$120.69	\$50.00	\$70.69	\$50.00	(\$70.69)		
4900 - Other Income	\$0.00	\$0.00	\$0.00	\$282.96	\$0.00	\$282.96	\$0.00	(\$282.96)		
<b>Total INCOME</b>	<b>\$60,624.95</b>	<b>\$60,888.74</b>	<b>(\$263.79)</b>	<b>\$730,769.64</b>	<b>\$730,664.00</b>	<b>\$105.64</b>	<b>\$730,664.00</b>	<b>(\$105.64)</b>		
<b>TRANSFER BETWEEN FUNDS</b>										
8900 - Transfer to Reserves	(\$29,341.03)	(\$29,341.01)	(\$0.02)	(\$252,092.36)	(\$352,092.34)	\$99,999.98	(\$352,092.34)	(\$99,999.98)		
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>(\$29,341.03)</b>	<b>(\$29,341.01)</b>	<b>(\$0.02)</b>	<b>(\$252,092.36)</b>	<b>(\$352,092.34)</b>	<b>\$99,999.98</b>	<b>(\$352,092.34)</b>	<b>(\$99,999.98)</b>		
<b>Total Income</b>	<b>\$31,283.92</b>	<b>\$31,547.73</b>	<b>(\$263.81)</b>	<b>\$478,677.28</b>	<b>\$378,571.66</b>	<b>\$100,105.62</b>	<b>\$378,571.66</b>	<b>(\$100,105.62)</b>		
<b>Expense</b>										
<b>ADMINISTRATIVE</b>										
5200 - Bad Debt	\$0.00	\$41.63	\$41.63	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00		
5500 - Legal Fees	\$0.00	\$25.00	\$25.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00		
5530 - Lien/Collection Costs	\$60.00	\$0.00	(\$60.00)	\$355.00	\$100.00	(\$255.00)	\$100.00	(\$255.00)		
5800 - Office Expense/Supply	\$821.38	\$37.50	(\$783.88)	\$2,616.64	\$450.00	(\$2,166.64)	\$450.00	(\$2,166.64)		
5960 - Miscellaneous Operating	\$0.00	\$25.00	\$25.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00		
<b>Total ADMINISTRATIVE</b>	<b>\$881.38</b>	<b>\$129.13</b>	<b>(\$752.25)</b>	<b>\$2,971.64</b>	<b>\$1,650.00</b>	<b>(\$1,321.64)</b>	<b>\$1,650.00</b>	<b>(\$1,321.64)</b>		
<b>COMMON AREA</b>										
6200 - Janitorial	\$5,451.02	\$1,800.00	(\$3,651.02)	\$27,153.06	\$21,600.00	(\$5,553.06)	\$21,600.00	(\$5,553.06)		
6250 - Carpet Care	\$0.00	\$500.00	\$500.00	\$5,750.00	\$6,000.00	\$250.00	\$6,000.00	\$250.00		
6301 - Grounds Improvement	\$0.00	\$125.00	\$125.00	\$947.72	\$1,500.00	\$552.28	\$1,500.00	\$552.28		
6501 - Maintenance - Work Orders	\$1,210.31	\$1,166.63	(\$43.68)	\$10,417.33	\$14,000.00	\$3,582.67	\$14,000.00	\$3,582.67		
6507 - Maintenance - Sub Contractors	\$1,414.79	\$2,916.63	\$1,501.84	\$6,703.13	\$35,000.00	\$28,296.87	\$35,000.00	\$28,296.87		

# WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

## INCOME STATEMENT - Operating

**12/1/2023 - 12/31/2023**

Accounts	12/1/2023 - 12/31/2023			1/1/2023 - 12/31/2023			Annual Budget	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
6510 - Fire System Maintenance	\$1,603.03	\$1,720.63	\$117.60	\$24,748.38	\$20,648.00	(\$4,100.38)	\$20,648.00	(\$4,100.38)
6511 - Electrical Maintenance	\$0.00	\$83.37	\$83.37	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
6512 - A/C Maintenance	\$0.00	\$50.00	\$50.00	\$1,189.08	\$600.00	(\$589.08)	\$600.00	(\$589.08)
6535 - Wall Heater Cleaning	\$0.00	\$208.37	\$208.37	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
6572 - Dryer Vent Cleaning	\$0.00	\$329.62	\$329.62	\$5,945.40	\$3,955.00	(\$1,990.40)	\$3,955.00	(\$1,990.40)
6573 - Roof Repairs/Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
6574 - Moss Removal/Roof Maint	\$0.00	\$275.25	\$275.25	\$3,303.00	\$3,303.00	\$0.00	\$3,303.00	\$0.00
6576 - Window Washing	\$0.00	\$791.63	\$791.63	\$9,500.00	\$9,500.00	\$0.00	\$9,500.00	\$0.00
6577 - Gutter/Downspout Cleaning	\$3,413.10	\$495.00	(\$2,918.10)	\$6,826.20	\$5,940.00	(\$886.20)	\$5,940.00	(\$886.20)
6582 - French Drains	\$136.53	\$871.63	\$735.10	\$136.53	\$10,460.00	\$10,323.47	\$10,460.00	\$10,323.47
6700 - Elevator	\$1,351.26	\$1,355.50	\$4.24	\$19,807.39	\$16,266.66	(\$3,540.73)	\$16,266.66	(\$3,540.73)
<b>Total COMMON AREA</b>	<b>\$14,580.04</b>	<b>\$12,689.26</b>	<b>(\$1,890.78)</b>	<b>\$122,427.22</b>	<b>\$153,772.66</b>	<b>\$31,345.44</b>	<b>\$153,772.66</b>	<b>\$31,345.44</b>
<b>TAXES/OTHER EXPENSES</b>								
8800 - Taxes - Federal	\$0.00	\$0.00	\$0.00	\$197.00	\$0.00	(\$197.00)	\$0.00	(\$197.00)
<b>Total TAXES/OTHER EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$197.00</b>	<b>\$0.00</b>	<b>(\$197.00)</b>	<b>\$0.00</b>	<b>(\$197.00)</b>
<b>UTILITIES</b>								
7100 - Electricity	\$3,584.87	\$2,884.70	(\$700.17)	\$29,321.47	\$34,616.51	\$5,295.04	\$34,616.51	\$5,295.04
7504 - Phone- Elevator	\$1,828.22	\$250.00	(\$1,578.22)	\$3,925.29	\$3,000.00	(\$925.29)	\$3,000.00	(\$925.29)
7550 - Trash/Sanitation	\$5,115.62	\$2,106.00	(\$3,009.62)	\$31,746.20	\$25,272.00	(\$6,474.20)	\$25,272.00	(\$6,474.20)
7900 - Water/Sewer	\$24,221.42	\$11,280.19	(\$12,941.23)	\$147,847.84	\$135,362.50	(\$12,485.34)	\$135,362.50	(\$12,485.34)
7905 - Surface Water Mgmt Fee	\$2,158.00	\$2,074.87	(\$83.13)	\$25,893.70	\$24,898.00	(\$995.70)	\$24,898.00	(\$995.70)
<b>Total UTILITIES</b>	<b>\$36,908.13</b>	<b>\$18,595.76</b>	<b>(\$18,312.37)</b>	<b>\$238,734.50</b>	<b>\$223,149.01</b>	<b>(\$15,585.49)</b>	<b>\$223,149.01</b>	<b>(\$15,585.49)</b>
<b>Total Expense</b>	<b>\$52,369.55</b>	<b>\$31,414.15</b>	<b>(\$20,955.40)</b>	<b>\$364,330.36</b>	<b>\$378,571.67</b>	<b>\$14,241.31</b>	<b>\$378,571.67</b>	<b>\$14,241.31</b>
<b>Operating Net Income</b>	<b>(\$21,085.63)</b>	<b>\$133.58</b>	<b>(\$21,219.21)</b>	<b>\$114,346.92</b>	<b>(\$0.01)</b>	<b>\$114,346.93</b>	<b>(\$0.01)</b>	<b>(\$114,346.93)</b>

# WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

## INCOME STATEMENT - Reserve

12/1/2023 - 12/31/2023

Accounts	12/1/2023 - 12/31/2023			1/1/2023 - 12/31/2023			Annual Budget	Remaining Budget		
	Actual	Budget	Variance	Actual	Budget	Variance				
<b>Reserve Income</b>										
<b>RESERVE INCOME</b>										
4130 - Special Assessment	\$0.00	\$0.00	\$0.00	\$399,999.82	\$400,000.00	(\$0.18)	\$400,000.00	\$0.18		
4335 - Late Fees - Reserves	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	(\$270.00)		
4355 - Lien/Collection Fees - Reserves	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	(\$100.00)		
4510 - Capital Contribution	\$0.00	\$0.00	\$0.00	\$56,135.34	\$0.00	\$56,135.34	\$0.00	(\$56,135.34)		
4610 - Interest Income - Reserve	\$1,095.12	\$83.37	\$1,011.75	\$8,055.21	\$1,000.00	\$7,055.21	\$1,000.00	(\$7,055.21)		
4901 - Other Income - Reserve	\$0.00	\$0.00	\$0.00	\$26,845.00	\$0.00	\$26,845.00	\$0.00	(\$26,845.00)		
<b>Total RESERVE INCOME</b>	<b>\$1,095.12</b>	<b>\$83.37</b>	<b>\$1,011.75</b>	<b>\$491,405.37</b>	<b>\$401,000.00</b>	<b>\$90,405.37</b>	<b>\$401,000.00</b>	<b>(\$90,405.37)</b>		
<b>TRANSFER BETWEEN FUNDS</b>										
9000 - Transfer From Operating	\$29,341.03	\$29,341.01	\$0.02	\$252,092.36	\$352,092.34	(\$99,999.98)	\$352,092.34	\$99,999.98		
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>\$29,341.03</b>	<b>\$29,341.01</b>	<b>\$0.02</b>	<b>\$252,092.36</b>	<b>\$352,092.34</b>	<b>(\$99,999.98)</b>	<b>\$352,092.34</b>	<b>\$99,999.98</b>		
<b>Total Reserve Income</b>	<b>\$30,436.15</b>	<b>\$29,424.38</b>	<b>\$1,011.77</b>	<b>\$743,497.73</b>	<b>\$753,092.34</b>	<b>(\$9,594.61)</b>	<b>\$753,092.34</b>	<b>\$9,594.61</b>		
<b>Reserve Expense</b>										
<b>COMMON AREA</b>										
9100 - Major Maintenance - Reserves	\$0.00	\$0.00	\$0.00	\$26,341.24	\$0.00	(\$26,341.24)	\$0.00	(\$26,341.24)		
9209 - Fire Alarm System Conversion - Reserves	\$0.00	\$8,600.68	\$8,600.68	\$0.00	\$103,207.50	\$103,207.50	\$103,207.50	\$103,207.50		
9230 - Garage Doors - Reserves	\$0.00	\$0.00	\$0.00	\$13,133.72	\$10,000.00	(\$3,133.72)	\$10,000.00	(\$3,133.72)		
9245 - Interior Refurbish- Reserves	\$0.00	\$12,916.63	\$12,916.63	\$0.00	\$155,000.00	\$155,000.00	\$155,000.00	\$155,000.00		
9250 - Landscaping - Reserves	\$0.00	\$0.00	\$0.00	\$11,344.54	\$5,000.00	(\$6,344.54)	\$5,000.00	(\$6,344.54)		
9260 - Miscellaneous - Reserve	\$0.00	\$5,000.00	\$5,000.00	\$32,652.15	\$60,000.00	\$27,347.85	\$60,000.00	\$27,347.85		
9420 - Plumbing Upgrades - Reserves	\$0.00	\$833.37	\$833.37	\$8,501.82	\$10,000.00	\$1,498.18	\$10,000.00	\$1,498.18		
9800 - Window Replacement - Reserves	\$0.00	\$8,500.00	\$8,500.00	\$66,251.57	\$102,000.00	\$35,748.43	\$102,000.00	\$35,748.43		
<b>Total COMMON AREA</b>	<b>\$0.00</b>	<b>\$35,850.68</b>	<b>\$35,850.68</b>	<b>\$158,225.04</b>	<b>\$445,207.50</b>	<b>\$286,982.46</b>	<b>\$445,207.50</b>	<b>\$286,982.46</b>		
<b>RESERVE EXPENSE</b>										
9161 - Elevator Upgrade Win - Reserves	\$0.00	\$16,666.63	\$16,666.63	\$105,673.98	\$200,000.00	\$94,326.02	\$200,000.00	\$94,326.02		
9191 - Exterior Refurb - Reserves	\$0.00	\$18,333.37	\$18,333.37	\$225,575.74	\$220,000.00	(\$5,575.74)	\$220,000.00	(\$5,575.74)		
<b>Total RESERVE EXPENSE</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$331,249.72</b>	<b>\$420,000.00</b>	<b>\$88,750.28</b>	<b>\$420,000.00</b>	<b>\$88,750.28</b>		
<b>Total Reserve Expense</b>	<b>\$0.00</b>	<b>\$70,850.68</b>	<b>\$70,850.68</b>	<b>\$489,474.76</b>	<b>\$865,207.50</b>	<b>\$375,732.74</b>	<b>\$865,207.50</b>	<b>\$375,732.74</b>		
<b>Reserve Net Income</b>	<b>\$30,436.15</b>	<b>(\$41,426.30)</b>	<b>\$71,862.45</b>	<b>\$254,022.97</b>	<b>(\$112,115.16)</b>	<b>\$366,138.13</b>	<b>(\$112,115.16)</b>	<b>(\$366,138.13)</b>		

# **WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

## **Balance Sheet**

**12/31/2024**

	Operating	Reserve	Total
<b>Assets</b>			
<b>CASH</b>			
1010 - Alliance Operating Checking-0167			
1025 - Alliance Operating ICS -1864	\$108.28		\$108.28
1030 - Alliance Operating CDARS-2988(1/2/2025)5.15%	\$51,253.72		\$51,253.72
1052 - Alliance Reserve -5326	\$22,741.25		\$22,741.25
1053 - Alliance Reserve Special Assessment-6193	\$1,498.24		\$1,498.24
1054 - Alliance Reserve ICS-5147	\$628,360.21		\$628,360.21
1055 - Alliance Reserve Special Assessment ICS-5689	\$215,613.31		\$215,613.31
1056 - Homestreet Bank MM - 5599 (1.75%)	\$2,589.43		\$2,589.43
1060 - Homestreet Bank CD-1964 01/16/25 (4.889%)	\$32,151.76		\$32,151.76
1061 - Homestreet Bank CD-7743 03/16/25 (4.889%)	\$42,976.10		\$42,976.10
1062 - Homestreet Bank CD-9866 06/16/25 (4.554%)	\$114,982.65		\$114,982.65
1063 - Alliance Reserve CDARS - 4384(9/18/2025)4.40%	\$78,529.49		\$78,529.49
1064 - Alliance Reserve CDARS - 5123(3/20/2025)4.75%	\$75,998.28		\$75,998.28
Total CASH	<u>\$176,122.30</u>	<u>\$1,215,440.72</u>	<u>\$1,391,563.02</u>
<b>ACCOUNTS RECEIVABLE</b>			
1200 - A/R Assessments	\$5,671.98		\$5,671.98
1210 - A/R Special Assessments		\$2,124.66	\$2,124.66
1215 - A/R Contra Umbrella	\$8,478.40		\$8,478.40
1225 - A/R Water/Sewer	\$205.05		\$205.05
1240 - A/R Late Fees/Interest	\$1,547.17		\$1,547.17
1250 - A/R Collection Fees	\$190.00		\$190.00
1280 - A/R Other	\$175.00		\$175.00
Total ACCOUNTS RECEIVABLE	<u>\$16,267.60</u>	<u>\$2,124.66</u>	<u>\$18,392.26</u>
<b>OTHER ASSETS</b>			
1306 - Contra Umbrella	(\$8,487.40)		(\$8,487.40)
Total OTHER ASSETS	<u>(\$8,487.40)</u>	<u>\$0.00</u>	<u>(\$8,487.40)</u>
<b>Assets Total</b>	<b><u>\$183,902.50</u></b>	<b><u>\$1,217,565.38</u></b>	<b><u>\$1,401,467.88</u></b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS****Balance Sheet****12/31/2024**

	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Liabilities &amp; Equity</b>			
<b>LIABILITIES</b>			
2100 - Prepaid Owner Assessments	\$17,049.92		\$17,049.92
2200 - Accounts Payable	\$18.00		\$18.00
2250 - Accrued Expenses	\$6,484.33		\$6,484.33
2900 - Contract Liability		\$880,787.58	\$880,787.58
Total LIABILITIES	<u>\$23,552.25</u>	<u>\$880,787.58</u>	<u>\$904,339.83</u>
<b>EQUITY</b>			
3200 - Operating Equity	\$86,260.66		\$86,260.66
Total EQUITY	<u>\$86,260.66</u>	<u>\$0.00</u>	<u>\$86,260.66</u>
<b>Net Income</b>	<u>\$74,089.59</u>	<u>\$336,777.80</u>	<u>\$410,867.39</u>
<b>Liabilities and Equity Total</b>	<b>\$183,902.50</b>	<b>\$1,217,565.38</b>	<b>\$1,401,467.88</b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**  
**INCOME STATEMENT - Operating**  
**12/1/2024 - 12/31/2024**

Accounts	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024				Annual Budget	Remaining Budget		
	Actual	Budget	Variance	Actual	Budget	Variance					
<b>Income</b>											
<b>INCOME</b>											
4100 - Homeowner Assessments	\$65,631.25	\$65,631.48	(\$0.23)	\$787,575.00	\$787,577.87	(\$2.87)	\$787,577.87	\$2.87			
4105 - Surface Water Mgmt Dues	\$2,188.29	\$2,188.39	(\$0.10)	\$26,259.48	\$26,260.13	(\$0.65)	\$26,260.13	\$0.65			
4310 - Assessment Interest	\$57.20	\$0.00	\$57.20	\$332.58	\$0.00	\$332.58	\$0.00	(\$332.58)			
4330 - Late Fees	\$225.00	\$35.00	\$190.00	\$2,220.00	\$420.00	\$1,800.00	\$420.00	(\$1,800.00)			
4350 - Lien/Collection Fees	(\$45.00)	\$0.00	(\$45.00)	\$545.00	\$0.00	\$545.00	\$0.00	(\$545.00)			
4530 - Move In Fee	\$250.00	\$225.00	\$25.00	\$3,250.00	\$2,700.00	\$550.00	\$2,700.00	(\$550.00)			
4600 - Interest Income	\$221.41	\$66.63	\$154.78	\$1,401.84	\$800.00	\$601.84	\$800.00	(\$601.84)			
<b>Total INCOME</b>	<b>\$68,528.15</b>	<b>\$68,146.50</b>	<b>\$381.65</b>	<b>\$821,583.90</b>	<b>\$817,758.00</b>	<b>\$3,825.90</b>	<b>\$817,758.00</b>	<b>(\$3,825.90)</b>			
<b>TRANSFER BETWEEN FUNDS</b>											
8900 - Transfer to Reserves	(\$29,213.95)	(\$29,213.95)		\$0.00	(\$350,566.85)	(\$350,566.85)	\$0.00	(\$350,566.85)	\$0.00		
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>(\$29,213.95)</b>	<b>(\$29,213.95)</b>		<b>\$0.00</b>	<b>(\$350,566.85)</b>	<b>(\$350,566.85)</b>	<b>\$0.00</b>	<b>(\$350,566.85)</b>	<b>\$0.00</b>		
<b>Total Income</b>	<b>\$39,314.20</b>	<b>\$38,932.55</b>	<b>\$381.65</b>	<b>\$471,017.05</b>	<b>\$467,191.15</b>	<b>\$3,825.90</b>	<b>\$467,191.15</b>	<b>(\$3,825.90)</b>			
<b>Expense</b>											
<b>ADMINISTRATIVE</b>											
5125 - Consulting	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	(\$500.00)	\$0.00	(\$500.00)			
5200 - Bad Debt	\$0.00	\$43.75	\$43.75	\$0.00	\$525.00	\$525.00	\$525.00	\$525.00			
5430 - Insurance Claim Deductible	\$0.00	\$4,166.63	\$4,166.63	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00			
5500 - Legal Fees	\$18.00	\$33.37	\$15.37	\$1,068.00	\$400.00	(\$668.00)	\$400.00	(\$668.00)			
5530 - Lien/Collection Costs	\$110.00	\$19.25	(\$90.75)	\$780.00	\$231.00	(\$549.00)	\$231.00	(\$549.00)			
5800 - Office Expense/Supply	\$20.48	\$34.55	\$14.07	\$607.25	\$414.71	(\$192.54)	\$414.71	(\$192.54)			
5960 - Miscellaneous Operating	\$187.50	\$26.25	(\$161.25)	\$226.90	\$315.00	\$88.10	\$315.00	\$88.10			
<b>Total ADMINISTRATIVE</b>	<b>\$335.98</b>	<b>\$4,323.80</b>	<b>\$3,987.82</b>	<b>\$3,182.15</b>	<b>\$51,885.71</b>	<b>\$48,703.56</b>	<b>\$51,885.71</b>	<b>\$48,703.56</b>			

# WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

## INCOME STATEMENT - Operating

**12/1/2024 - 12/31/2024**

Accounts	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024			Annual Budget	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>COMMON AREA</u>								
6200 - Janitorial	\$2,861.78	\$2,793.62	(\$68.16)	\$33,523.74	\$33,523.77	\$0.03	\$33,523.77	\$0.03
6250 - Carpet Care	\$0.00	\$503.18	\$503.18	\$5,750.00	\$6,037.50	\$287.50	\$6,037.50	\$287.50
6301 - Grounds Improvement	\$0.00	\$125.00	\$125.00	\$796.00	\$1,500.00	\$704.00	\$1,500.00	\$704.00
6501 - Maintenance - Work Orders	\$0.00	\$833.37	\$833.37	\$12,578.23	\$10,000.00	(\$2,578.23)	\$10,000.00	(\$2,578.23)
6507 - Maintenance - Sub Contractors	\$2,490.88	\$1,250.00	(\$1,240.88)	\$17,385.94	\$15,000.00	(\$2,385.94)	\$15,000.00	(\$2,385.94)
6510 - Fire System Maintenance	\$0.00	\$2,179.12	\$2,179.12	\$11,482.36	\$26,149.00	\$14,666.64	\$26,149.00	\$14,666.64
6511 - Electrical Maintenance	\$0.00	\$87.50	\$87.50	\$0.00	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
6512 - A/C Maintenance	\$0.00	\$52.50	\$52.50	\$1,278.32	\$630.00	(\$648.32)	\$630.00	(\$648.32)
6535 - Wall Heater Cleaning	\$0.00	\$218.75	\$218.75	\$0.00	\$2,625.00	\$2,625.00	\$2,625.00	\$2,625.00
6572 - Dryer Vent Cleaning	\$0.00	\$578.00	\$578.00	\$6,936.30	\$6,936.00	(\$0.30)	\$6,936.00	(\$0.30)
6573 - Roof Repairs/Inspections	\$0.00	\$137.50	\$137.50	\$2,202.00	\$1,650.00	(\$552.00)	\$1,650.00	(\$552.00)
6574 - Moss Removal/Roof Maint	\$0.00	\$311.88	\$311.88	\$3,743.40	\$3,743.00	(\$0.40)	\$3,743.00	(\$0.40)
6576 - Window Washing	\$0.00	\$816.63	\$816.63	\$9,800.00	\$9,800.00	\$0.00	\$9,800.00	\$0.00
6577 - Gutter/Downspout Cleaning	\$0.00	\$642.25	\$642.25	\$7,721.00	\$7,707.00	(\$14.00)	\$7,707.00	(\$14.00)
6582 - French Drains	\$0.00	\$500.00	\$500.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
6700 - Elevator	\$1,383.90	\$1,371.40	(\$12.50)	\$18,525.98	\$16,456.80	(\$2,069.18)	\$16,456.80	(\$2,069.18)
<b>Total COMMON AREA</b>	<b>\$6,736.56</b>	<b>\$12,400.70</b>	<b>\$5,664.14</b>	<b>\$131,723.27</b>	<b>\$148,808.07</b>	<b>\$17,084.80</b>	<b>\$148,808.07</b>	<b>\$17,084.80</b>
<u>TAXES/OTHER EXPENSES</u>								
8800 - Taxes - Federal	\$3,000.00	\$0.00	(\$3,000.00)	\$9,192.91	\$0.00	(\$9,192.91)	\$0.00	(\$9,192.91)
<b>Total TAXES/OTHER EXPENSES</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>(\$3,000.00)</b>	<b>\$9,192.91</b>	<b>\$0.00</b>	<b>(\$9,192.91)</b>	<b>\$0.00</b>	<b>(\$9,192.91)</b>
<u>UTILITIES</u>								
7100 - Electricity	\$3,382.03	\$3,311.59	(\$70.44)	\$33,061.00	\$39,739.52	\$6,678.52	\$39,739.52	\$6,678.52
7504 - Phone- Elevator	\$0.00	\$350.00	\$350.00	\$8,369.12	\$4,200.00	(\$4,169.12)	\$4,200.00	(\$4,169.12)
7550 - Trash/Sanitation	\$3,800.00	\$3,695.00	(\$105.00)	\$42,971.49	\$44,340.00	\$1,368.51	\$44,340.00	\$1,368.51

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

**INCOME STATEMENT - Operating**

**12/1/2024 - 12/31/2024**

Accounts	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024			Annual Budget	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
7900 - Water/Sewer	\$12,043.34	\$12,663.18	\$619.84	\$138,290.80	\$151,957.72	\$13,666.92	\$151,957.72	\$13,666.92
7905 - Surface Water Mgmt Fee	\$2,504.33	\$0.00	(\$2,504.33)	\$30,136.72	\$26,260.13	(\$3,876.59)	\$26,260.13	(\$3,876.59)
<b>Total UTILITIES</b>	<b>\$21,729.70</b>	<b>\$20,019.77</b>	<b>(\$1,709.93)</b>	<b>\$252,829.13</b>	<b>\$266,497.37</b>	<b>\$13,668.24</b>	<b>\$266,497.37</b>	<b>\$13,668.24</b>
<b>Total Expense</b>	<b>\$31,802.24</b>	<b>\$36,744.27</b>	<b>\$4,942.03</b>	<b>\$396,927.46</b>	<b>\$467,191.15</b>	<b>\$70,263.69</b>	<b>\$467,191.15</b>	<b>\$70,263.69</b>
<b>Operating Net Income</b>	<b>\$7,511.96</b>	<b>\$2,188.28</b>	<b>\$5,323.68</b>	<b>\$74,089.59</b>	<b>\$0.00</b>	<b>\$74,089.59</b>	<b>\$0.00</b>	<b>(\$74,089.59)</b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**  
**INCOME STATEMENT - Reserve**  
**12/1/2024 - 12/31/2024**

Accounts	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024				Annual Budget	Remaining Budget		
	Actual	Budget	Variance	Actual	Budget	Variance					
<b>Reserve Income</b>											
<b><u>RESERVE INCOME</u></b>											
4130 - Special Assessment	\$0.00	\$0.00	\$0.00	\$499,999.65	\$500,000.00	(\$0.35)	\$500,000.00	\$0.35			
4335 - Late Fees - Reserves	\$0.00	\$0.00	\$0.00	\$390.00	\$0.00	\$390.00	\$0.00	(\$390.00)			
4355 - Lien/Collection Fees - Reserves	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	(\$60.00)			
4510 - Capital Contribution	\$4,161.72	\$0.00	\$4,161.72	\$57,570.36	\$0.00	\$57,570.36	\$0.00	(\$57,570.36)			
4610 - Interest Income - Reserve	\$2,033.35	\$883.37	\$1,149.98	\$22,902.57	\$10,600.00	\$12,302.57	\$10,600.00	(\$12,302.57)			
4901 - Other Income - Reserve	\$3.49	\$0.00	\$3.49	\$42.67	\$0.00	\$42.67	\$0.00	(\$42.67)			
<b>Total RESERVE INCOME</b>	<b>\$6,198.56</b>	<b>\$883.37</b>	<b>\$5,315.19</b>	<b>\$580,965.25</b>	<b>\$510,600.00</b>	<b>\$70,365.25</b>	<b>\$510,600.00</b>	<b>(\$70,365.25)</b>			
<b>TRANSFER BETWEEN FUNDS</b>											
9000 - Transfer From Operating	\$29,213.95	\$29,213.95	\$0.00	\$350,566.85	\$350,566.85	\$0.00	\$350,566.85	\$0.00			
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>\$29,213.95</b>	<b>\$29,213.95</b>	<b>\$0.00</b>	<b>\$350,566.85</b>	<b>\$350,566.85</b>	<b>\$0.00</b>	<b>\$350,566.85</b>	<b>\$0.00</b>			
<b>Total Reserve Income</b>	<b>\$35,412.51</b>	<b>\$30,097.32</b>	<b>\$5,315.19</b>	<b>\$931,532.10</b>	<b>\$861,166.85</b>	<b>\$70,365.25</b>	<b>\$861,166.85</b>	<b>(\$70,365.25)</b>			
<b>Reserve Expense</b>											
<b><u>COMMON AREA</u></b>											
9100 - Major Maintenance - Reserves	\$0.00	\$0.00	\$0.00	\$21,812.23	\$0.00	(\$21,812.23)	\$0.00	(\$21,812.23)			
9209 - Fire Alarm System Conversion - Reserves	\$0.00	\$13,750.00	\$13,750.00	\$46,792.50	\$165,000.00	\$118,207.50	\$165,000.00	\$118,207.50			
9230 - Garage Doors - Reserves	\$0.00	\$2,250.00	\$2,250.00	\$11,609.41	\$27,000.00	\$15,390.59	\$27,000.00	\$15,390.59			
9250 - Landscaping - Reserves	\$0.00	\$458.37	\$458.37	\$380.00	\$5,500.00	\$5,120.00	\$5,500.00	\$5,120.00			
9260 - Miscellaneous - Reserve	\$0.00	\$5,000.00	\$5,000.00	\$59,698.49	\$60,000.00	\$301.51	\$60,000.00	\$301.51			
9420 - Plumbing Upgrades - Reserves	\$0.00	\$916.63	\$916.63	\$11,707.26	\$11,000.00	(\$707.26)	\$11,000.00	(\$707.26)			
<b>Total COMMON AREA</b>	<b>\$0.00</b>	<b>\$22,375.00</b>	<b>\$22,375.00</b>	<b>\$151,999.89</b>	<b>\$268,500.00</b>	<b>\$116,500.11</b>	<b>\$268,500.00</b>	<b>\$116,500.11</b>			

# WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

## INCOME STATEMENT - Reserve

**12/1/2024 - 12/31/2024**

Accounts	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024				Annual Budget	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance			
<b><u>RESERVE EXPENSE</u></b>									
9142 - Decks, Doors, Hardware - Reserves	\$0.00	\$2,333.37	\$2,333.37	\$0.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	
9161 - Elevator Upgrade Win - Reserves	\$0.00	\$19,433.37	\$19,433.37	\$66,703.44	\$233,200.00	\$166,496.56	\$233,200.00	\$166,496.56	
9191 - Exterior Refurb - Reserves	\$0.00	\$9,166.63	\$9,166.63	\$150,653.02	\$110,000.00	(\$40,653.02)	\$110,000.00	\$110,000.00	(\$40,653.02)
9192 - Insurance Claim Deductible - Reserve	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)
9500 - Roof Repair - Reserves	\$17,175.33	\$16,666.63	(\$508.70)	\$215,397.95	\$200,000.00	(\$15,397.95)	\$200,000.00	\$200,000.00	(\$15,397.95)
<b>Total RESERVE EXPENSE</b>	<b>\$17,175.33</b>	<b>\$47,600.00</b>	<b>\$30,424.67</b>	<b>\$442,754.41</b>	<b>\$571,200.00</b>	<b>\$128,445.59</b>	<b>\$571,200.00</b>	<b>\$128,445.59</b>	
<b>Total Reserve Expense</b>	<b>\$17,175.33</b>	<b>\$69,975.00</b>	<b>\$52,799.67</b>	<b>\$594,754.30</b>	<b>\$839,700.00</b>	<b>\$244,945.70</b>	<b>\$839,700.00</b>	<b>\$244,945.70</b>	
<b>Reserve Net Income</b>	<b>\$18,237.18</b>	<b>(\$39,877.68)</b>	<b>\$58,114.86</b>	<b>\$336,777.80</b>	<b>\$21,466.85</b>	<b>\$315,310.95</b>	<b>\$21,466.85</b>	<b>(\$315,310.95)</b>	

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

**Income Statement - Operating**

**1/1/2024 - 12/31/2024**

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	YTD
<b>Income</b>													
<b>INCOME</b>													
4100 - Homeowner Assessments	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$65,631.25	\$787,575.00
4105 - Surface Water Mgmt Dues	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$2,188.29	\$26,259.48
4310 - Assessment Interest	\$20.80	\$24.84	\$13.16	\$23.99	\$27.11	\$35.80	\$4.61	\$18.69	\$28.67	\$32.60	\$45.11	\$57.20	\$332.58
4330 - Late Fees	\$180.00	\$150.00	\$90.00	\$120.00	\$150.00	\$90.00	\$120.00	\$45.00	\$300.00	\$300.00	\$450.00	\$225.00	\$2,220.00
4350 - Lien/Collection Fees	\$20.00	\$125.00	\$60.00	\$85.00	\$105.00	\$60.00	(\$20.00)	\$0.00	\$45.00	\$0.00	\$110.00	(\$45.00)	\$545.00
4530 - Move In Fee	\$0.00	\$250.00	\$0.00	\$500.00	\$750.00	\$250.00	\$500.00	\$500.00	\$250.00	\$0.00	\$0.00	\$250.00	\$3,250.00
4600 - Interest Income	\$21.37	\$21.39	\$16.71	\$19.97	\$23.56	\$24.11	\$192.16	\$217.63	\$211.28	\$219.23	\$213.02	\$221.41	\$1,401.84
<b>Total INCOME</b>	<b>\$68,061.71</b>	<b>\$68,390.77</b>	<b>\$67,999.41</b>	<b>\$68,568.50</b>	<b>\$68,875.21</b>	<b>\$68,279.45</b>	<b>\$68,616.31</b>	<b>\$68,600.86</b>	<b>\$68,654.49</b>	<b>\$68,371.37</b>	<b>\$68,637.67</b>	<b>\$68,528.15</b>	<b>\$821,583.90</b>
<b>TRANSFER BETWEEN FUNDS</b>													
8900 - Transfer to Reserves	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.90)	(\$29,213.95)	(\$350,566.85)
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>(\$29,213.90)</b>	<b>(\$29,213.95)</b>	<b>(\$350,566.85)</b>										
<b>Total Income</b>	<b>\$38,847.81</b>	<b>\$39,176.87</b>	<b>\$38,785.51</b>	<b>\$39,354.60</b>	<b>\$39,661.31</b>	<b>\$39,065.55</b>	<b>\$39,402.41</b>	<b>\$39,386.96</b>	<b>\$39,440.59</b>	<b>\$39,157.47</b>	<b>\$39,423.77</b>	<b>\$39,314.20</b>	<b>\$471,017.05</b>
<b>Expense</b>													
<b>ADMINISTRATIVE</b>													
5125 - Consulting	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
5500 - Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$330.00	\$0.00	\$18.00	\$1,068.00
5530 - Lien/Collection Costs	\$0.00	\$145.00	\$70.00	\$75.00	\$105.00	\$60.00	\$60.00	\$0.00	\$45.00	\$0.00	\$110.00	\$110.00	\$780.00
5800 - Office Expense/Supply	(\$82.94)	\$61.94	\$15.92	\$16.76	\$77.94	\$145.75	\$18.48	\$47.96	\$215.90	\$34.52	\$34.54	\$20.48	\$607.25
5960 - Miscellaneous Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.27	\$0.00	\$4.13	\$0.00	\$0.00	\$187.50	\$226.90
<b>Total ADMINISTRATIVE</b>	<b>(\$82.94)</b>	<b>\$206.94</b>	<b>\$285.92</b>	<b>\$91.76</b>	<b>\$182.94</b>	<b>\$205.75</b>	<b>\$413.75</b>	<b>\$47.96</b>	<b>\$985.03</b>	<b>\$364.52</b>	<b>\$144.54</b>	<b>\$335.98</b>	<b>\$3,182.15</b>
<b>COMMON AREA</b>													
6200 - Janitorial	\$2,725.51	\$2,725.51	\$2,725.51	\$2,725.51	\$2,725.51	\$2,725.51	\$2,861.78	\$2,861.78	\$2,861.78	\$2,861.78	\$2,861.78	\$2,861.78	\$33,523.74
6250 - Carpet Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,450.00	\$2,300.00	\$0.00	\$0.00	\$0.00	\$5,750.00
6301 - Grounds Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$796.00
6501 - Maintenance - Work Orders	\$455.59	\$1,791.79	\$1,340.74	\$669.76	\$2,296.01	\$719.17	\$1,532.37	\$960.57	\$818.90	\$1,071.60	\$921.73	\$0.00	\$12,578.23

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

**Income Statement - Operating**

**1/1/2024 - 12/31/2024**

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	YTD
6507 - Maintenance - Sub Contractors	\$3,998.83	\$0.00	\$247.73	\$0.00	\$492.49	\$0.00	\$3,943.44	\$3,397.16	\$0.00	\$1,268.45	\$1,546.96	\$2,490.88	\$17,385.94
6510 - Fire System Maintenance	\$0.00	\$0.00	\$308.00	\$0.00	\$8,301.04	\$0.00	\$705.92	\$0.00	\$0.00	\$0.00	\$2,167.40	\$0.00	\$11,482.36
6512 - A/C Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.32
6572 - Dryer Vent Cleaning	\$0.00	\$0.00	\$0.00	\$6,936.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,936.30
6573 - Roof Repairs/Inspections	\$0.00	\$0.00	\$2,202.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,202.00
6574 - Moss Removal/Roof Maint	\$0.00	\$0.00	\$3,743.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,743.40
6576 - Window Washing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00
6577 - Gutter/Downspout Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$3,860.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,860.50	\$0.00	\$7,721.00
6700 - Elevator	\$1,351.26	\$2,306.76	\$1,465.36	\$2,475.67	\$1,239.63	\$1,383.90	\$1,383.90	\$1,383.90	\$1,383.90	\$1,383.90	\$1,383.90	\$1,383.90	\$18,525.98
<b>Total COMMON AREA</b>	<b>\$8,531.19</b>	<b>\$6,824.06</b>	<b>\$12,032.74</b>	<b>\$12,807.24</b>	<b>\$19,315.18</b>	<b>\$4,828.58</b>	<b>\$12,101.73</b>	<b>\$21,853.41</b>	<b>\$7,364.58</b>	<b>\$6,585.73</b>	<b>\$12,742.27</b>	<b>\$6,736.56</b>	<b>\$131,723.27</b>
<b>TAXES/OTHER EXPENSES</b>													
8800 - Taxes - Federal	\$0.00	(\$207.09)	\$0.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$9,192.91
<b>Total TAXES/OTHER EXPENSES</b>	<b>\$0.00</b>	<b>(\$207.09)</b>	<b>\$0.00</b>	<b>\$3,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$9,192.91</b>
<b>UTILITIES</b>													
7100 - Electricity	\$3,578.07	\$4,245.83	\$3,576.20	\$2,664.11	\$2,342.46	\$2,945.16	\$2,772.67	\$913.86	\$2,227.04	\$1,979.44	\$2,434.13	\$3,382.03	\$33,061.00
7504 - Phone-Elevator	\$1,155.34	\$1,004.20	\$998.00	\$1,063.18	\$1,063.18	\$1,061.83	\$1,120.54	\$1,100.00	(\$780.13)	\$582.98	\$0.00	\$0.00	\$8,369.12
7550 - Trash/Sanitation	\$1,890.26	\$3,507.94	\$3,698.29	\$2,308.42	\$5,298.55	\$3,729.66	\$3,574.53	\$4,802.62	\$3,711.89	\$2,933.64	\$3,715.69	\$3,800.00	\$42,971.49
7900 - Water/Sewer	(\$346.28)	\$12,457.62	\$12,172.27	\$12,427.41	\$12,345.86	\$12,796.33	\$12,898.87	\$13,122.58	\$13,186.22	\$12,572.44	\$12,614.14	\$12,043.34	\$138,290.80
7905 - Surface Water Mgmt Fee	\$2,589.14	\$0.00	\$5,008.65	\$0.00	\$5,008.65	\$0.00	\$5,008.65	\$0.00	\$5,008.65	\$0.00	\$5,008.65	\$2,504.33	\$30,136.72
<b>Total UTILITIES</b>	<b>\$8,866.53</b>	<b>\$21,215.59</b>	<b>\$25,453.41</b>	<b>\$18,463.12</b>	<b>\$26,058.70</b>	<b>\$20,532.98</b>	<b>\$25,375.26</b>	<b>\$19,939.06</b>	<b>\$23,353.67</b>	<b>\$18,068.50</b>	<b>\$23,772.61</b>	<b>\$21,729.70</b>	<b>\$252,829.13</b>
<b>Total Expense</b>	<b>\$17,314.78</b>	<b>\$28,039.50</b>	<b>\$37,772.07</b>	<b>\$34,762.12</b>	<b>\$45,556.82</b>	<b>\$25,567.31</b>	<b>\$37,890.74</b>	<b>\$41,840.43</b>	<b>\$34,703.28</b>	<b>\$25,018.75</b>	<b>\$36,659.42</b>	<b>\$31,802.24</b>	<b>\$396,927.46</b>
<b>Operating Net Income</b>	<b>\$21,533.03</b>	<b>\$11,137.37</b>	<b>\$1,013.44</b>	<b>\$4,592.48</b>	<b>(\$5,895.51)</b>	<b>\$13,498.24</b>	<b>\$1,511.67</b>	<b>(\$2,453.47)</b>	<b>\$4,737.31</b>	<b>\$14,138.72</b>	<b>\$2,764.35</b>	<b>\$7,511.96</b>	<b>\$74,089.59</b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

**Income Statement - Reserve**

**1/1/2024 - 12/31/2024**

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	YTD
<b>Reserve Income</b>													
<b>RESERVE INCOME</b>													
4130 - Special Assessment	\$499,999.72	(\$0.03)	(\$0.02)	\$0.00	\$0.00	(\$0.01)	(\$0.01)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$499,999.65
4335 - Late Fees - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	(\$30.00)	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390.00
4355 - Lien/Collection Fees - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
4510 - Capital Contribution	\$0.00	\$2,858.64	\$0.00	\$10,687.20	\$11,805.72	\$6,120.36	\$10,162.80	\$7,612.20	\$4,161.72	\$0.00	\$0.00	\$4,161.72	\$57,570.36
4610 - Interest Income - Reserve	\$1,122.84	\$1,471.73	\$2,344.85	\$2,276.00	\$2,339.81	\$2,279.94	\$2,356.33	\$2,064.39	\$1,520.08	\$1,534.22	\$1,559.03	\$2,033.35	\$22,902.57
4901 - Other Income - Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$5.69	\$6.30	\$9.36	\$4.29	\$4.10	\$5.61	\$3.83	\$3.49	\$42.67
<b>Total RESERVE INCOME</b>	<b>\$501,122.56</b>	<b>\$4,330.34</b>	<b>\$2,344.83</b>	<b>\$12,963.20</b>	<b>\$14,151.22</b>	<b>\$8,706.59</b>	<b>\$12,558.48</b>	<b>\$9,800.88</b>	<b>\$5,685.90</b>	<b>\$1,539.83</b>	<b>\$1,562.86</b>	<b>\$6,198.56</b>	<b>\$580,965.25</b>
<b>TRANSFER BETWEEN FUNDS</b>													
9000 - Transfer From Operating	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$29,213.90	\$350,566.85
<b>Total TRANSFER BETWEEN FUNDS</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$29,213.90</b>	<b>\$350,566.85</b>
<b>Total Reserve Income</b>	<b>\$530,336.46</b>	<b>\$33,544.24</b>	<b>\$31,558.73</b>	<b>\$42,177.10</b>	<b>\$43,365.12</b>	<b>\$37,920.49</b>	<b>\$41,772.38</b>	<b>\$39,014.78</b>	<b>\$34,899.80</b>	<b>\$30,753.73</b>	<b>\$30,776.76</b>	<b>\$35,412.51</b>	<b>\$931,532.10</b>
<b>Reserve Expense</b>													
<b>COMMON AREA</b>													
9100 - Major Maintenance - Reserves	\$0.00	\$0.00	\$0.00	\$18,754.88	\$0.00	\$851.35	\$0.00	\$0.00	\$0.00	\$330.90	\$1,875.10	\$0.00	\$21,812.23
9209 - Fire Alarm System Conversion - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,792.50	\$0.00	\$0.00	\$0.00	\$46,792.50
9230 - Garage Doors - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,609.41	\$0.00	\$0.00	\$11,609.41
9250 - Landscaping - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.00
9260 - Miscellaneous - Reserve	\$0.00	\$733.21	\$0.00	\$0.00	\$0.00	\$0.00	\$10,204.30	\$0.00	\$48,760.98	\$0.00	\$0.00	\$0.00	\$59,698.49
9420 - Plumbing Upgrades - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$1,252.80	\$1,686.89	\$1,823.23	\$1,217.67	\$5,726.67	\$0.00	\$0.00	\$0.00	\$11,707.26
<b>Total COMMON AREA</b>	<b>\$0.00</b>	<b>\$733.21</b>	<b>\$0.00</b>	<b>\$18,754.88</b>	<b>\$1,252.80</b>	<b>\$2,538.24</b>	<b>\$12,407.53</b>	<b>\$1,217.67</b>	<b>\$101,280.15</b>	<b>\$11,940.31</b>	<b>\$1,875.10</b>	<b>\$0.00</b>	<b>\$151,999.89</b>

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

**Income Statement - Reserve**

**1/1/2024 - 12/31/2024**

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	YTD
<b><u>RESERVE EXPENSE</u></b>													
9142 - Decks, Doors, Hardware - Reserves	\$0.00	\$0.00	\$0.00	\$2,752.50	(\$2,752.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9161 - Elevator Upgrade Win - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$39,112.38	\$0.00	\$0.00	\$0.00	\$27,591.06	\$0.00	\$0.00	\$0.00	\$66,703.44
9191 - Exterior Refurb - Reserves	\$0.00	\$8,650.34	\$34,601.79	\$5,768.80	\$27,713.54	\$146,160.29	(\$79,623.11)	\$5,509.67	\$0.00	\$0.00	\$1,871.70	\$0.00	\$150,653.02
9192 - Insurance Claim Deductible - Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$15,000.00)	\$0.00	\$0.00	\$10,000.00
9500 - Roof Repair - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175,951.67	\$22,270.95	\$0.00	\$0.00	\$0.00	\$17,175.33	\$215,397.95	
<b>Total RESERVE EXPENSE</b>	<b>\$0.00</b>	<b>\$8,650.34</b>	<b>\$34,601.79</b>	<b>\$8,521.30</b>	<b>\$64,073.42</b>	<b>\$146,160.29</b>	<b>\$96,328.56</b>	<b>\$27,780.62</b>	<b>\$52,591.06</b>	<b>(\$15,000.00)</b>	<b>\$1,871.70</b>	<b>\$17,175.33</b>	<b>\$442,754.41</b>
<i>Total Reserve Expense</i>	\$0.00	\$9,383.55	\$34,601.79	\$27,276.18	\$65,326.22	\$148,698.53	\$108,736.09	\$28,998.29	\$153,871.21	(\$3,059.69)	\$3,746.80	\$17,175.33	\$594,754.30
Reserve Net Income	\$530,336.46	\$24,160.69	(\$3,043.06)	\$14,900.92	(\$21,961.10)	(\$110,778.04)	(\$66,963.71)	\$10,016.49	(\$118,971.41)	\$33,813.42	\$27,029.96	\$18,237.18	\$336,777.80

601362567

FILED  
STATE OF WASHINGTON

JAN 21 1992

ARTICLES OF INCORPORATION  
OF  
WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERSRALPH MUNHO  
SECRETARY OF STATE

The undersigned, acting as incorporator of a corporation under the Washington Nonprofit Corporations Act (RCW 24.03, the "Act"), adopts the following Articles of Incorporation for the Washington Village III Association of Unit Owners.

ARTICLE 1. NAME

The name of this corporation shall be Washington Village III Association of Unit Owners (the "Association").

ARTICLE 2. DURATION

The duration of this Association shall be perpetual.

ARTICLE 3. PURPOSES

The purpose for which the Association is organized is to provide an entity pursuant to the Washington Condominium Act (Revised Code of Washington Chapter 64.34), hereinafter called the "Condominium Statute," for the operation of a condominium known as Washington Village III located in King County, Washington (the "Condominium"). The Association shall engage in all such activities as are incidental or conducive to the attainment of the objectives of the Association and all activities which are permitted to be done by a nonprofit corporation under any laws that may now or hereafter be applicable or available to this Association. The powers of this Association shall be subject to and shall be exercised in accordance with the provisions of the Declaration and Covenants, Conditions, Restrictions, Easements, and Reservations for Washington Village III, a Condominium, recorded with the Department of Records and Elections of King County, Washington, Recording No. 9109270522, as it may from time to time be amended (the "Declaration").

ARTICLE 4. MEMBERS

The Association shall have one class of members, which shall consist of the Owners of the Units in the Condominium. Every Owner of a Unit becomes a member of the Association automatically upon taking title to a Unit, and ceases to be a member of the Association upon conveying its Unit (including by real estate contract) to another. The rights and responsibility of members of the Association are set forth in detail in the Declaration.

**ARTICLE 5. DISTRIBUTION OF ASSETS UPON DISSOLUTION OR LIQUIDATION**

On dissolution or final liquidation of the Association, the assets of the Association shall be distributed among the members of the Association in accordance with the Declaration and the Condominium Statute.

**ARTICLE 6. RIGHTS OF DISSENTING MEMBER**

Dissenting members of the Association are not limited to less than fair value of their memberships.

**ARTICLE 7. REGISTERED OFFICE AND AGENT**

The address of the initial registered office of this Association is 55th Floor, AT&T Gateway Tower, 700 Fifth Avenue, Seattle, Washington 98104-5055 and the name of its initial registered agent at such address is Assist, Inc., a Washington corporation.

**ARTICLE 7. DIRECTORS**

The number of directors of this Association shall be fixed by the bylaws and may be increased or decreased from time to time in the manner specified therein. The initial board of directors shall consist of three directors. The names and addresses of the persons who shall serve as directors until the first meeting of the members and until their successors are elected and qualify unless they resign or are removed are:

Daniel Ginsey  
4135 Providence Point Dr. S.E.  
Issaquah, WA 98027

LaMar Hansen  
4135 Providence Point Dr. S.E.  
Issaquah, WA 98027

Gary L. King  
4135 Providence Point Dr. S.E.  
Issaquah, WA 98027

**ARTICLE 8. INDEMNIFICATION**

Each Board member, committee member, officer of the Association, Declarant and the Managing Agent (collectively and individually, "Indemnitee") shall be indemnified by the Association against all expenses and liabilities, including attorneys' fees, reasonably incurred or imposed in connection with any proceeding, dispute, or settlement thereof to which Indemnitee may be a party, or in which Indemnitee may become involved, by reason of any individual Indemnitee's status as Association

committee member, Association officer, or Board member, whether or not the individual Indemnitee holds such position at the time such expenses or liabilities are incurred, or by reason of any corporate Indemnitee's connection to this Condominium in any capacity whatsoever. The indemnification set forth in the preceding sentence shall not apply: (i) to the extent such expenses and liabilities are covered by insurance; (ii) with regard to acts or omissions that involve intentional misconduct by a Board member, or a knowing violation of law by a Board member; (iii) with regard to any transaction from which a Board member will personally receive a benefit in money, property, or services to which the Board member is not entitled; (iv) if Indemnitee is adjudged guilty of willful malfeasance in the performance of Indemnitee's duties; and (v) unless the Board approves such settlement and reimbursement as being for the best interest of the Association. If such liability and expense arise out of the concurrent negligence of Indemnitee and Association, this indemnity shall still apply, but if specifically required by statute, RCW 4.24.115, then this indemnification shall apply only to the extent Indemnitee's liability arises out of the negligence of Association, or out of the negligence of a third party.

#### ARTICLE 9. AMENDMENT OF BYLAWS

The power to adopt, amend or repeal the bylaws of this Association or adopt new bylaws shall be limited as provided in Section 14 of the Declaration.

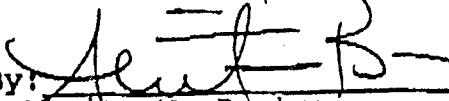
#### ARTICLE 10. INCORPORATOR

The name and address of the incorporator is:

Assist, Inc., a Washington corporation  
55th Floor, AT&T Gateway Tower  
700 Fifth Avenue  
Seattle, Washington 98104-5055

Executed this 17<sup>th</sup> day January, 1992.

ASSIST, INC.,  
a Washington corporation

By:   
Anita M. Barbour  
Its: Vice President

01/22/92

14:50

201 800 654 8704

PHL&FS OLYMPIA

TOUSLEY BRAIN

WJUUS/000

CONSENT TO APPOINTMENT OF REGISTERED AGENT

Assist, Inc. hereby consents to serve as registered agent, in the State of Washington, for the following corporation: Washington Village III Association of Unit Owners. We understand that as agent for the corporation, it will be our responsibility to accept service of process in the name of the corporation and to forward all mail and license renewals to the appropriate officer(s) of the corporation for which we are the agent.

DATED: 1-17-92

ASSIST, INC.,

By: Albert B  
Its: Vice President

55th Floor, AT&T Gateway Tower  
700 Fifth Avenue  
Seattle, WA 98104-5055

ARTICLES OF INCORPORATION  
OF  
WASHINGTON VILLAGE I ASSOCIATION OF Apartment OWNERS

The undersigned, acting as incorporator of a corporation under the Washington Nonprofit Miscellaneous and Mutual Corporations Act, adopts the following Articles of Incorporation for the corporation.

**ARTICLE 1. NAME**

The name of this corporation shall be Washington Village I Association of Apartment Owners (the "Corporation").

**ARTICLE 2. DURATION**

The duration of this Corporation shall be perpetual.

**ARTICLE 3. PURPOSES**

The purpose for which the Corporation is organized is to provide an entity pursuant to the Horizontal Property Regimes (Revised Code of Washington Chapter 64.32), hereinafter called the "Condominium Statute," for the operation of a condominium known as Washington Village I located in King County, Washington (the "Condominium"). The Corporation shall engage in all such activities as are incidental or conducive to the attainment of the objectives of the Corporation and all activities which are permitted to be done by a nonprofit Corporation under any laws that may now or hereafter be applicable or available to this Corporation. The powers of this Corporation shall be subject to and shall be exercised in accordance with the provisions of the Declaration and Covenants, Conditions, Restrictions, Easements, and Reservations for Washington Village I, a Condominium, recorded with the Department of Records and Elections of King County, Washington, Recording No. \_\_\_\_\_, as it may from time to time be amended, hereinafter referred to as the "Declaration."

**ARTICLE 4. DISSOLUTION**

On dissolution or final liquidation of the Corporation, the assets of the Corporation shall be distributed among the members of the Corporation in accordance with the Declaration and the Condominium Statute.

## ARTICLE 5. MEMBERS

The Corporation shall have one class of members, which shall consist of the Owners of the Apartments of in the Condominium.

## ARTICLE 6. REGISTERED OFFICE AND AGENT

The address of the initial registered office of this Corporation is 10801 Main Street, Suite 202, Bellevue, Washington 98004 and the name of its initial registered agent at such address is Gary L. King.

## ARTICLE 7. DIRECTORS

The number of directors of this Corporation shall be fixed by the bylaws and may be increased or decreased from time to time in the manner specified therein. The initial board of directors shall consist of three directors. The names and addresses of the persons who shall serve as directors until the first meeting of the members and until their successors are elected and qualify unless they resign or are removed are:

James Dean  
10801 Main Street, Suite 202  
Bellevue, Washington 98004

LaMar Hansen  
10801 Main Street, Suite 202  
Bellevue, Washington 98004

Gary L. King  
10801 Main Street, Suite 202  
Bellevue, Washington 98004

## ARTICLE 8. INDEMNIFICATION

To the full extent permitted by the Washington Nonprofit Miscellaneous and Mutual Corporations Act, each member of the board of directors, each member of a Corporation committee, each officer of the Corporation, the Declarant who filed the Declaration, shall be indemnified by the Corporation against all expenses and liabilities, including attorneys' fees, reasonably incurred by or imposed in connection with any proceeding to which he may be a party, or in which he may become involved, by reason of holding or having held such position, or any settlement thereof, whether or not he holds such position at the time such expenses or liabilities are incurred, except to the extent such expenses and liabilities are covered by insurance and except in such cases wherein such person is adjudged guilty of willful misfeasance in the performance of his duties; provided, that in the event of a settlement, the indemnification

shall apply only when the board of directors approves such settlement and reimbursement as being for the best interest of the Corporation.

**ARTICLE 9. AMENDMENT OF BYLAWS**

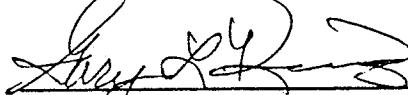
The power to adopt, amend or repeal the bylaws of this Corporation or adopt new bylaws shall be limited as provided in Section 14 of the Declaration.

**ARTICLE 10. INCORPORATOR**

The name and address of the incorporator is:

Gary L. King  
10801 Main Street, Suite 202  
Bellevue, Washington 98004

Executed this \_\_\_\_ day \_\_\_, 1990

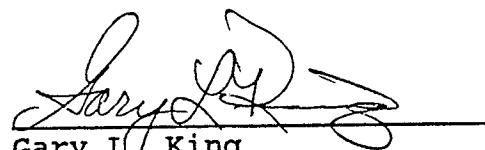
  
\_\_\_\_\_  
Gary L. King

CONSENT TO APPOINTMENT OF REGISTERED AGENT OF  
WASHINGTON VILLAGE I ASSOCIATION OF APARTMENT OWNERS

I, Gary L. King, do hereby consent to serve as registered agent for Washington Village I Association of Apartment Owners.

I understand that as agent for the corporation, it will be my responsibility to accept service of process in the name of the corporation; to forward all mail and license renewals to the appropriate officers of the corporation for which I am agent.

Dated as of this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

  
Gary L. King

## AGREEMENT

THE DECLARANT IS RECOGNIZED AS BEING THE SWANSON-DEAN/DAEWOO PARTNERSHIP AND THE BOARD IS THE WASHINGTON VILLAGE BOARD OF DIRECTORS. THE BUILDING IS NUMBER 112, CALLED THE PACIFIC BUILDING IN WASHINGTON VILLAGE IV.

PREVIOUS PRACTICES HAVE THE DECLARANT SETTING UP A BOARD OF DIRECTORS WITH A FUTURE REPLACEMENT BY RESIDENTS AND EVENTUAL MERGER INTO WASHINGTON VILLAGE. THERE ARE CERTAIN ASPECTS OF THIS BUILDING THAT MAKE IT DESIRABLE TO EFFECT IMMEDIATE MERGER.

THE PURPOSE OF THIS AGREEMENT IS TO SET FORTH THE TERMS OF AGREEMENT WHERE A MERGER IS EFFECTED IMMEDIATELY AND CERTAIN FINANCIAL ASPECTS OF THE OPERATION ARE CONDUCTED WITHIN THE TERMS OF THIS AGREEMENT.

SPECIAL CIRCUMSTANCES THAT MAKE THIS AGREEMENT PRACTICAL ARE AS FOLLOWS:

1. THERE IS A CAPABLE, EXPERIENCED BOARD OF DIRECTORS IN PLACE MANAGING THE AFFAIRS OF WASHINGTON VILLAGE.
2. THE DECLARANT HAS DEMONSTRATED A LACK OF INTEREST AND EXPERTISE IN PERFORMING THE DUTIES AS DIRECTOR.
3. THE BUILDING WILL BE INSPECTED AND OCCUPIED IN PHASES. FINAL INSPECTIONS WILL BE BY UNIT, AND BY WING. CONCEIVABLY PEOPLE WILL LIVE IN ONE PART OF THE BUILDING, WHEN THERE IS NO PLUMBING AVAILABLE IN THE OTHER. THIS CREATES A QUESTION ABOUT THE FORMAL COMPLETION OF THE BUILDING, THE START OF THE VILLAGE AND UMBRELLA DUES, AND THE WARRANTY PERIOD.
4. THE DECLARANT PROVIDES A ONE YEAR WARRANTY DURING WHICH PERIOD THE DECLARANT IS ACTIVE IN THE BUILDING CAUSING EXPENSES THAT MAY BE BORNE BY THE VILLAGE.

FOR THE ABOVE AND OTHER REASONS, THE DECLARANT AND BOARD HEREBY AGREE TO THE FOLLOWING::

5. THE PACIFIC BUILDING OR WASHINGTON VILLAGE IV WILL BE IMMEDIATELY MERGED INTO WASHINGTON VILLAGE. THERE WILL BE NO WASHINGTON VILLAGE IV BOARD APPOINTED.
6. THE WASHINGTON VILLAGE BOARD WILL MANAGE THE AFFAIRS OF WASHINGTON VILLAGE INCLUDING THE PACIFIC BUILDING. THE BUILDING WILL BE DEEMED FULLY COMPLETE ON AUGUST 1, 1996. THE OBLIGATIONS FOR UMBRELLA DUES WILL BEGIN AT THAT TIME.

7. THE DECLARANT WILL PROVIDE A WARRANTY AGAINST DEFECTS FOR LABOR AND MATERIALS BEGINNING ON THE DATE THAT ALL 35 UNITS HAVE RECEIVED A TEMPORARY CERTIFICATE OF OCCUPANCY FROM THE COUNTY AND CONTINUING FOR ONE YEAR THEREAFTER.
8. ONE YEAR FROM DATE OF ACCEPTANCE BY THE DEVELOPER'S LANDSCAPE ARCHITECT, AN INSPECTION OF LANDSCAPING WILL BE CONDUCTED BY THE DEVELOPER, THE V.P. OF THE PACIFIC BUILDING AND THE CHAIRMAN OF THE WASHINGTON VILLAGE LANDSCAPING COMMITTEE TO IDENTIFY PROBLEMS. THE LANDSCAPER WILL BE HELD RESPONSIBLE FOR CORRECTING ALL ACCEPTABLE DEFICIENCIES AND CAN ONLY BE RELEASED FROM THE IDENTIFIED DEFICIENCIES THROUGH A SIGN-OFF BY THE V.P. OF THE PACIFIC BUILDING AND THE CHAIRMAN OF THE WASHINGTON VILLAGE LANDSCAPING COMMITTEE.
9. EACH PURCHASER, AT THE TIME OF CLOSING THEIR TRANSACTION, WILL BE ASSESSED TWO MONTHS OF VILLAGE DUES WHICH WILL BE COLLECTED AT THE TIME. THESE DUES WILL BE DIRECTLY DEPOSITED IN THE RESERVE ACCOUNTS OF THE VILLAGE.
10. NO FURTHER VILLAGE DUES WILL BE COLLECTED FROM RESIDENTS OR DECLARANT UNTIL AUGUST 1, 1997. AT THAT TIME, NORMAL MONTHLY ASSESSMENTS WILL BE MADE AND COLLECTED. THE DECLARANT WILL PAY MONTHLY DUES FOR UNSOLD UNITS AND EACH MONTH WILL MAKE DUES PAYMENTS THROUGH THE ACCOUNTING SERVICE OF RECORD (KAPPES-MILLER) WHO WILL ALLOCATE PAYMENTS APPROPRIATELY BETWEEN UMBRELLA BOARD AND WASHINGTON VILLAGE. IF FOR ANY REASON, MONTHLY DUES ARE NOT KEPT CURRENT BY THE DEVELOPER, THE RESULTING SPECIAL PAYMENTS/LUMP SUM PAYMENTS, ETC. WILL BE MADE WITH TWO CHECKS, ONE TO THE UMBRELLA BOARD AND THE OTHER TO WASHINGTON VILLAGE. THE TWO CHECK PROCEDURE IS TO BE FOLLOWED FOR ALL PAYMENTS OUTSIDE THE NORMALLY PAID MONTHLY DUES. UNTIL JULY 31, 1997, THE DECLARANT WILL BE RESPONSIBLE FOR ALL COSTS NORMALLY ASSOCIATED WITH VILLAGE EXPENSES. THESE COSTS WILL BE ON AN ACCRUAL BASIS, MEANING THAT THE RECEIPT OF INVOICE IS NOT THE DETERMINING FACTOR, IT'S THE TIME FACTOR OF THE PERIOD OF THE INCURRED COST. THE DECLARANT WILL PROMPTLY PAY SUCH ITEMS TO INCLUDE, BUT NOT LIMITED TO, UTILITY COSTS, JANITORIAL, MONITORING, ACCOUNTING, INSURANCE AND ETC.
11. ANY UTILITY DEPOSITS PAID BY THE DECLARANT WILL BE REFUNDED BY THE HOLDER AFTER AUGUST 1, 1997. WHEN POSSIBLE, ACCOUNTS SHOULD BE BILLED TO THE DECLARANT, BUT IDENTIFIED AS ASSOCIATED WITH THE PACIFIC BUILDING.
12. THE DECLARANT SHALL PROVIDE THE TREASURER OF WASHINGTON VILLAGE WITH EVIDENCE OF ALL PAYMENTS TO VENDORS ON BEHALF OF THE PACIFIC BUILDING EACH MONTH.

13. AS OF JULY 31, 1997, ALL UTILITY METERS WILL BE READ AND ACCOUNTS TRANSFERRED TO WASHINGTON VILLAGE. ANY OTHER RECURRING COSTS BILLED TO THE DECLARANT WILL BE TRANSFERRED TO THE BOARD. ALL
14. BILLS THAT ARE THE OBLIGATION OF THE DECLARANT, UNDER THE PROVISIONS OF THIS AGREEMENT, WILL BE PAID IN FULL PRIOR TO AUGUST 1, 1997.
15. INCENTIVE FOR PAYMENT OF MONTHLY DUES ON SCHEDULE IS AS SHOWN BELOW:
  - (a) A FIVE DOLLAR LATE FEE IF DUES ARE PAID AFTER THE 15TH OF THE MONTH.
  - (b) A 1%/MO. PENALTY IF DUES ARE NOT PAID BY THE END OF THE MONTH.  
EXAMPLE--DUES FOR DECEMBER:  
DUES OF \$200 NOT PAID BY JANUARY 31--LATE FEE IS \$5 AND PENALTY IS \$2 (200 X .01). TOTAL DUE IS \$207.  
DUES NOT PAID BY FEBRUARY 28--LATE FEE IS \$5 AND PENALTY IS \$4 (400 X .01). TOTAL DUE IS \$416.  
DUES NOT PAID BY MARCH 31--LATE FEE IS \$5 AND PENALTY IS \$6 (600 X .01). TOTAL DUE IS \$627.
  - (c) A 2%/MO. PENALTY IF DUES ARE NOT PAID BY THE END OF THE THIRD MONTH.  
EXAMPLE: DUES NOT PAID BY APRIL 30--LATE FEE IS \$5 AND PENALTY IS \$16 (800 X .02). TOTAL DUE IS \$848.

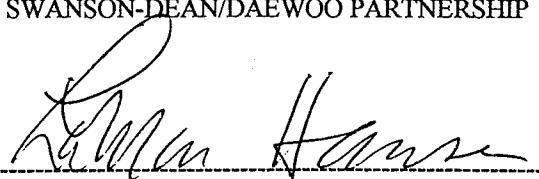
WE AGREE TO THE ABOVE:

WASHINGTON VILLAGE

  
JIM ANDERSON  
PRESIDENT

DATE: 7/22/96

SWANSON-DEAN/DAEWOO PARTNERSHIP

  
LAMAR HANSEN  
CONSTRUCTION VICE PRESIDENT

DATE: 7/19/96



AGREEMENT

THE DECLARANT IS RECOGNIZED AS BEING THE SWANSON-DEAN/DAEWOO PARTNERSHIP AND THE BOARD IS THE WASHINGTON VILLAGE BOARD OF DIRECTORS. THE BUILDING IS NUMBER 111, CALLED THE RAINIER BUILDING IN WASHINGTON VILLAGE IV.

PREVIOUS PRACTICES HAVE THE DECLARANT SETTING UP A BOARD OF DIRECTORS WITH A FUTURE REPLACEMENT BY RESIDENTS AND EVENTUAL MERGER INTO WASHINGTON VILLAGE. THERE ARE CERTAIN ASPECTS OF THIS BUILDING THAT MAKE IT DESIRABLE TO EFFECT IMMEDIATE MERGER.

THE PURPOSE OF THIS AGREEMENT IS TO SET FORTH THE TERMS OF AGREEMENT WHERE A MERGER IS EFFECTED IMMEDIATELY AND CERTAIN FINANCIAL ASPECTS OF THE OPERATION ARE CONDUCTED WITHIN THE TERMS OF THIS AGREEMENT.

SPECIAL CIRCUMSTANCES THAT MAKE THIS AGREEMENT PRACTICAL ARE AS FOLLOWS:

1. THERE IS A CAPABLE, EXPERIENCED BOARD OF DIRECTORS IN PLACE MANAGING THE AFFAIRS OF WASHINGTON VILLAGE.
2. THE DECLARANT HAS DEMONSTRATED A LACK OF INTEREST AND EXPERTISE IN PERFORMING THE DUTIES AS DIRECTOR.
3. THE BUILDING WILL BE INSPECTED AND OCCUPIED IN PHASES. FINAL INSPECTIONS WILL BE BY UNIT, AND BY WING. CONCEIVABLY PEOPLE WILL LIVE IN ONE PART OF THE BUILDING, WHEN THERE IS NO PLUMBING AVAILABLE IN THE OTHER. THIS CREATES A QUESTION ABOUT THE FORMAL COMPLETION OF THE BUILDING, THE START OF THE VILLAGE AND UMBRELLA DUES, AND THE WARRANTY PERIOD.
4. THE DECLARANT PROVIDES A ONE YEAR WARRANTY DURING WHICH PERIOD THE DECLARANT IS ACTIVE IN THE BUILDING CAUSING EXPENSES THAT MAY BE BORNE BY THE VILLAGE.

FOR THE ABOVE AND OTHER REASONS, THE DECLARANT AND BOARD HEREBY AGREE TO :

5. THE RAINIER BUILDING OR WASHINGTON VILLAGE IV WILL BE IMMEDIATELY MERGED INTO WASHINGTON VILLAGE. THERE WILL BE NO WASHINGTON VILLAGE IV BOARD APPOINTED.
6. THE WASHINGTON VILLAGE BOARD WILL MANAGE THE AFFAIRS OF WASHINGTON VILLAGE INCLUDING THE RAINIER BUILDING. THE BUILDING WILL BE DEEMED FULLY COMPLETE ON AUGUST 1, 1994. THE OBLIGATIONS FOR UMBRELLA DUES WILL BEGIN AT THAT TIME.
7. THE DECLARANT WILL PROVIDE A WARRANTY AGAINST DEFECTS FOR LABOR AND MATERIALS BEGINNING ON THE DATE THAT ALL 35 UNITS HAVE RECEIVED A TEMPORARY CERTIFICATE OF OCCUPANCY FROM THE COUNTY AND CONTINUING FOR ONE YEAR THEREAFTER.
8. ONE YEAR FROM DATE OF ACCEPTANCE BY THE DEVELOPER'S LANDSCAPE ARCHITECT, AN INSPECTION OF LANDSCAPING WILL BE CONDUCTED BY THE DEVELOPER, THE V.P. OF THE RAINIER BUILDING AND THE CHAIRMAN OF THE UMBRELLA BOARD LANDSCAPING COMMITTEE TO IDENTIFY PROBLEMS. THE LANDSCAPER WILL BE HELD RESPONSIBLE FOR CORRECTING ALL ACCEPTABLE DEFICIENCIES AND CAN ONLY BE RELEASED FROM THE IDENTIFIED DEFICIENCIES THROUGH A SIGN-OFF BY THE V.P. OF THE RAINIER BUILDING AND THE CHAIRMAN OF THE UMBRELLA BOARD LANDSCAPING COMMITTEE.
9. EACH PURCHASER, AT THE TIME OF CLOSING THEIR TRANSACTION, WILL BE ASSESSED TWO MONTHS OF VILLAGE DUES WHICH WILL BE COLLECTED AT THE TIME. THESE DUES WILL BE DIRECTLY DEPOSITED IN THE RESERVE ACCOUNTS OF THE VILLAGE.
10. NO FURTHER VILLAGE DUES WILL BE COLLECTED FROM RESIDENTS OR DECLARANT UNTIL AUGUST 1, 1995. AT THAT TIME, NORMAL MONTHLY ASSESSMENTS WILL BE MADE AND COLLECTED. THE DECLARANT WILL PAY MONTHLY DUES FOR UN SOLD UNITS AND EACH MONTH WILL MAKE DUES PAYMENTS THROUGH THE ACCOUNTING SERVICE OF RECORD (KAPPES-MILLER) WHO WILL ALLOCATE PAYMENTS APPROPRIATELY BETWEEN UMBRELLA BOARD AND WASHINGTON VILLAGE. IF FOR ANY REASON, MONTHLY DUES ARE NOT KEPT CURRENT BY THE DEVELOPER, THE

RESULTING SPECIAL PAYMENTS/LUMP SUM PAYMENTS, ETC. WILL BE MADE WITH TWO CHECKS, ONE TO THE UMBRELLA BOARD AND THE OTHER TO WASHINGTON VILLAGE. THE TWO CHECK PROCEDURE IS TO BE FOLLOWED FOR ALL PAYMENTS OUTSIDE THE NORMALLY PAID MONTHLY DUES. UNTIL JULY 31, 1995, THE DECLARANT WILL BE RESPONSIBLE FOR ALL COSTS NORMALLY ASSOCIATED WITH VILLAGE EXPENSES. THESE COSTS WILL BE ON AN ACCRUAL BASIS, MEANING THAT THE RECEIPT OF INVOICE IS NOT THE DETERMINING FACTOR, IT'S THE TIME FACTOR OF THE PERIOD OF THE INCURRED COST. THE DECLARANT WILL PROMPTLY PAY SUCH ITEMS TO INCLUDE, BUT NOT LIMITED TO, UTILITY COSTS, JANITORIAL, MONITORING, ACCOUNTING, INSURANCE AND ETC.

11. ANY UTILITY DEPOSITS PAID BY THE DECLARANT WILL BE REFUNDED BY THE HOLDER AFTER AUGUST 1, 1995. WHEN POSSIBLE, ACCOUNTS SHOULD BE BILLED TO THE DECLARANT, BUT IDENTIFIED AS ASSOCIATED WITH THE RAINIER BUILDING.
12. THE DECLARANT SHALL PROVIDE THE TREASURER OF WASHINGTON VILLAGE WITH EVIDENCE OF ALL PAYMENTS TO VENDORS ON BEHALF OF THE RAINIER BUILDING EACH MONTH.
13. AS OF JULY 31, 1995, ALL UTILITY METERS WILL BE READ AND ACCOUNTS TRANSFERRED TO WASHINGTON VILLAGE. ANY OTHER RECURRING COSTS BILLED TO THE DECLARANT WILL BE TRANSFERRED TO THE BOARD. ALL BILLS THAT ARE THE OBLIGATION OF THE DECLARANT, UNDER THE PROVISIONS OF THIS AGREEMENT, WILL BE PAID IN FULL PRIOR TO AUGUST 1, 1995.
14. INCENTIVE FOR PAYMENT OF MONTHLY DUES ON SCHEDULE IS AS SHOWN BELOW:
  - (a) A FIVE DOLLAR LATE FEE IF DUES ARE PAID AFTER THE 15TH OF THE MONTH.
  - (b) A 1% MO. PENALTY IF DUES ARE NOT PAID BY THE END OF THE MONTH.
 EXAMPLE: DUES OF \$200 NOT PAID BY JANUARY 31--LATE FEE IS \$5 AND PENALTY IS \$2 (200 X .01). TOTAL DUE IS \$207.

DUES NOT PAID BY FEBRUARY 28--LATE FEE IS \$5 AND PENALTY IS \$4 (400 X .01). TOTAL DUE IS \$416.

DUES NOT PAID BY MARCH 31--LATE FEE IS \$5 AND PENALTY IS \$6 (600 X .01). TOTAL DUE IS \$627.

- (c) A 2% MO. PENALTY IF DUES ARE NOT PAID BY THE END OF THE THIRD MONTH.

EXAMPLE: DUES NOT PAID BY APRIL 30--LATE FEE IS \$5 AND PENALTY IS \$16 (800 X .02). TOTAL DUE IS \$848.

ETC.

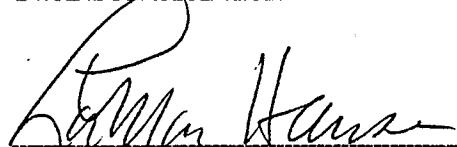
WE AGREE TO THE ABOVE:

WASHINGTON VILLAGE

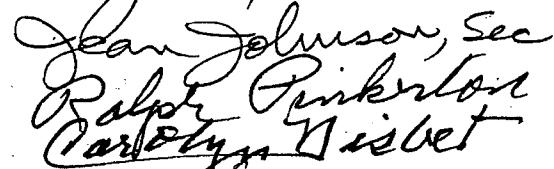
  
DEEN STICE  
PRESIDENT

DATE: Jan 27, 1994

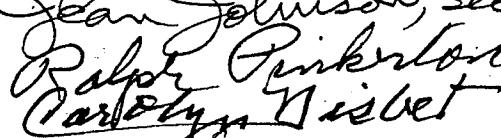
SWANSON-DEAN/DAEWOO PARTNERSHIP

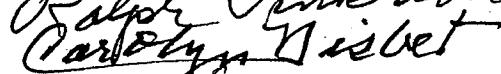
  
LAMAR HANSEN  
VICE PRESIDENT/PROJECT MANA

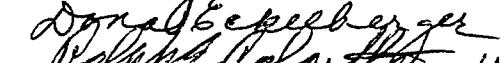
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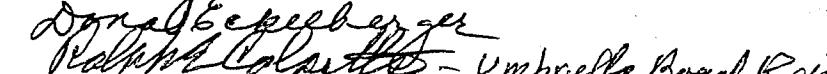
  
Jean Johnson, Sec.

VP Oly. Bldg

  
Ralph Pinkerton

  
Carolyn Lisbet

  
Donald Steeberger

  
Ralph Pinkerton - Umbrella Board Rep

**THE PROVIDENCE POINT UMBRELLA ASSOCIATION**  
**Annual Budget Report**  
**1/1/2025**

<b>Accounts</b>	<b>2025 Budget</b>
<b>Income:</b>	
4100 - Homeowner Assessments	\$6,378,785.00
4110 - Village W/O - Labor	\$60,000.00
4115 - Village W/O - Materials	\$13,000.00
4120 - Transportation Income	\$13,500.00
4134 - Activities Ticket Sales	\$82,000.00
4136 - Events Sponsorship	\$1,800.00
4155 - Flat Fee Dues	\$1,371,230.00
4200 - Newsletter Advertising	\$8,500.00
4209 - Pea Patch Income	\$3,900.00
4215 - Facilities Rental Income	\$6,500.00
4225 - SPNW Base Rental Income	\$18,000.00
4230 - SPNW Performance Rent	\$25,000.00
4235 - Senior Choice Rental Income	\$10,200.00
4530 - Move In Fee	\$41,500.00
4610 - Interest Income - Reserve	\$1,100.00
4810 - Village Phone Reimbursements	\$8,874.00
8900 - Transfer to Reserves	(\$780,000.00)
9000 - Transfer From Operating	\$780,000.00
<b>Total Income:</b>	<b>\$8,043,889.00</b>
<b>Expense:</b>	
5110 - Audits	\$30,600.00
5125 - Consulting	\$24,668.00
5130 - Government Affairs Committee	\$10,000.00
5200 - Bad Debt	\$3,000.00
5250 - Bank Charges	\$150.00
5290 - Emergency Readiness Committee	\$559.00
5300 - Memberships / Subscriptions	\$5,500.00
5310 - Staff Salaries	\$1,273,878.00
5312 - PMO Staff - HOAMCO Fee	\$34,579.00
5315 - Staff Payroll Taxes	\$109,299.00
5400 - Insurance: Property & Liability	\$1,452,866.00
5410 - Insurance- D & O	\$20,667.00
5415 - Insurance - Earthquake	\$18,774.00
5420 - Insurance- Misc	\$48,868.00
5425 - Insurance- Auto	\$16,385.00
5500 - Legal-General	\$20,000.00
5505 - Legal - Delinquency	\$3,000.00
5530 - Lien/Collection Costs	\$1,500.00
5545 - Postage Meter Rental	\$1,233.00
5600 - Management Fees	\$93,312.00
5650 - Annual Meeting Expense	\$700.00

**THE PROVIDENCE POINT UMBRELLA ASSOCIATION**  
**Annual Budget Report**  
**1/1/2025**

<b>Accounts</b>	<b>2025 Budget</b>
5655 - Seminars- Staff / Board	\$3,000.00
5664 - Gate Card/Smart Card Expense	\$3,000.00
5665 - Volunteer Recognition Program	\$1,000.00
5700 - Newsletter	\$750.00
5800 - Office Expense/Supply	\$10,320.00
5810 - Postage	\$7,500.00
5820 - Printing	\$1,750.00
5850 - Communiversity	\$102,816.00
5855 - Welcome Committee	\$500.00
5864 - Ticketed Events	\$90,000.00
5865 - Resident Refreshments	\$1,200.00
5866 - Non-Ticketed Events	\$2,000.00
5870 - President's Expense	\$900.00
5875 - Manager's Expense	\$3,000.00
5900 - Website (Service & Updates)	\$6,300.00
5905 - IT Maintenance (Computers)	\$38,556.00
5910 - Office Equipment Lease (Copiers)	\$30,200.00
5915 - Office Furniture/Equipment	\$1,200.00
5955 - Miscellaneous & Door King	\$6,436.00
6060 - Fire Alarm Monitoring	\$55,290.00
6065 - Community Bldg Fire Alarm Systems	\$1,800.00
6100 - Gate & Building Maintenance	\$12,000.00
6200 - Janitorial	\$65,344.00
6210 - Uniforms	\$1,000.00
6215 - Janitorial Supplies	\$6,000.00
6300 - Landscape	\$20,000.00
6305 - Landscape Maintenance: Trees.	\$120,000.00
6310 - Maintenance Supplies	\$55,000.00
6325 - Landscape- Bark/Mulch	\$105,000.00
6335 - Hanging Baskets	\$4,000.00
6340 - Pea Patch Maintenance & Supplies	\$3,500.00
6350 - Activities- Bus Maintenance	\$3,500.00
6355 - Activities- Bus Licenses	\$450.00
6360 - Activities- Bus Fuel	\$6,200.00
6370 - Maintenance: Truck Repair	\$15,000.00
6373 - Maintenance: Truck Licenses	\$2,140.00
6375 - Maintenance: Fleet Fuel	\$9,000.00
6400 - Pest Control	\$35,000.00
6450 - Clubhouse Pool	\$20,000.00
6500 - General Maintenance	\$50,000.00
6508 - Water Cooler	\$180.00
6509 - Contracted Maintenance - Basic	\$779,084.00

**THE PROVIDENCE POINT UMBRELLA ASSOCIATION**  
**Annual Budget Report**  
**1/1/2025**

<b>Accounts</b>	<b>2025 Budget</b>
6570 - Irrigation Maintenance	\$85,000.00
6575 - Street Signage	\$500.00
6583 - Contracted Irrigation	\$45,371.00
6590 - Rental Unit Expense	\$885.00
6593 - Specialized Transportation Services	\$2,500.00
6600 - Snow Removal	\$25,000.00
6604 - Supplies: Activities	\$750.00
6605 - Recreational Equipment	\$2,500.00
6615 - Office Furniture/Equipment	\$500.00
6620 - AV Maintenance/Channel 8	\$750.00
6630 - Driver's Expenses	\$1,000.00
6635 - Library Expense	\$650.00
6640 - Restaurant Expense	\$6,400.00
6700 - Elevator	\$6,464.00
6900 - Tools and Equipment	\$2,000.00
6905 - Safety Services Contract	\$417,685.00
7050 - Cable TV	\$1,022,757.00
7106 - Town Hall Electricity	\$38,657.00
7150 - Utilities- Campus Wide	\$39,300.00
7200 - N. Comm Bldg Utilities	\$7,036.00
7205 - S. Comm Bldg Utilities	\$2,937.00
7210 - Clubhouse Utilities	\$73,528.00
7212 - Guardhouse Utilities	\$3,339.00
7215 - Maintenance Bldg Utilities	\$4,398.00
7220 - Maintenance Bldg Refuse	\$8,641.00
7301 - Common Building Propane	\$2,200.00
7502 - Intercom-Bldg 174 - Highland V GL 7502 to Reimb	\$801.00
7503 - Intercom-Bldg 178 - Highland V GL 7503 to Reimb	\$801.00
7504 - Phone Elevator-Bldg - Washington V GL 7504 to Reimb	\$5,816.00
7506 - N. Community Bldg Phone	\$1,156.00
7507 - S. Community Bldg Phone	\$801.00
7509 - Phone Elevator-Bldg 206 - Forest V GL 7509 to Reimb	\$1,456.00
7510 - Telephone - Security Phone	\$4,390.00
7513 - Office/Monitoring Phone Lines	\$9,969.00
7525 - Telephone- Clubhouse	\$284.00
7530 - Staff Cell Phones / Tablets	\$2,290.00
7535 - Staff Cell Phone- Reimbursement	\$3,360.00
7556 - Town Hall Refuse (Trash)	\$7,756.00
7901 - Town Hall Water/Sewer	\$5,090.00
7905 - Surface Water Mgmt Fee	\$190,367.00
7908 - Irrigation Water	\$317,520.00
8600 - Reserve Study	\$21,000.00

**THE PROVIDENCE POINT UMBRELLA ASSOCIATION**  
**Annual Budget Report**  
**1/1/2025**

<b>Accounts</b>	<b>2025 Budget</b>
8800 - Taxes - Federal	\$16,000.00
8840 - Taxes - Property	\$12,643.00
8845 - Taxes- Property 228th Park	\$87.00
8860 - Taxes - Excise (B & O)	\$11,000.00
9132 - Clubhouse- Exterior Maint (roof)	\$280,000.00
9150 - Driveways, Sidewalks - Reserves	\$100,000.00
9165 - Entry Gates; Controls, Systems, Loops - Reserves	\$40,000.00
9251 - Landscaping; Irrigation Controllers - Reserves	\$86,056.00
9253 - Landscaping; Trees - Reserves	\$10,000.00
9254 - Landscaping- Drainage	\$5,000.00
9450 - Pool, Spa Repair - Reserves	\$21,619.00
9455 - Pool, Spa Equipment - Reserves	\$10,000.00
9495 - Repeater Radio Equipment - Reserves	\$6,000.00
9600 - Street Repair - Reserves	\$192,418.00
9645 - Tennis Court Resurfacing - Reserves	\$17,000.00
9655 - Town Hall: HVAC Heat Pumps - Reserves	\$25,000.00
<b>Total Expense:</b>	<b>\$8,055,882.00</b>
<b>Budget Difference:</b>	<b>(\$11,993.00)</b>

# WASHINGTON VILLAGE

AMENDED AND RESTATED BYLAWS

FOR

WASHINGTON VILLAGE AT PROVIDENCEPOINT

A CONDOMINIUM

09/09/2020

# BYLAWS

## OF

## PROVIDENCE POINT WASHINGTON VILLAGE ASSOCIATION

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The following are Bylaws of the Washington Village Association, a Washington State nonprofit corporation, ("Association") and elaborates upon the Declaration recorded with King County Recording No. 20110915001928. The Declarations is the main source of governance of Washington Village. These Bylaws are intended only for the purpose of clarification of certain sections of the Declaration and must be used in conjunction with the Declaration. These Bylaws apply to the entire Washington Village Condominium, each Unit therein, and all Common Elements.

## **ARTICLE 1. DEFINITIONS**

Section 1.1 Definitions. Unless otherwise specified herein, all capitalized terms herein shall have the same meaning as set forth in the Washington Village First Amended and Restated Village Declaration. The term "Members" shall have the meaning set forth in the Section 1.1.20 of the Washington Village Declaration. These Village Bylaws shall be administered by a majority vote of the Village Board.

Section 1.2 "Member in Good Standing" Means a Member who is current on payment of all regular and Special Assessments, and who has not been determined by the Umbrella or Washington Village Board to be in violation of the Declarations, Bylaws or Rules following an opportunity to be heard by the Umbrella or Washington Village Board or a hearing panel appointed by the Umbrella or Washington Village Boards.

Section 1.3 Washington Village Board The Village Board shall be comprised of voting and non-voting members.

## **ARTICLE 2. APPLICATION OF BYLAWS AND ASSENT OF OWNERS**

Section 2.1 Application. These Bylaws apply to the Condominium property situated on the real property as described in the Village Declaration.

Section 2.2 Assent. All present or future owners, tenants or any other person using the facilities of the Village in any manner are subject to the regulations set forth in these Bylaws. The mere acquisition or rental of any of the Units in the Village or the mere act of occupancy of one of the Units shall constitute ratification of these Bylaws.

## **ARTICLE 3. PURPOSE AND POWERS OF THE VILLAGE ASSOCIATION**

Section 3.1 Purpose. The purpose of the Village Association is to administer the Condominium Association pursuant to applicable provisions of the Act and the Governing Documents and to act as the governing body for all of the Owners for the maintenance, repair, replacement, administration, and operation of the Condominium, and all other property the Village Association is required or permitted to maintain by the Declaration.

Section 3.2 Powers. The Village Association shall have the powers enumerated in the Act, in the Declaration, and in these Bylaws.

## **ARTICLE 4. VILLAGE ASSOCIATION MEMBERSHIP, REGISTER AND VOTING**

Section 4.1 Membership. Section 12.1, 12.2 and 12.3 of the Declaration define membership in the Village Association. Members of the Village Association shall, upon request, furnish the Village Board with copies of any documents under which they assert ownership of a Unit or any interest therein, and any mortgages thereon.

Section 4.2 Register of Members. The Village Board shall cause a register to be kept containing the names and addresses of all Members of the Village Association. Persons who purchase an interest in a Unit shall promptly inform the Village Board of their interest.

Section 4.3 Registration of Mailing Address. Each Owner shall notify the Village Association of an address to be used by the Umbrella Association and Village Association for purpose of notice ("Registered Address"). Multiple Owners of a Unit shall designate a single Registered Address to be used by the Umbrella Association and Village Association. The Registered Address shall be used for mailing of monthly statements, notices, demands and all other communications.

4.3.1 Use of the Registered Address by the Village Association for giving of notice shall be sufficient to constitute notice to any Person, firm, corporation, partnership, association, or other legal entity or any combination thereof, which owns the Unit or an interest in the Unit. The Registered Address shall be provided by the Owner to the secretary of the Village Association within five days after receipt of title or interest in the Unit. The registration shall be in written form and signed by all Owners of the Unit, or by the Person(s) authorized by law to represent the interests of all of the Owners.

4.3.2 If no Registered Address is provided, or if all the Owners cannot agree, the address of the Unit shall be the Registered Address until a new Registered Address is furnished as required under this paragraph. The Registered Address may be changed in the manner prescribed in 4.4.1 above.

4.3.3 Owners may supply information to the Umbrella Association and Village Association so that they may receive notice by Electronic Means in lieu of by mail consistent with the Non-Profit Corporation Act.

Section 4.4 Voting.

4.4.1 Number of Votes. The number of votes shall be as provided for in Section 12.4 of the Declaration. No votes will be allocated to any Unit owned by a Village Association or the Umbrella Association.

4.4.2 Voting at Meetings; Proxies. Votes may be cast in Person or by proxy. Proxies shall be in writing and the signatures must be witnessed or acknowledged. Proxies must be filed with the Village secretary before the appointed time of each meeting. No proxy shall be valid for a period longer than eleven (11) months after the date thereof. Resident Family Members may vote if written notice (proxy) has been sent to the secretary by the Unit Owner designating the Resident Family Member such authority, renewable every eleven (11) months.

4.4.3 Incompetence. Persons declared legally incompetent shall be eligible for Membership in the Village Association, if otherwise qualified, but shall not be permitted to vote except through a legally appointed, qualified and acting guardian of their estate, voting on their behalf.

4.4.4 Voting by Mail. The Village Board may decide that voting of the Owners shall be by mail and without a meeting of the Village Association with respect to the adoption of any proposed amendment to the Declaration, or with respect to any other matter for which approval by the Owners is required by the Washington Condominium Act, the Declaration or the Bylaws, in accordance with the following procedure:

- a. The secretary shall give written notice and one written ballot per Unit to the Unit Owner (or the Unit's voting representative, if applicable), which notice shall include the text of any proposed amendment to the Declaration or a proposed resolution for action which sets forth a description of the proposed action. The notice shall state that the Owners are entitled to vote by mail for or against the proposal by delivering the completed enclosed ballot to a specified address on or before a specified date not less than ten (10) days after delivery of notice to the Owners (the "Deadline"). Ballots which are received more than fourteen (14) days after the Deadline shall not be effective.
- b. With respect to issues on which voting is conducted by mail, the submission of valid ballots representing 25% of the total voting power shall constitute a quorum for voting by mail.
- c. Any proposal shall be adopted if a quorum for voting by mail is represented and the proposal is approved by the affirmative vote of not less than a majority of the votes cast on such question, unless a greater or lesser voting requirement is established by the Washington Condominium Act, the Declaration or the Bylaws and unless the consent of the Eligible Mortgagees has not been obtained as required by the Washington Condominium Act, or the Declaration.
- d. Delivery of a vote in writing to the specified address shall be equivalent to receipt of a vote by mail at such address for the purpose of this Section.
- e. In case of election of Village Board Members by mail, the Resident Unit Owners shall advise the secretary of the names of proposed Village Board Members sufficient to constitute a full Board on or before a specified date set by the Village Board.
  - i. Within 15 days after such specified date, the secretary shall have prepared a ballot to be sent to all Owners, stating the following: (1) the names of Village Board Members to be elected, (2) that each Owner may cast a vote by mail (one per Unit), (3) that write-in names are acceptable, and (4) the date established by the Village Board by which such votes must be received by the secretary at the address of the principal office of the Village Association, which shall be specified in the notice. Votes received after that date shall not be counted.

- ii. All Village Board nominees who have received the most votes shall take office effective on the date specified on the ballot.

4.5.5 Voting by Electronic Means. The Village Board may decide that voting of the Owners may be made by Electronic Means as may be provided for by the Washington Non-Profit Corporation Act RCW 24.03. Procedures consistent with that Act may be adopted by the Village Board to conduct votes which meet the intention of the Bylaws to provide adequate notice and opportunity to vote to the members consistent with the intent of the Declaration and Bylaws.

## **ARTICLE 5. MEETINGS OF MEMBERS OF THE ASSOCIATION**

Section 5.1 Meeting Place. All meetings of the Members shall be held at any reasonable place set by the Village Board. The place for any Meeting shall be stated in the notice of the Meeting.

Section 5.2 Annual and Special Meetings. The Annual Meeting and any Special Meetings of the Association shall be in accordance with Section 12.8 of the Declaration.

Section 5.3 Quorum. For Association meetings, a quorum shall be as provided for in Section 12.8 of the Declaration. An affirmative vote of a majority of the Owners present, either in Person or by proxy, shall be required to transact business.

Section 5.4 Adjourned Meetings. If the required quorum is not present at any Meeting of the Village Association, the Owners who are present either in Person or by proxy may adjourn the Meeting to a time not less than forty-eight (48) hours from the time the original Meeting was called.

Section 5.5 Meeting Attendance. Prior to the commencement of any Meeting of the Association, the secretary shall determine and confirm that a quorum of owners is present (either by ballot, proxy, or in person).

Section 5.6 Order of Business. The order of business at all Meetings of the Owners shall be as follows, unless changes in the order are agreed to or order suspended by a majority of votes cast:

- (a) Verification of Quorum;
- (b) Reading and approval of minutes of preceding Meeting;
- (c) Reports of officers;
- (d) Reports of committees;
- (e) Unfinished business;
- (f) New business;
- (g) Adjournment.

Section 5.7 Rules of Order. The Village Association and Village Board shall be governed by the parliamentary procedures proscribed in Robert's Rules of Order, latest edition.

## **ARTICLE 6. VILLAGE BOARD**

Section 6.1 Number and Qualifications. The affairs of the Village Association shall be governed by a Village Board. The composition and selection of the Village Board shall be as provided for in Section 14.1 of the Declaration. Individuals elected to membership on the Village Board shall be selected from among the Resident Unit Owners and Related Parties as defined in Section 1.1.27 of the Declaration.

Only members in good standing may be elected to the Village Board. To qualify to serve on the Village Board, a Member must qualify for coverage with fidelity insurance. Members with a past criminal history are not permitted to serve on the Village Board. If any Village Board member loses his/her qualifications as a Resident Unit Owner, he/she shall automatically be deemed to have resigned his/her post as a Board member effective immediately.

### **Section 6.2 Election.**

6.2.1 Nominating Committee. The President of the Village Association shall appoint a chair of a Nominating Committee no later than the September Board meeting of each year. The chair of the Nominating Committee shall select two other committee members from the Village residents and such residents shall be approved by the Village President. The Nominating Committee shall prepare a slate of nominees for President Treasurer, Umbrella Board Director and Alternate Umbrella Board Director. The Committee shall also gather the names of building representatives selected by building residents to serve as Building Vice Presidents as provided in Section 14.1 of the Village Declaration and shall include these on the slate of nominees. The chair of the Nominating Committee shall present the nominees to the Board at the regular October meeting.

6.2.2 When Elections are Held. Village Board Officers and the Umbrella Board Director and Alternate Umbrella Board Director shall be elected by mailed ballot prior to the Annual Meeting of the Village Association in accordance with Section 12.8 of the Declaration, and those elected shall be introduced at the Annual Meeting. The building representatives selected by building residents to serve as Building Vice Presidents and Alternate Building Vice Presidents shall, if determined by the Board to be eligible to serve, be confirmed as such by the Board and announced to the Members by notice given with the mailed ballot for election of the Officers and the Village Umbrella Director and Alternate Umbrella Board Director. In the event any Village Director or Village-elected Umbrella Board Director or Alternate Umbrella Board Director, resigns or is no longer able or qualified to serve as an Village Director, Umbrella Board Director or Alternate Umbrella Board Director under Section 6.1 of these Bylaws, the Village Board shall promptly, after such event, appoint a successor who shall serve until the next election. Building residents shall appoint a building Vice President or Alternate Vice President to replace any building Vice President or Alternate Vice President who resigns or is otherwise unable to serve.

Section 6.3 Term of Office. The term of office for Village Board members shall be two years commencing for those taking office in 2013. In the first year of two year terms, two or three Board members may, but are not required to, chose a one year term in order to begin

staggered two year terms. Staggered two year terms shall be fully implemented by no later than 2015.

Section 6.4 Powers and Duties of the Village Board. The Village Board shall have the powers and duties provided for the administering authority of the Condominium in the Horizontal Property Regimes Act, the Condominium Act, the Declaration, and these Bylaws, together with all other powers necessary for the administration of the affairs of the Village Association.

Section 6.5 Removal of Board Directors. A board Member may be removed with or without cause by the Unit owners in accordance with Section 14.5 of the Declaration or by a majority of the Village Board present and entitled to vote at any regular Annual or Special meeting of the Board called for that purpose and a successor may then and there be elected to fill the vacancy thus created, even though they may constitute less than a quorum. Any Village Board Member whose removal has been so proposed by the Owners or the Board shall be given an opportunity to be heard at the Meeting.

Section 6.6 Village Board Organizational Meeting. The first Meeting of a newly elected Village Board shall be held immediately following the Annual Meeting and no notice shall be necessary to the newly elected Village Board in order to legally constitute such Meeting.

Section 6.7 Regular Board Meetings. Regular Meetings of the Village Board shall be as provided for by Section 12.9.1 of the Declaration. At least three days' notice must be given to Board members and the Membership at large for any changes in time or place of regular meetings. The membership at large may be notified of the change in meeting time and place by posting of the notice in each building.

Section 6.8 Special Board Meetings. Special Meetings of the Village Board shall be as provided for in Section 12.9.2 of the Declaration. Members at large shall be given three days' notice and such notice may be made by posting in each building.

Section 6.9 Executive Sessions. The Village Board reserves the right to conduct executive sessions whenever it sees fit. Upon the affirmative vote in open meeting to assemble in closed session, the Board of Directors may convene in closed executive session to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the Association, and matters involving the possible liability of an Owner to the Association or other similar matters requiring confidentiality. The Board shall restrict the consideration of matters during the closed portions of meetings only to the specific confidential matter for which the executive session was called. By a majority of the Board, it shall be determined what, if any, information and action taken in Executive session may be revealed in open session based on the nature of the matter and the degree of confidentiality required. Following the closed session, the Board shall reconvene in open session. The final vote on any matter discussed in executive session will be held in the open session and recorded in the regular minutes.

Section 6.10 Waiver of Notice. Attendance by a Village Board Member at any Meeting of the Village Board shall be a waiver of notice by him or her of the time and place thereof. If all the Village Board Members are present at any Meeting of the Village Board, no notice shall be required and any business may be transacted at such Meeting.

Section 6.11 Village Board Quorum. At all Meetings of the Village Board, fifty percent (50%) of Board voting Members shall be present and thereof shall constitute a quorum for the transaction of business, and the acts of the majority of the Village Board present at a Meeting at which a quorum is present shall be the acts of the Village Board. If, at any Meeting of the Village Board, there be less than a quorum present, the majority of those present may adjourn the Meeting.

Section 6.12 Dissent. A Village Board Member who is present at a Meeting of the Village Board at which action on a matter is taken shall be presumed to have assented to that action unless his or her dissent is entered into the minutes of the Meeting, or unless he or she files a written dissent to that action with the secretary before the minutes of the Meeting are approved. Once the action has been agreed to by a majority of the Board, the decision shall be binding on all Board members, including those who dissented.

Section 6.13 Committees. The Board may appoint committees from time to time as needed to support Association business. All committees shall be advisory in nature and shall report their recommendations to the Board. The Board shall retain all decision-making authority. The purpose, composition and duties of Standing Committees shall be delineated in these Bylaws or by Village written policy.

Section 6.14 Compensation. No Village Board Member shall receive compensation for serving as a Village Board Member.

Section 6.15 Conflicts of Interest. Nothing in the Governing Documents shall be construed to authorize the Village Association or the Village Board to enter into any contract, employment, or other transaction between the Village Association and one or more of its Board Members or any other corporation, firm, association, or entity in which one or more of its Board Members are Directors or officers or are financially interested, and any such contract, employment, or other transaction shall be void unless, after the fact of such relationship or interest is disclosed or known to all of the Owners entitled to vote, such contract, employment, or transaction has been authorized or approved by vote or written ballot by Owners holding more than fifty percent (50%) of the Voting Power of the Village Association, excluding any interested Board Members and the votes of the Units of which they are Owners, and, the contract, employment, or transaction is fair and reasonable to the Village Association.

Section 6.16 Actions Without a Meeting. Any action required or which may be taken at a Meeting of the Village Board or a committee may be taken without a Meeting if all of the voting Board Members or all of the members of the committee consent to the action to be taken in writing. E-mail communication is sufficient to satisfy the writing requirement of this section. Any such action taken shall be ratified by motion at the next Regular or Special Meeting of the Village Board.

Section 6.17 Attendance by Electronic Means. Attendance may be held for any Meeting of the Village Board or any committee by means of a conference telephone or other communications equipment by which all Persons participating in the Meeting can hear each other at the same time.

Section 6.18 Open Meetings. All regular Meetings of the Village Board shall be open to the Membership to attend and listen to the Meeting. Open Meetings need not provide an opportunity for the Membership to be heard by the Village Board, nor need any participation by

the Membership be allowed by the Village Board. Emergency Meetings may be called by the Village Board without notice to the Members.

## **ARTICLE 7. VILLAGE BOARD MEMBERS / OTHER POSITIONS**

Section 7.1 Officers and Other Voting Members. The Officers of the Village Association shall be a President and a Treasurer, each of whom shall be elected by a majority of the Unit Owners.

7.1.1 President. The President shall be the chief executive officer of the Village Association. Her or she shall be elected as provided for in Section 14.1 of the Declaration and shall preside at all Meetings of the Village Association and the Village Board. He or she shall have all of the general powers and duties which are usually vested in the office of the president of a nonprofit association. He or she shall have the power to prepare proposed amendments and execute ratified amendments to the Declaration on behalf of the Village Association.

7.1.2 Treasurer. The Treasurer shall be elected as provided in Section 14.1 of the Declaration and shall have responsibility for Village Association funds and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Village Association in accordance with Section 9.6 of these Bylaws. He or she shall be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Village Association in such depositories as may from time to time be designated by the Village Board. The Village Board may appoint one or more assistant treasurers to perform any or all of the duties of the treasurer.

The Treasurer is authorized to request the Property Management Accounting Office to make payment by check to reimburse individuals for expenditures benefitting the Village.

The responsibilities defined above may be delegated by the Village Board to the Managing Agent or other qualified person. The treasurer will act as a financial advisor to the Village Board.

7.1.3 Building Vice President. Article 14 of the Village Declaration delineates the position of Building Vice President. The title Building Vice President does not imply any Board duties other than voting member.

Section 7.2 Voting Member Restrictions. Members of the same household may not hold voting positions on the Village Board at the same time except that with full disclosure of the relationship of the two nominees, a majority of Unit owners may elect two voting members from the same household. Two voting positions on the Board may be held by the same person provided that these positions are approved by the Board. Any person holding dual positions on the Board may not exercise their vote in both positions at the same time.

### **Section 7.3 Non-Voting Board Positions.**

7.3.1 Secretary. The President of the Board shall appoint a Secretary from among Members in good standing. Secretary shall be a non-voting member of the Board and shall serve at the pleasure of the Board. The Secretary shall keep the minutes of Meetings of the Village Board and minutes of Meetings of the Village

Association; he or she shall have charge of such books and papers as the Village Board may direct; and he or she shall in general perform all the duties incident to the office of secretary. The Secretary shall compile and keep up to date at the principal office of the Village Association a complete list of Members and their Registered Addresses as well as a list of the Village Board Members names, titles and addresses. The Secretary shall have the power to certify ratified amendments to the Declaration on behalf of the Village Association. The Village Board may appoint one or more assistant secretaries to perform any or all of the duties of the Secretary.

The responsibilities defined above may be delegated by the Village Board to the Managing Agent or other qualified person.

**7.3.2 Umbrella Board Director and Alternate.** The Umbrella Board Director shall serve a two year term and may not serve for more than two consecutive terms. Umbrella Directors are not eligible for reelection for two years after leaving office. The Umbrella Board Director shall be a non-voting member of the Washington Village Board. An Alternate Umbrella Board Director shall be qualified and elected in the same manner as the Umbrella Board Director and may serve in the absence or incapacity of the Umbrella Board Director and in such event, shall have and may exercise all rights and privileges of the absent Umbrella Board Director. The Alternate Umbrella Board Director will serve the same two-year term as the Umbrella Board Director. There are no term limits for persons serving as Alternate Umbrella Board Directors.

**Section 7.4 Other Positions.** Other positions of the Village Association shall have such authority and shall perform such duties as the Village Board may prescribe within the provisions of the applicable statutes, the Declaration, and the Bylaws.

**Section 7.5 Office Sharing.** As provided for in Section 14.4 of the Declaration, voting Board members may share a position on the Board. The two individuals sharing the position shall share equally the responsibilities of the position. Co-Board members shall share a single vote between them and shall agree on the single vote to be cast in any matter before the Board.

**Section 7.6 Delegation.** In the case of absence or inability to act of any officer of the Village Association and of any Person authorized in the Bylaws to act in his or her place, the Village Board may delegate the powers or duties of that officer to another officer, director, or other Person whom it may select.

**Section 7.7 Vacancies.** Vacancies in any office arising from any cause may be filled by the Village Board at any Regular or Special Meeting of the Village Board in accordance with Section 14.6 of the Village Declaration.

**Section 7.8 Standard of Care.** Village Board members shall act on behalf of the Village Association in the performance of their duties and are required to exercise ordinary and reasonable care.

## **ARTICLE 8. FINANCE - BUDGET - HANDLING OF FUNDS**

**Section 8.1 Budget and Common Expenses.** Budget and assessment for common expenses shall be as provided for in Article 16 of the Declaration. The Village Board shall advise each Owner in writing of the amount of common charges payable by the Owner.

Section 8.2 Depositories. The monies of the Village Association shall be deposited in the name of the Village Association in federally insured depositories designated by the Village Board, and shall only be drawn out by the treasurer. The treasurer shall deposit all funds of the Village Association to the account of the Village Association promptly, and in all events within five (5) business days of the receipt thereof. The power to deposit and withdraw money from the Village Association's general or operating account may be delegated by the Village Board to a Managing Agent.

Section 8.3 Accounts and Investment of Funds. The funds of the Village Association shall not be commingled with the funds of any other person or entity. The reserve funds may be combined in one or more savings accounts, certificates of deposit, or other accounts or deposits. Subject to the discretion of the Village Board, overall management of the account(s) that contain the funds of the Village Association and the funds in those accounts shall be the responsibility of the treasurer. The treasurer may open such account(s) and adopt any procedures he or she and the Village Board deem advisable to properly secure the accounts and funds of the Village Association.

Section 8.4 General Account. The treasurer shall establish a checking account in the name of the Village Association in a commercial bank to be known as the general or operating account. This account will contain funds to provide for the current operations of the Condominium, and will receive all monthly Assessments and all income and other funds received by the Village Association. Checks shall be issued from this account for all management, maintenance, and operation expenditures necessary for the Condominium, as well as funds designated to the reserve fund for common elements. All checks shall require the signature of two authorized check signers. Major construction projects shall require the inspection and acceptance of the Property Management Maintenance Supervisor before the issuance of payment(s) to the contractor.

Section 8.5 Reserve Fund for Common Elements. The Village Association shall establish an account in its name to be known as the Reserve Fund for Common Elements. The treasurer shall deposit to this Reserve account amounts reasonably anticipated to be required for the periodic maintenance, repair and replacement of Common Elements as determined by the Village Board. Any checks issued from the Reserve Fund shall be executed by at least two Village Board Members, appointed by the Village Board as designated check signers.

Section 8.6 Records - Financial Reports. Complete and accurate books and records of the receipts and expenditures of the Village Association shall be kept in accordance with generally accepted accounting principles, and annual financial statements prepared in accordance with generally accepted accounting principles shall be made available for inspection upon the request of any Owner, together with an audit by an independent certified public accountant if one has been prepared. In addition to the annual financial statements, a balance sheet and revenue and expense statement of the Village Association, prepared on an accrual basis, shall be prepared at least quarterly and made available for inspection upon the request of any Owner. The books and records of the Village Association shall be maintained by the treasurer in the location designated by the Village Board.

Section 8.7 Disclosure. Except as otherwise protected from disclosure by applicable law, the books and records of the Village Association shall be made available to any Owner upon written request within 7 days. The books and records shall be made available for inspection within 48 hours of a written request of any Village Board Member.

Section 8.8 Surplus Funds. Any surplus funds of the Village Association remaining after payment of or provision for common expenses and any prepayment of reserves shall, in the discretion of the Village Board, either be transferred to reserves or paid to the Owners in proportion to their common expense liabilities or credited to them to reduce their future common expense assessments.

## **ARTICLE 9. INDEMNIFICATION**

The Village Association shall indemnify any Person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Village Association) by reason of the fact that he or she was a Village Director, officer, employee or agent of the Village Association against expenses (including attorneys' fees). This indemnification shall be strictly limited to indemnify Persons acting only in their capacities as director, officer, employee or agent of the Village Association.

The Village Board may expend such funds as it considers reasonable to defend any current or former Village Board Member against whom litigation or threats of litigation have been made due to the actions of that Person in their capacity as a Village Board Member.

## **ARTICLE 10. NOTICES**

Except as may otherwise be required by law or be specifically provided in the Village Declaration or these Bylaws, any notice to any Owner, Mortgagee, Director, or officer shall be made as provided for in the Village Declaration. The address for purposes of notice to an Owner shall be designated or changed as provided in Section 5.3 of these Bylaws. Notice to be given to the Village Board may be given personally to the President or Secretary or mailed to the registered agent of the Village Association as documented by the Washington Secretary of State.

## **ARTICLE 11. ADOPTION AND AMENDMENT OF BYLAWS**

Bylaws and amendments thereto for the administration of the Village Association and the property for other purposes not inconsistent with the Act or with the intent of the Declaration shall be adopted as provided for in the Declaration. An amendment to these Bylaws may be proposed by the President, or by a majority of the Village Board, or by written request of Owners holding at least 30% of the voting power of the Village Association. Notice of the time, place and purpose of such Meeting shall be delivered to each Owner at least fourteen (14) days prior to such Meeting. Notice shall include the text of the proposed amendment to these Bylaws.

## **ARTICLE 12. RULES AND REGULATIONS**

Section 12.1 Adoption and Amendment of Rules and Regulations. A majority of the Village Board may from time to time adopt and amend reasonable Rules and Regulations necessary or desirable to insure compliance with or supplement the Declaration, Bylaws, or to regulate the use, occupancy, and maintenance of the Condominium. Such Rules and

Regulations shall be binding on all Owners, tenants, and occupants of the Condominium. Amendments or additions to the Rules and Regulations may be proposed for consideration at a Regular or Special Meeting by the president, by a majority of the Village Board.

Section 12.2 Distribution of Rules and Regulations. The Rules and Regulations shall be distributed to all Owners, tenants, and occupants of the Condominium when they move into the Condominium. All amendments of the Rules and Regulations shall be distributed to all Owners, tenants, and residents of the Condominium.

### **ARTICLE 13. RULES ENFORCEMENT PROCEDURES**

The Village Board shall adopt a schedule of fines for late payment of Assessments and for other violations of the Declaration, Bylaws, or Rules and Regulations. Such schedule shall be furnished to all Owners. The Village Board may assess fines in accordance with that schedule following notice to the offending party of the violation, and providing an opportunity to the offending party to be heard by the Village Board or a representative designated by the Village Board.

The Village Board may adopt procedures for conducting hearings to provide Owners an opportunity to present information to the Village Board following notice of a violation, in advance of a final decision being made by the Village Board regarding the violation or the amount of fine to be assessed against a Unit Owner for any particular violation. A failure by the offending party to request a hearing following notice of the violation shall allow the Village Board to assess fines in accordance with the previously furnished fine schedule.

### **ARTICLE 14. CONFLICT WITH DECLARATION OR LAW**

These Bylaws are intended to comply with and supplement the requirements of the Washington Horizontal Property Regimes Act, the Washington Condominium Act and the Village Declaration. If any of these Bylaws conflict with the provisions of said statutes or the Village Declaration, the provisions of the statutes and Village Declaration will apply, and that particular section of the Village Bylaws will be stricken. The remaining portions of the Village Bylaws shall remain in full force and effect.

### **ARTICLE 15. NONPROFIT ASSOCIATION**

This Village Association is a not-for-profit corporation - no part of the income of which is distributable to its residents, Members, Directors or Officers. No resident or Member of this Association shall be paid a salary or compensation for a permanent or full-time position as an employee of the Association, but the Association may pay compensation in a reasonable amount to its residents, Members, Directors or Officers for temporary services rendered to the Association, and may pay to a resident, Member, Director or Officer reasonable expenses incurred in rendering services and benefits to the Association.

### **ARTICLE 16. FISCAL YEAR**

The fiscal year of the Village Association shall begin on January 1, and end on December 31st.

Bylaws adopted this 1<sup>st</sup> day of October 2020.

Attested By:

Irene Rice Irene Rice  
Washington Village Assn President

Attested By:

Mary Deraitus Mary Der<sup>2</sup>  
Washington Village Association Secretary

After Recording Return to:

Providence Point Umbrella Association  
Attn: Cynthia Wirtz  
4135-A Providence Point Drive SE  
Issaquah, WA 98029

FIRST AMENDMENT TO THE AMENDED AND RESTATED DECLARATION AND  
COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND RESERVATIONS FOR  
WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM

**Washington Village Homeowners Association**, a Washington nonprofit corporation, hereby approves this First Amendment to the *Amended and Restated Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village at Providence Point, a Condominium*, recorded September 15, 2011 under King County Recorders' no. #20110915001848 (the "Declaration"), pertaining to the real property described on Exhibit "A" attached thereto, as follows:

1. Exhibit B of the Declaration is amended as follows.

**Parking Space:** The ten Units in Building #54 (Winthrop Building) that have not had an assigned parking space, carport, or garage are henceforth assigned the following uncovered parking spaces, effective November 1, 2012 identified as follows:

<u>Unit #</u>	<u>Parking Space Was:</u>	<u>Parking Space Now Is:</u>
1101	None	37 – an uncovered space
1102	None	38 – an uncovered space
1103	None	39 – an uncovered space
1104	None	40 – an uncovered space
1110	None	41 – an uncovered space
1201	None	42 – an uncovered space
1202	None	43 – an uncovered space
1210	None	44 – an uncovered space
1302	None	51 – an uncovered space
1309	None	52 – an uncovered space

2. Except as set forth herein, the Declaration remains unmodified and in full force and effect.

**Exhibit A**  
**Legal Description of Parcel for Washington Village**

**PARCEL 54A**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 357.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N13° 15' 53"E 53.92 FEET;  
THENCE N76° 44' 07"W 95.64 FEET TO THE NORTHEASTERLY LINE OF TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO TO CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 192.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N64° 53' 41"E);  
THENCE NORTHWESTERLY 46.66 FEET ALONG SAID NORTHEASTERLY LINE AND CURVE, THROUGH A CENTRAL ANGLE OF 13° 55' 24";  
THENCE LEAVING SAID NORTHEASTERLY LINE N13° 15' 53"E 207.74 FEET;  
THENCE S76° 44' 07"E 173.46 FEET;  
THENCE S13° 15' 53"W 17.12 FEET;  
THENCE S76° 50' 00"E 179.79 FEET;  
THENCE S37° 46' 03"E 36.00 FEET TO THE TRUE POINT OF BEGINNING.

**PARCEL 54B**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";

THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 169.00 FEET;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 169.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 54C

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 1214.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 138.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 138.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;  
  
THENCE S52° 13' 57"W 240.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N76° 50' 00"W 179.79 FEET;  
THENCE N13° 15' 53"E 231.00 FEET;  
THENCE S76° 50' 00"E 160.00 FEET;  
THENCE S13° 10' 00"W 16.00 FEET;  
THENCE S76° 50' 00"E 195.00 FEET;

THENCE S13° 10' 00"W 48.43 FEET;  
THENCE S37° 46' 03"E 4.64 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 230.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 230.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 110A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 1065.30 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 81.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N52° 13' 57"E) SAID BEGINNING BEING THE TRUE POINT OF BEGINNING;  
THENCE SOUTHEASTERLY 36.53 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31" TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 119.00 FEET;  
THENCE SOUTHEASTERLY 53.67 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31";  
THENCE S37° 46' 03"E 202.82 FEET;  
THENCE S52° 13' 57"W 39.00 FEET;  
THENCE S65° 40' 00"W 220.60 FEET TO THE NORTHERLY LINE OF TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO

TO CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 517.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N42° 49' 18"E); THENCE ALONG THE NORTHEASTERLY LINE THE FOLLOWING THREE COURSES: THENCE NORTHWESTERLY 8.97 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00° 50' 38"; THENCE N48° 10' 20"W 79.76 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 330.00 FEET; THENCE NORTHWESTERLY 225.76 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 38° 50' 38" TO A POINT, THE MOST SOUTHERLY CORNER OF TRACT Y AS SHOWN AND SO DESIGNATED ON WASHINGTON VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 90 OF CONDOMINIUMS, PAGES 26-30, RECORDS OF SAID KING COUNTY; A RADIAL LINE THROUGH SAID POINT BEARS S80° 40' 18"W; THENCE ALONG THE SOUTHEASTERLY LINE THEREOF THE FOLLOWING TWO COURSES: THENCE N84° 40' 31"E 125.36 FEET; THENCE N52° 13' 57"E 149.00 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 110B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16; THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF; THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W); THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY; THENCE S52° 13' 57"W 1014.30 FEET; THENCE S37° 46' 03"E 290.00 FEET; THENCE S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE S52° 13' 57"W 29.00 FEET; THENCE N37° 46' 03"W 202.82 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 91.00 FEET; THENCE NORTHWESTERLY 41.04 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31"; THENCE N78° 04' 28"E 22.11 FEET; THENCE S37° 46' 03"E 232.85 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 111A

THAT PORTION OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE  
CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE  
THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL  
ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF  
WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF  
CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS  
RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING  
COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
157.00 FEET TO THE MOST NORtherLY CORNER OF CORNER OF WASHINGTON  
VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS  
OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 56' 03"E  
290.00 FEET TO THE MOST EASTERLY CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG SAID BOUNDARY 52° 13' 57"W 39.00 FEET TO AN  
ANGLE POINT THEREIN;  
THENCE CONTINUING ALONG SAID BOUNDARY S65° 40' 40"W 220.60 FEET TO THE  
MOST SOUTHERLY CORNER OF SAID WASHINGTON VILLAGE III, SAID CORNER  
ALSO BEING ON THE NORTHEASTERLY BOUNDARY OF CENTER VILLAGE I AS  
RECORDED IN VOL. 73, PGS. 53-57 OF CONDOMINIUMS, RECORDS OF KING  
COUNTY, WASHINGTON AND SAID CORNER ALSO BEING A POINT ON A NON-  
TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 517.00  
FEET (A RADIAL LINE THROUGH SAID POINT ON CURVE BEARS N42° 49' 18"E);  
THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID NORTHEASTERLY  
BOUNDARY 87.40 FEET THROUGH A CENTRAL ANGLE OF 09° 41' 08" TO A POINT OF  
TANGENCY;  
THENCE ALONG SAID BOUNDARY S37° 29' 34"E 143.46 FEET;  
THENCE LEAVING SAID BOUNDARY N65° 39' 43"E 117.70 FEET;  
'THENCE S77° 17' 19"E 66.34 FEET;  
THENCE N65° 25' 25"E 93.06 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 111B

THAT PORTION OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 16, TOWNSHIP 24 NORTH,  
RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;

THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST EASTERLY CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG A SAID BOUNDARY S52° 13' 57"W 29.00 FEET;  
THENCE LEAVING SAID BOUNDARY S37° 46' 03"E 278.96 FEET;  
THENCE N52° 13' 57"E 29.00 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 112A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH,  
RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W

157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 278.96 FEET TO THE EASTERLY MOST CORNER THEREOF;  
THENCE S52° 13' 57"W ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 71.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID SOUTHEASTERLY BOUNDARY THE FOLLOWING THREE COURSES;

THENCE S65° 25' 25"W 93.06 FEET;  
THENCE N77° 17' 19"W 66.34 FEET;

THENCE S65° 39' 43"W 117.70 FEET TO THE SOUTHERN MOST CORNER OF SAID WASHINGTON VILLAGE IV AND A POINT ON THE EASTERN BOUNDARY OF TRACT F IN CENTER VILLAGE I AMENDMENT EIGHT AS RECORDED IN VOL. 78, PGS. 84-88 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE SOUTHEASTERLY ALONG SAID EASTERN BOUNDARY OF TRACT F THE FOLLOWING TWO COURSES;

THENCE S37° 29' 34"E 155.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 217.00 FEET;

THENCE SOUTHERLY 136.71 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 36° 05' 50" TO AN ANGLE POINT IN THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG SAID NORTHWESTERLY BOUNDARY THE FOLLOWING FOUR COURSES:

THENCE N88° 36' 16"E 47.59 FEET;  
THENCE N52° 13' 57"E 123.00 FEET;  
THENCE S37° 46' 03"E 90.00 FEET;  
THENCE N52° 13' 57"E 66.87 FEET;  
THENCE N24° 09' 27"W 77.79 FEET;  
THENCE N65° 50' 33"E 45.09 FEET;  
THENCE N37° 46' 03"W 237.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 75,630 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

PARCEL 112B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH,

RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
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THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 278.96 FEET TO THE EASTERLY MOST CORNER THEREOF;  
THENCE S52° 13' 57"W ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING S52° 13' 57"W ALONG THE SOUTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE S37° 46' 03"E 302.04 FEET TO THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE N52° 13' 57"E ALONG SAID NORTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE N37° 46' 03"W 302.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 8.759 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

Recorded at the Request of  
and after Recording Return to

Condominium Law Group, PLLC  
10310 Aurora Ave N  
Seattle, WA 98133

# **WASHINGTON VILLAGE**

AMENDED AND RESTATED DECLARATION

AND

COVENANTS, CONDITIONS, RESTRICTIONS,  
EASEMENTS AND RESERVATIONS

FOR

WASHINGTON VILLAGE AT PROVIDENCE POINT

A CONDOMINIUM

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**AMENDED AND RESTATED DECLARATION AND COVENANTS, CONDITIONS,  
RESTRICTIONS, EASEMENTS AND RESERVATIONS  
FOR  
WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM**

**RECITALS**

A Condominium Declaration submitting real estate to the Washington Condominium Act of the State of Washington (Revised Code of Washington, Chapter 64.34) entitled "Declaration and Covenants, Conditions, Restrictions and Reservations for Washington Village, A Condominium" was recorded on July 17, 1996 under recording number 9607170918 in King County, Washington, (hereinafter, the "Original Declaration"), together with the Survey Map and Plans recorded on July 17, 1996 under recording number 9607170917 in Volume 133 of Condominiums, Pages 50 through 55, inclusive, in King County, State of Washington.

The Original Declaration has been previously amended by the following instruments recorded under the following recording numbers in King County, Washington: Amendment Number One to Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village, A Condominium, recorded on May 13, 1994 under recording number 9405130459; Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village V, a Condominium, recorded on May 11, 1998 under recording number 9805111227; Amendment Number Two to Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village, A Condominium, recorded on February 11, 2009 under recording number 20090211001808; Amendment Number Three to Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village V, A Condominium, recorded on January 7, 2010, under recording number 20100107000725.

Pursuant to Section 29.1 of the Original Declaration, the Village Board approved this Amended and Restated Declaration and submitted the same to the Owners for a vote in accordance with Section 2.2.2 of the Bylaws.

The vote process was concluded on May 31, 2011, and Owners holding at least 67% of voting power in the Association approved this Amended and Restated Declaration.

Pursuant to Section 29.7 of the Original Declaration, this Amendment shall not affect the rights expressly conferred upon Mortgagees in the Original Declaration with respect to any unsatisfied Mortgage duly recorded prior to the recording of this Amended and Restated Declaration unless the Mortgagee has consented in writing.

The President and Secretary of the Board of Directors for Washington Village III Association of Unit Owners certify that the procedures of the Original Declaration for amendment to the Declaration have been followed and acknowledge and attest, by their signatures below, the adoption of the following Restated Declaration:

This AMENDED RESTATED DECLARATION AND COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND RESERVATIONS FOR WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM (for the purpose of the Recitals, this "Declaration") is made by WASHINGTON VILLAGE, a Washington non-profit corporation, as of this 31<sup>st</sup> day of May, 2011.

## INTRODUCTION

This Declaration entirely supersedes and replaces that certain Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village, a Condominium recorded under Recording Number 9607170918 in the real property records of King County, Washington (the "original Declaration"). The purpose of amending and restating the Original Declaration is to delete superseded or irrelevant material, in order to make this Declaration a more useful and accessible document. This Declaration has been approved by a vote of the Owners in accordance with the provisions of the Original Declaration. The Village Association does not intend to assume, and shall not be deemed to have assumed, any obligation of Declarant under the Act, or under the original Declaration, by virtue of recording this Amended and Restated Declaration.

Washington Village is a Condominium within the Umbrella Association for Providence Point, a master association incorporated under RCW 64.34.276. This Amended and Restated Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village, along with the Second Amended and Restated Declaration and Covenants, Conditions, Restrictions, Easements and Reservations of Providence Point Umbrella Association will govern the rights and obligations of Unit Owners within Washington Village.

Providence Point is a single community, made up of seven separate Village Condominiums. It is the community's and this Village's intention to have uniform governance and management administered through the Umbrella Association, and that each Village Condominium Association shall govern the use, maintenance and repair of the buildings within its Condominium. Owners contribute to both their Village Condominium and to the Umbrella Condominium to support the community and pay for services. Providence Point is an age fifty-five (55) or older senior housing community.

NOW, THEREFORE, the Members of the Washington Village III Association of Unit Owners declare as follows:

### **ARTICLE 1 DEFINITIONS**

Section 1.1 Words Defined. For purposes of this Declaration and any amendments hereto, the following terms shall have the following meanings:

1.1.1 "Act" shall mean the Washington Condominium Act presently codified in Chapter 64.34, Revised Code of Washington, as now or hereafter amended.

1.1.2 "Articles" shall mean the Articles of Incorporation of the Village Association.

1.1.3 "Assessment" shall mean all sums chargeable by the Village Association against a Unit and its Owner, including, without limitations, regular and special Assessments for Common Expenses, fines and charges imposed by the Village Association, interest and late charges on any delinquent account, costs of collection, including reasonable attorney fees, incurred by the Village Association in connection with the collection of delinquent Owner's account, and all other sums payable by an Owner to the Village Association as provided in the Governing Documents, unless the context clearly indicates otherwise.

1.1.4 "Building" shall mean a free standing structure in which one or more Units are located.

1.1.5 "Capital Improvement" means additions to the existing Condominium structure and Buildings. Capital Improvement shall not include maintenance, repair or replacement of existing structures and Buildings, even if there are changes or replacement of an existing material with different material.

1.1.6 "Common Element(s)" are those portions of the Property not owned individually by Unit Owners, but in which an indivisible interest is held by all Unit Owners. The Common Elements are described in Articles 5 and 6 of this Declaration.

1.1.7 "Communiiversity" is an incorporated organization, which provides a continuing education program. It offers classes to Providence Point Owners and to residents of nearby communities. Communiiversity has a Board of Directors and Officers who are primarily Providence Point Owners. Funding is provided through the Umbrella Association budget as a flat fee to all Owners, while outside residents pay a fee for attending classes.

1.1.8 "Condominium" shall mean a horizontal Property regime under RCW 64.32, and the land and improvements subject to RCW 64.34. Each Village at Providence Point is a Condominium.

1.1.9 "Declaration" shall mean this Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for the Washington Village at Providence Point, a Condominium, as it may from time to time be amended.

1.1.10 "Electronic Means" shall mean any manner of electronic communication as provided for in RCW 24.03 and its subsequent revisions.

1.1.11 "Eligible Insurer" or "Eligible Guarantor" shall mean an Insurer or Guarantor of a Mortgage that has provided a written request for notices to the Village Association stating both its name and address and the Unit number or address of the Unit on which it guarantees or insures the Mortgage.

1.1.12 "Eligible Mortgage Holder" shall mean a Lender that has provided a written request for notices to the Village Association, stating both its name and address and the Unit number or address of the Unit on which it holds the Mortgage.

1.1.13 "Entire Property" shall mean the Umbrella Property and Village Properties as outlined in Exhibit B of the Second Amended and Restated Declaration for the Umbrella Association.

1.1.14 "First Mortgage" and "First Mortgagee" shall mean, respectively, (a) a recorded Mortgage on a Unit that has legal priority over all other Mortgages thereon, and (b) the holder of a First Mortgage. For purposes of determining the percentage of First Mortgagees approving a proposed decision or course of action in cases where a Mortgagee holds First Mortgages on more than one Unit, such Mortgagee shall be deemed a separate Mortgagee for each such First Mortgage so held.

1.1.15 "Foreclosure" shall mean a notice and proceeding pursuant to a deed of trust or sale or proceeding on default under any form of security agreement, as well as Foreclosure of a document as a Mortgage.

1.1.16 "Governing Documents" shall mean the Village Declaration, the Village Bylaws, the Articles of Incorporation for the Village Association, the Rules and Regulations of the Village Association, the Umbrella Condominium Declaration, the Umbrella Bylaws, and Rules and Regulations adopted by the Umbrella Association, as these documents may be lawfully amended and/or adopted from time to time.

1.1.17 "Institutional Holder" shall mean a bank or savings and loan association or established Mortgage company, or other entity chartered under federal or state laws, any corporation in the business of owning or servicing real estate Mortgages, or insurance company, or any federal or state agency.

1.1.18 "Managing Agent" shall mean the Person designated by the Village Board under Section 15.4, and may include in-house staff retained by the Umbrella Village Association.

1.1.19 "Material Amendment" shall mean an amendment which would change voting rights; Assessments, liens or subordination of Assessment liens; repair and replacement of Common Elements; or rights to their use; boundaries of Units; convertibility of Units into Common Elements or vice versa; expansion or contraction of the Condominium, or the addition, annexation or withdrawal of Property to or from the Condominium; insurance or fidelity insurance; leasing of Units; imposition of any restrictions on a Unit Owner's right to sell or transfer his or her Unit; a decision of the Village Association to establish self-management when professional management has been required by a First Mortgagee; restoration or repair of the Condominium after hazard, damage or partial condemnation; and any provision which expressly benefits First Mortgagees.

1.1.20 "Member" shall mean a Unit Owner within the Village Condominium and ownership of a Unit shall be the sole qualification for membership in the Village Association.

1.1.21 "Mortgage" shall mean a recorded Mortgage or deed of trust that creates a lien against a Unit and, except as otherwise herein set forth, shall also mean a real estate contract for the sale of a Unit.

1.1.22 "Mortgagee" shall mean the beneficial Owner, or the designee of the beneficial Owner, of an encumbrance on a Unit created by a Mortgage and, except as otherwise herein set forth, shall also mean the vendor, or the designee of a vendor, of a real estate contract for the sale of a Unit.

1.1.23 "Mortgage Foreclosure" includes a deed of trust sale and a deed given in lieu of a Mortgage Foreclosure or a deed of trust sale, and also includes a real estate contract forfeiture or a deed given in lieu of a real estate contract forfeiture.

1.1.24 "Owner" shall mean the record holder, whether one or more Persons, of either (i) fee title to a Unit or Apartment or (ii) in the case of such a Unit being sold by real estate contract, the vendee's interest therein.

1.1.25 "Person" shall mean an individual, corporation, partnership, Village Association, trustee or beneficiary of a trust, or other legal entity.

1.1.26 "Property" shall mean the land and the Buildings and all improvements and structures now or hereafter located on the land described in Exhibit A to the Village Declaration.

1.1.27 "Related Party" means a person who has been certified in a written document filed by a Unit Owner with the Association to be the spouse, parent, parent-in-law, sibling, sibling-in-law, parent's sibling, or lineal descendant or ancestor of the Owner, the officer or director of any Owner which is a corporation, the member of any Owner which is a limited liability company, the trustee or beneficiary of any Owner which is a trust, or the partner of any Owner which is a partnership. Notwithstanding the foregoing to the contrary, a person who is the settlor and trustee of a living trust that owns a Unit shall be deemed to be the Owner of the Unit for all purposes under the Declaration.

1.1.28 "Resident Unit Owner" shall mean a Unit Owner who resides in his Unit, as opposed to a Unit Owner who leases his Unit to a tenant.

1.1.29 "Survey Map and Plans" shall mean the Survey Map and Plans recorded simultaneously with the original Declaration, and any further amendments, corrections, and additions thereto subsequently recorded. The Survey Map and Plans were filed with the Department of Records and Elections of King County, Washington, under Instrument No. 9607170917, in Volume 133 of Condominiums; pages 50 through 55.

1.1.30 "Umbrella Association" shall mean the Providence Point Umbrella Association, a Washington nonprofit corporation organized pursuant to Chapter 64.34 and Chapter 24.03 of the Revised Code of Washington. The Umbrella Association is a Master Association as provided for in RCW 64.34.276.

1.1.31 "Umbrella Board" shall mean the Board of Directors of the Umbrella Association.

1.1.32 "Umbrella Bylaws" shall mean the Bylaws of the Umbrella Association.

1.1.33 "Umbrella Declaration" shall mean that certain Second Amended and Restated Providence Point Umbrella Declaration and Covenants, Conditions, Restrictions, Easements and Reservations recorded with the Department of Records and Elections of King County, Washington, as now or hereafter amended, supplemented or restated from time to time.

1.1.34 "Umbrella Property" shall mean the land and the Buildings and all improvements and structures now or hereafter located on the land described in Exhibit B. The Umbrella Property does not include the Village Properties.

1.1.35 "Unit" shall have the same meaning as "Apartment," as envisioned by RCW 64.32, and "Unit" as in RCW 64.34, and the two terms shall be interchangeable. "Apartment" or "Unit" means a part of the Property intended for independent use and separate ownership, including one or more rooms or spaces located on one or more floors in a Building. The boundaries of an Apartment are defined in the Village Condominium Declarations.

1.1.36 "Unit Value" shall mean the value of the Unit used for determining the percentage of Interest in the Common Elements and Facilities of the Village Association in which the Unit is located, as shown on Exhibit C of the Village Declaration, for the Unit belonging to that Member. As used herein, "Aggregate Stated Value of All Units" shall mean the sum of all Unit Values for all Units located on the Village Property and subject to the Washington Village Declaration.

1.1.37 "Village" shall mean one of the seven Condominiums within the Providence Point Umbrella Association, and "Village" may be used interchangeably with "Condominium."

1.1.38 "Village Articles" shall mean the Articles of Incorporation of the Village Association.

1.1.39 "Village Association" shall mean the Washington Village III Association of Unit Owners, a Washington non-profit corporation, as further described in Article 12 of this Declaration.

1.1.40 "Village Board" shall mean the Village Board of Directors of the Washington Village Association.

1.1.41 "Village Bylaws" shall mean the Bylaws of the Village Association.

1.1.42 "Village Declaration" shall mean a recorded Declaration of covenants, conditions, restrictions, easements and reservations applicable to an Association of Unit Owners.

1.1.43 "Village Director" shall mean any Person who is a Member of the Board of Directors of a Village Association.

1.1.44 "Village Property" shall mean the land and the Buildings and all improvements and structures now or hereafter located on the land described in Exhibit A to the Village Declaration.

**Section 1.2 Form of Words.** The singular form of words shall include the plural and the plural shall include the singular. Masculine, feminine, and neuter pronouns shall be used interchangeably.

**Section 1.3 Statutory Definitions.** Some of the terms defined above are also defined in the Act. The definitions in this Declaration are not intended to limit or contradict the definitions in the Act. If there is any inconsistency or conflict, the definition in the Act will prevail, unless the Act permits such inconsistency or conflict.

**Section 1.4 Inflationary Increase in Dollar Limits.** Dollar amounts specified in this Declaration may, in the discretion of the Umbrella Board, be increased proportionately by the increase in the CPI from the base period to adjust for any inflation in the value of the dollar. "CPI" means the Seattle area Consumer Price Index for All Urban Consumer, all items, prepared by the United States Department of Labor, or if the All Urban Consumer index is discontinued, then the closest successor or supplanting index selected by the Umbrella Board in

its discretion. "Base period" shall be the beginning of the calendar year during which this Declaration is recorded.

## **ARTICLE 2 SUBMISSION OF THE VILLAGE PROPERTY TO THE ACT**

The Village Property is and shall be held, used, conveyed, encumbered, leased, occupied, rented, and improved subject to the Act, and the covenants, conditions, restrictions, reservations, and easements stated in this Declaration, all of which are declared and agreed to be in furtherance of the division of the Village Property into Condominium Units and Common Elements and shall be deemed to run with the land and be a burden and benefit to all Persons who hereafter own or acquire an interest in the Village Property or any part thereof, and their grantees, successors, heirs, executors, administrators, and assigns. The Village is a sub-association of the Providence Point Umbrella Association, a master association created under RCW 64.34.276.

## **ARTICLE 3 DESCRIPTION OF BUILDINGS**

Section 3.1 Buildings. Washington Village consists of 5 Buildings containing 181 condominium units. There are 35 units in four of the Buildings and 41 units in one of the Buildings. The Buildings are three story wood frame, single family common-wall condominium structures arranged in one and two bedroom configurations. Each Building has a main entry with a lobby, social room, elevators, and common hallways leading to the units. Units in Buildings 108, 110, 111, and 112 are provided with enclosed detached garages as set forth in Exhibit B. In Building 54, ten Units are provided with no assigned parking area, seven Units are provided with enclosed detached garages and the remainder are provided with covered open carports as set forth in Exhibit B.

## **ARTICLE 4 LOCATION, DESCRIPTION AND BOUNDARIES OF UNITS**

Section 4.1 Unit Location and Description. The Units are classified as a number of different basic types, as described on Exhibit B. The as-built configuration and location of each Unit which is completed as of the date of this Declaration are shown in the Survey Map and Plans. Each individual Unit is identified by an assigned number within the Building in which it is located. The floor level of each Unit within a Building, and the Unit type, number of rooms, and approximate area of each Unit are set forth in Exhibit B hereto.

### **Section 4.2 Unit Boundaries**

4.2.1 The perimeter walls, floors, or ceilings are the boundaries of a Unit, and all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring, and any other materials constituting any part of the finished surfaces thereof are a part of the Unit.

4.2.2 If any chute, flue, duct, wire, pipe, conduit, bearing wall, bearing column, or any other fixture lies partially within and partially outside the designated boundaries of a Unit, any portion thereof serving only that Unit is a Limited Common Element allocated solely to that Unit, and any portion thereof serving more than one Unit or any portion of the Common Elements is a part of the Common Elements.

4.2.3 Subject to the provisions of 4.2.2, all spaces, interior partitions, and other fixtures and improvements within the boundaries of a Unit are a part of the Unit.

4.2.4 Any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, and all exterior doors and windows or other fixtures designed to serve a single Unit, but which are located outside the Unit Boundaries, are Limited Common Elements allocated exclusively to that Unit.

## ARTICLE 5 DESCRIPTION AND USE OF COMMON ELEMENTS

Section 5.1 Description. "Common Elements" are those portions of the Property not owned individually by Unit Owners, but in which an indivisible interest is held by all Unit Owners. The Common Elements consist of those specified in the Act, as well as the following:

5.1.1 The land described in Exhibit A.

5.1.2 The roofs, foundations, studding, joists, beams, supports, main walls (excluding only non-bearing interior partitions of Units, if any), and all other structural parts of the Buildings, to the interior unfinished surfaces of the Units perimeter walls, floors, and ceilings.

5.1.3 The fixed frames of windows and doors excluding glass, weather stripping, and hardware.

5.1.4 The pipes, wires, conduits, and other fixtures and equipment for utilities and all tanks, pipes, motors, fans, compressors, ducts and in general all apparatus and installations existing for common use that serve more than one Unit.

5.1.5 The lobbies, entrance ways, decks, stairs and stairways, elevators, hallways, corridors, utility rooms, and other areas or facilities in Buildings that are not within a Unit.

5.1.6 The roadways and driveways within the Property which provide access to the Unit Buildings and to the parking areas.

5.1.7 The grounds, trees, gardens, landscaped areas, outdoor irrigation systems, exterior fixtures including fences and trellises, lawns and walkways which surround and provide access to the Buildings.

5.1.8 The Limited Common Elements described in Article 4 and Article 6.

5.1.9 The parking areas.

Section 5.2 Use. Each Unit Owner shall have the right to use the Common Elements (except the Limited Common Elements reserved for other Units) in common with all other Unit Owners, as well as the Common Elements which are located upon or within the Umbrella Property. The right to use the Common Elements shall extend not only to each Unit Owner, but also to its agents, tenants, Related Parties, invitees, and licensees. However, if an Owner rents his/her Unit to a tenant under Section 10.2 of this Declaration, the Owner's right to use the Common Elements will be transferred exclusively to the tenant for the term of the lease. The right to use the Common Elements, including the Limited Common Elements, shall be governed

by the provisions of the Act, this Declaration, the Bylaws, and the rules and regulations of the Village Association and the Umbrella Association. The Owners shall not by act or omission seek to abandon, partition, subdivide, encumber, sell or transfer the Common Elements, and no other Person shall have the right to have them partitioned or divided. The granting of easements for public utilities or for other public purposes consistent with the intended use of the Common Elements by the Unit Owners and occupants shall not be deemed a partition or division. A subdivision of a Unit pursuant to Article 27 will not be deemed a violation of this provision.

## **ARTICLE 6 LIMITED COMMON ELEMENTS**

Section 6.1 Description. Some Common Elements, called Limited Common Elements, are reserved for the exclusive use of the Unit to which they are adjacent or assigned. To the extent any of the following items exist in the Condominium at any point in time, they shall be Limited Common Elements:

6.1.1 Decks, patios, doorsteps, walkways, porches, balconies, greenhouses and/or solarium areas adjacent to Units that are accessible only from the Unit, and

6.1.2 Storage lockers located within or adjacent to the Building and garages,

6.1.3 Heat pump exchange unit areas and air conditioning unit areas, if any, located in areas now or hereafter established or approved by the Village Board,

6.1.4 All spaces, interior partitions, other fixtures and improvements within the boundaries of a Unit, and any private elevators serving a particular Unit approved by the Village Board, and

6.1.5 Shutters, screen doors and the glass, weather stripping, and hardware on exterior doors and windows, awnings and planter boxes, and

6.1.6 Any pipe, chute, flue, duct, wire, conduit, bearing wall, bearing column, or any other fixtures that lies partially within and partially outside the designated boundaries of a Unit.

Conveyance of a Unit includes the exclusive rights to the Limited Common Elements appurtenant to that Unit.

Section 6.2 Allocation to Particular Units. Decks, patios, greenhouses and solarium areas are allocated to the Unit to which and from which they are directly accessible which allocation is shown on the Survey Map and Plans. Storage lockers and garages are identified by number on the Survey Map and Plans. The garages and storage lockers are allocated to particular Units as shown on Exhibit B.

Section 6.3 Reallocation. A Limited Common Element may only be reallocated between Units with the approval of the Village Board and by amendment of the Declaration prepared under the direction of the Board, executed by the President of the Village Association and the Owners of the Units to which the Limited Common Element was and will be allocated. The Village Board shall approve the request of the Owner or Owners under this Section 6.3 within thirty (30) days, unless the proposed reallocation does not comply with the requirements

set forth below. Failure of the Village Board to act within thirty (30) days shall constitute approval of the request to transfer. For purposes of this Section 6.3, "reallocate" shall mean any transfer, whether by deed, lease, license or otherwise.

**Section 6.4 Prohibited Transfers.** No Owner shall be entitled to reallocate any patio, deck, solarium, green house, or air conditioner or heat pump area to any Unit other than that to which such Limited Common Element is shown as appurtenant in the Survey Map and Plans.

**Section 6.5 Boundaries of Limited Common Elements.**

6.5.1 For limited common areas that are spaces, like decks, garages and patios, the boundary of the Limited Common Area is defined as the interior finished surfaces of the walls, ceilings, structure, and railings. The waterproof coating on a deck or patio is considered part of the structure, and may not be painted, coated or covered without permission of the Village Board.

6.5.2 For limited common elements that are items like pipes or wires, the entire component is the limited common element. For windows and doors, those parts that are not fixed frames which integrate with the building envelope are the limited common elements. These components may not be replaced or removed without permission of the Village Board where they integrate with the Common Elements.

6.5.3 For Limited Common Elements that are items like wires, pipes and flues, the boundary shall be the point at which the component begins to serve only one Unit or as follows:

6.5.3.1 For electrical systems: all wires and fixtures after the meter base or common connection point serving the Building. All fans, electrical panels, and fixtures are either part of the Unit or Limited Common Elements assigned to the Unit.

6.5.3.2 For plumbing systems: all supply pipes and fixtures from the point of the main water shut off inside the Unit that serves the Unit are either part of the Unit or Limited Common Elements assigned to the Unit.

6.5.3.3 For vents and ducts: all ducts and vent covers on exterior are Limited Common Elements.

6.5.3.4 By rule the Village Board may further define boundaries and responsibilities for Limited Common Elements not specifically defined by this Declaration.

**Section 6.6 Building Limited Common Elements.** Some Limited Common Elements are reserved for the exclusive use of the Building to which they are adjacent or assigned. To the extent any of the following items exist in the Village at any point in time, they shall be Building Limited Common Elements. These may include, but are not limited to, elevators or lobbies that serve only one Building within a Village. Expenses associated with Building Limited Common Elements may be assessed to the Building to which they are adjacent or assigned, proportionate to the percentage of common interest allocated to each Unit within that Building.

## **ARTICLE 7 ACCESS**

The right of ingress and egress to and from each Unit, including over the roadways and walkways of the Umbrella Property as set forth in the Umbrella Declaration, shall be perpetual and appurtenant to each Unit.

## **ARTICLE 8 PERCENTAGE OF UNDIVIDED INTEREST IN COMMON ELEMENTS**

Section 8.1 Formula for Calculation Percentage of Undivided Interest. Each Owner's percentage of undivided interest in the Common Elements was originally calculated based on Unit value or Unit area as a percentage of the Village total. The calculated percentage is shown in Exhibit C to this Declaration. For purposes of Exhibit C attached hereto, each Owner's percentage of undivided interest in the Common Elements and the corresponding Common Expense liability for each Unit is shown.

Section 8.2 Schedule of Areas and Percentages. The area of each Unit and the percentage of undivided interest in the Common Elements pertaining to each Unit and its Owner for all purposes, excluding voting, are set forth in Exhibit C attached hereto.

Section 8.3 Common Expense Allocation. The percentage allocation of Common Expenses shall be in accordance with the percentage of undivided interest as shown on Exhibit C.

## **ARTICLE 9 PARKING SPACES**

Section 9.1 Enclosed Parking Spaces. Fully enclosed parking spaces may be used in such manner as the Unit Owner may determine in his or her discretion, subject to rules adopted by the Village Board or Umbrella Board. All parking spaces are intended for parking of operative vehicles. Parking is subject to the Rules and Regulations established by the Umbrella Board and the Village Board.

Section 9.2 Removal of Vehicles. The Village Board or the Umbrella Board may upon 72 hours written notice require removal of any inoperative vehicle or any unsightly vehicle or any other equipment or item improperly found in an open parking space. A written notice affixed to the vehicle, item or equipment shall be considered notice in addition to and irrespective of any other notice. If the vehicle, item or equipment is not removed within 72 hours after the written notice is affixed to the vehicle or otherwise delivered to the Owner, the Village Board or the Umbrella Board may cause removal at the expense and risk of the Owner thereof.

Section 9.3 Conversion of Parking Spaces. Fully enclosed parking spaces and garages may not be converted to living spaces. Owners who use their enclosed parking spaces or garages in any manner that prevents their parking operable vehicles in the space may not use common or guest parking spaces to park their vehicles.

Section 9.4 Parking Rules. The Village Board or Umbrella Board may adopt rules and regulations related to the use of parking spaces (including common, guest, limited common, enclosed spaces, and garages)

## **ARTICLE 10 PERMITTED USES; MAINTENANCE OF UNITS**

Section 10.1 Residential Use and Age Restriction. The Buildings and Units are intended for and restricted to use as single family residences only, on an ownership basis, and for social, recreational, or other reasonable activities normally incidental to such use, and for the purposes of operating the Village Association and managing the Entire Property or, pursuant to Section 7.9 of the Umbrella Declaration, the Umbrella Association. OCCUPANCY OF ALL UNITS IN THE CONDOMINIUM IS FULLY, COMPLETELY AND UNCONDITIONALLY SUBJECT TO THE AGE RESTRICTION PROVISIONS OF SECTION 7.10 OF THE UMBRELLA DECLARATION. By acceptance of a deed or other conveyance of a Unit, each Owner, for himself or herself, and anyone occupying the Unit, by, under or through him or her, shall thereby be deemed fully, completely and unconditionally to have acknowledged and agreed to abide by said age restriction provisions including the power of the Umbrella Board to waive the age restriction as therein set forth.

### **Section 10.2 Leases/Rentals.**

10.2.1 Other than Related Parties, domestic partners and caregivers, no individual may reside in a Unit without a Unit Rental Agreement. Units occupied only by Related Parties, partners, and caregivers shall not be considered a rental Unit. Related Parties and caregivers are defined in and subject to the rules and regulations of the Village and Umbrella Associations.

10.2.2 Unit Owners will notify the Umbrella Association of their intention to lease their Unit prior to the actual leasing taking place. Leasing a Unit, and allowing renters to move into the Unit without notifying the Umbrella Association beforehand, shall make the lease null and void.

10.2.3 All Unit rental agreements shall be in writing; must identify all residents of the Unit and their ages; and must be administratively processed in compliance with applicable Umbrella as well as Village rules and regulations. No Unit Owner shall be permitted to rent a Unit for a term less than one hundred eighty (180) days. No rental of a Unit may be of less than the entire Unit. No tenant may sublease a Unit or any part of a Unit (e.g., a room). The Owner-Landlord shall deliver a copy of the rental agreement for a Unit to the Village Board before any tenancy commences and the Owner-Landlord shall deliver a certification to the Umbrella Association that the tenant-renter was given a copy of all the rules and regulations of the Village and Umbrella Associations.

10.2.4 All rental agreements must state that all residents are subject, in all respects, to the policies, rules, and regulations of the Village Association and of the Umbrella Association, including the age restriction. Each tenant must provide independent written acknowledgment to the Village Association that the lease is subject to all terms of this Declaration as well as policies, rules and regulations of the Village Association and Umbrella Association. Failure to comply shall constitute a default under the rental agreement, as well as a violation of the rules and regulations. All rental agreements shall grant the Village Board the right and authority to evict a tenant on the Unit Owner's behalf for any default encompassed by the preceding sentence. All rental agreements, regardless of whether or not they contain the foregoing provisions, shall be deemed to contain such provisions and such provisions shall be binding upon the Unit Owner and the tenant by reason of the provisions being stated in this

Declaration. The Village Board shall have no liability to any Owner or resident for any eviction made in good faith.

10.2.5 No Tenant may sublease a Unit or any part of a Unit (e.g., a room).

10.2.6 Owners shall remain personally liable for monthly Assessments and all other Owner obligations, whether or not a Unit is rented.

10.2.7 The maximum percentage of rentals allowed in the Village shall be ten percent (10%). This rental cap shall not apply to an Institutional Holder of a Mortgage that acquires a Unit by Foreclosure.

No Unit Owner shall be permitted to rent more than one Unit to a Tenant at any time. However, this provision shall not apply to Unit Owners who have entered into more than one existing lease at the time of recording of this Amended and Restated Declaration.

10.2.8 The Village Board, in its sole discretion, may grant a limited waiver of the rental cap in the case of demonstrated substantial hardship by the Owner. Where, on written application from an Owner, the Village Board determines that a hardship exists whereby that Owner would suffer serious harm by virtue of the limitation on leasing contained in this section, the Village Board may, in its discretion, grant an Owner a waiver. The hardship shall not exceed six (6) months, with the possibility of renewal upon application by the Unit Owner (the "hardship exception"). The total number of rental months under this hardship exception shall not exceed 36 months for any individual Owner. Examples of hardship may include, but are not limited to, financial hardship, hospitalization or placement in assisted living care on a temporary or permanent basis, etc.

10.2.9 An original lease may not be longer than three (3) years. At the end of an original three (3) year lease, another lease for the same party may only be signed up to one (1) year (but not less than one hundred eighty days {180}) at a time.

10.2.10 If an Owner desires to rent a Unit that would exceed the rental cap, the Owner will be placed on a rental waiting list. Subsequent permission to rent will be granted on a first come, first served basis when the number of rented Units falls below the rental cap. If an Owner is granted permission to rent, the Owner shall have ninety (90) days to exercise that right and execute a lease to a tenant. Otherwise, permission to rent will be revoked and granted to the next Owner on the rental waiting list.

10.2.11 Leasing a Unit does not give the right for a Unit Owner to lease the Property indefinitely. When a renter moves out of a Unit, the Unit Owner is subject to the restrictions of Subsection 10.2.7, rental cap. If there is a waiting list for renters in the Village, the Unit Owner, again wishing to rent his/her Unit, will move to the bottom of the waiting list, allowing other Owners to rent their Unit. If there is a waiting list, and the Unit was originally rented under Subsection 10.2.7, waivers for hardship, the Unit Owner must reapply for a waiver for subsequent renters.

10.2.12 Units occupied by Related Parties of the Owner are not subject to the leasing requirements set forth in this Declaration. The Owner of such Unit may designate one of their resident Related Parties as the voting representative for that Unit by providing written

notice to the Village Board. The designation will remain effective until revoked by a subsequent written notice to the Village Board from the Owner.

10.2.13 Prior to occupancy of the Unit by a tenant, the Owner of a Unit shall have a criminal background check and credit report done on any individual(s) leasing a Unit by a recognized tenant screening service. The results of the criminal check will be given to the Umbrella Association. Neither the Village nor Umbrella Association shall approve or disapprove of tenants.

10.2.14 The Village Board shall be authorized to assess a reasonable fee against any Owner and his or her Unit in connection with the moving of any new Occupant into a Unit, and in connection with the moving out of any Occupant from a Unit. The fee shall apply to all Owners and Tenants and shall be paid prior to the move.

### Section 10.3 Unit Maintenance and Decoration.

10.3.1 Each Unit Owner shall, at its sole expense, keep the interior of the Unit and its equipment, appliances, and appurtenances in a clean and sanitary condition, free of rodents and pests, and in good order, condition, and repair and shall do all redecorating and painting at any time necessary to maintain the good appearance and condition of his/her Unit.

10.3.2 Each Unit Owner shall be responsible for the maintenance, repair, or replacement of any plumbing fixtures, plumbing supply lines, plumbing waste lines, gas supply lines, water heaters, fans, heating, ventilation, and air conditioning equipment, electrical fixtures, appliances, conduit and wires, including any private elevator, and pipes which are in his/her Unit or portions thereof that serve his/her Unit and are for the exclusive use of the Unit.

10.3.3 Each Unit Owner shall replace any glass or screens in the windows and exterior doors of the Unit that fail or become cracked or broken with glass of equivalent quality and appearance, and shall repair and replace as necessary any screens, awnings, and planter boxes appurtenant to his or her Unit.

10.3.4 Without limiting the generality of the foregoing, each Unit Owner shall have the right and the duty at his/her sole expense and cost to maintain, repair, paint, paper, panel, plaster, and tile interior surfaces of the ceilings, floors, window frames, perimeter walls of his/her Unit and the bearing and non-bearing walls located within his/her Unit and shall not permit or commit waste of his/her Unit, its appurtenant Limited Common Elements, or the Common Elements.

10.3.5 Each Unit Owner shall have the right to substitute new finished surfaces for the finished surfaces existing on the ceilings, floors and walls, except no Unit Owner shall install any hard flooring (including, without limitation, hard wood, Pergo, laminated flooring, tile, slate, linoleum or other such materials that are of a harder surface than the material being replaced) in, on, or about his/her Unit without the prior written consent of the Village Board and all Unit Owners whose Units are below such hard flooring. The Village Board may adopt rules and regulations related to the method of construction of any installed flooring materials, or the performance requirements of the flooring materials in reducing sound transmission for both airborne and structure borne sound.

10.3.6 This Section 10.3 shall not be construed as permitting an interference with or damage to the structural integrity of the Building or interference with the use and enjoyment of the Common Elements or of the other Units or Limited Common Elements or any of them nor shall it be construed to limit the powers or obligations of the Village Association or the Umbrella Association.

10.3.7 Each Unit Owner shall be responsible for the care, cleanliness and orderliness of Limited Common Elements appurtenant to his/her Unit.

10.3.8 The Village Board may set standards for the care, maintenance, repair and replacement of Limited Common Elements. The Village Board may establish rules and regulations for the method of maintenance, repair and replacement of Limited Common Elements.

10.3.9 The Village Board is responsible for performance of repair and replacement of Limited Common Elements. The Village Board may permit or require a Unit Owner to perform such maintenance by written notice. No Owner shall, however, modify, paint, or otherwise decorate, or in any way alter the interior or the exterior of their respective Limited Common Elements, including exterior lighting fixtures even though they may be controlled from a Unit, without prior written approval of the Village Board.

10.3.10 The cost of care, maintenance, repair, and replacement of Limited Common Elements shall be the responsibility of the Owner of the Unit to which said Limited Common Elements are assigned, except the cost of repair and replacement of decks, patios, and walkways shall be treated as a common expense allocated to all Owners based on their percentage of ownership interest. All maintenance performed in or about a Unit shall be performed to a professional standard, in accordance with specifications and procedures established by the Village Board.

#### 10.3.11 Liability for Damage.

10.3.11.1 Liability for the cost of repair or replacement of damage to Property which is uninsured or is subject to any applicable insurance deductible shall be the responsibility of the individual Unit Owner where: (a) damage is limited solely to damage to the Owner's Unit or the Limited Common Areas assigned to the Unit; (b) the damage is the result of negligence, carelessness, or intentional action on the part of the Owner or their tenant, or the family, employees, agents, visitors, or licensees of that Owner or their tenant; or (c) the damage is caused by something within the control of or for which the Owner or his tenant, family, employees, agents, visitors, or licensees of that Owner or his tenant has the maintenance and/or repair responsibility. In accordance with the preceding sentence, the amount of any Association or individual Unit Owner insurance deductible for an insured loss, or the repair or replacement costs of any uninsured loss, shall be paid by the Owner responsible by act, negligence or carelessness for the damage; or by the Owner responsible for the control or maintenance of the item causing the damage to or destruction of the Property. Any repair or replacements costs of an uninsured loss which exceed the Association insurance deductible will be paid as a common expense as provided in Article 22.

For example, items that Unit Owners are responsible to maintain and repair include, but are not limited to, dishwashers, washing machines, hot water tanks, instant hot water tanks, garbage disposals, toilets (including wax rings) and all hoses, pipes and supply

lines within the Unit serving appliances or fixtures. In the event a hot water tank or other item leaks within a Unit and causes damage to either that Unit and/or neighboring Units or Common Areas, the Unit Owner in whose Unit the hot water tank is located bears the responsibility for the cost up to the amount of the Association insurance deductible. If the costs of repair or replacements exceed the amount of the Association insurance deductible, the excess costs will be paid as a common expense as provided in Article 22.

10.3.11.2 In the case of water damage, an individual Unit Owner shall be strictly liable for uninsured damage to another Unit or a Common Area where the source of the water was located inside that Owner's Unit.

10.3.11.3 Nothing set forth in this Section 10.3 shall require the Association to pay any insurance deductible due under a Unit Owner's individual insurance policy or any tenant's or lessee's policy of renter's insurance. The decision whether or not to file a claim under the Association's master insurance policy is in the discretion of the Village Board. The Village Board may require a Unit Owner to file a claim under the Owner's policy if the Owner is responsible for damage and has not otherwise paid for the necessary repairs.

10.3.11.4 Any charge for repair or replacement expenses assessed to a Unit pursuant to this Section 10.3 shall be a lien upon that Unit and shall be collectable in the manner provided in Article 17.

10.3.12 Inspection, Repair and Replacement of High Risk Components. Notwithstanding the provisions of this Declaration, the Village Board may, from time to time, after notice and an opportunity for Owners to comment, determine that certain portions of the Units required to be maintained by the Unit Owners, or certain objects or appliances within the Units, pose a particular risk of damage to other Units and to the Common Areas if they are not properly inspected, maintained, repaired, or replaced. By way of example, but not of limitation, these portions, objects or appliances might include smoke detectors and water heaters. Those items determined by the Village Board to pose such a particular risk are referred to as "High Risk Components."

10.3.12.1 At the same time that it designates a "High Risk Component" or at a later time the Village Board, after notice and an opportunity for Owners to comment, may require one or more of the following with regard to the High Risk Component:

10.3.12.1.1 That it be inspected at specified intervals by the Association or an inspector or inspectors designated by the Association.

10.3.12.1.2 That it be maintained, repaired or replaced at specified intervals, or with reference to manufacturers' warranties, whether or not the individual component is deteriorated or defective.

10.3.12.1.3 That it be maintained, repaired or replaced by the Association and the cost be specially assessed to the Unit Owner as a common expense attributable to the Unit, shall be a lien upon the Unit and upon any appurtenant Common Areas, and shall be collectable as are other Assessments.

10.3.12.1.4 That it be replaced or repaired with items or components meeting particular standards or specifications established by the Village Board.

10.3.12.1.5 That when it is repaired or replaced, the installation includes additional components or installations specified by the Village Board.

10.3.12.1.6 That it be replaced or repaired by contractors having particular licenses, training or professional certification or by contractors approved by the Association.

10.3.12.1.7 If the replacement or repair is completed by a Unit Owner, that it be inspected by a person designated by the Association.

10.3.12.2 The imposition of requirements by the Village Board under Paragraph 10.3.12.1 shall not relieve a Unit Owner of his or her obligations under Section 10.3 of the Declaration, including, but not limited to, the obligation to perform and pay for repairs, maintenance and replacement.

10.3.12.3 If any Unit Owner fails to repair, maintain or replace a High Risk Component in accordance with the requirements established by the Village Board under this Section 10.3, the Association may, in addition to any other rights and powers granted to it under the Governing Documents and the Act:

10.3.12.3.1 Enter the Unit in accordance with Article 11, and inspect, repair, maintain or replace the High Risk Component, and in such event the cost thereof shall be specially assessed to the Unit Owner as a common expense attributable to the Unit, shall be a lien upon the Unit and upon any appurtenant Common Areas, and shall be collectable as are other Assessments; and

10.3.12.3.2 Exercise any and all other enforcement remedies available to the Association under the Governing Documents and the Act.

#### Section 10.4 Exterior Appearance.

10.4.1 In order to preserve a uniform appearance and to maintain the integrity of the Buildings, the Village Board shall require and provide for the painting, staining, and of other decorative finish of the Buildings and the Common Elements or Limited Common Elements, and shall prescribe the type and color or such decorative finishes. The Village Board shall have the authority to prohibit, require or regulate any modification or decoration of the Buildings and any Common Elements or Limited Common Elements.

10.4.2 The power of the Village Board to regulate changes to Common Elements and Limited Common Elements, which are visible to the public also extends to blinds, draperies, awnings, railings, flower boxes and other portions of each Unit which are visible from the exterior of Units.

10.4.3 No exterior antennas may be installed for radio or television on or about any of the Property without written permission from the Village Board.

10.4.4 The Unit Owner shall consult with the Village Board to determine the proper place to install any antennae to prevent damage to any Building, roof, siding, deck flooring, sidewalks, driveways, irrigation system, plants, trees, lawns or any other Limited

Common Elements. Particular attention must be paid to installation locations that do not block the views of other Owners or interfere with site lines of driveways, streets, or walkways. The place of installation shall not contribute to a decrease in the value of a Unit or Units. The Village Board must follow the applicable Federal Communications Commission (FCC) regulations and the Over-the-Air Reception Devices (OTARD) rule.

**Section 10.5 Effect on Insurance.** Nothing shall be done or kept in any Unit or in any Common Element which will substantially increase the rate of insurance on the Common Element, other Units, or Buildings without the prior written notification to the Village Board. Nothing shall be done or kept in any Unit or in any Common Element which will result in the cancellation of insurance on any Unit or Building or any part of the Common Elements, or which would be in violation of any laws.

**Section 10.6 Alteration of Common and Limited Common Elements.** Nothing shall be altered or constructed in, on or removed from any Common Element or Limited Common Element or facility except upon the prior written consent of the Village Board. The Village Board may in its discretion elect to allow modifications of Common Elements for the benefit of a particular Unit, such as the installation of covered walkways, provided that the Owner of such Unit is responsible for all costs and expenses incurred in connection with the installation and maintenance of such modification.

**Section 10.7 Signs.** Display of signs shall be subject to the Umbrella Declaration and the rules and regulations established by the Umbrella Board.

**Section 10.8 Pets.** Keeping of pets shall be subject to the Umbrella Declaration and the rules and regulations established by the Umbrella Board.

**Section 10.9 Offensive Activity.** The Umbrella Board shall have the authority to prohibit any noxious or offensive activity or other act which may be or become an annoyance or nuisance to other Owners or tenants. The Village Board may make additional restrictions on offensive activity that meets the needs of that Village. The Village Association has determined that smoking is an offense, which may be prohibited or regulated by the Village Board or the Umbrella Board to minimize that offense.

**Section 10.10 Conveyances; Notices Required.** The right of a Unit Owner to sell, transfer, or otherwise convey the Unit shall not be subject to any right of approval, disapproval, first refusal, or similar restriction by the Village Association or the Village Board, or anyone acting on their behalf. An Owner intending to sell a Unit shall deliver a written notice to the Village Board, at least two weeks before closing, specifying the Unit being sold; the name and address of the purchaser, of the closing agent, and of the title insurance company insuring the purchaser's interest; and the estimated closing date. The Village Board shall have the right to notify the purchaser, the title insurance company, and the closing agent of the amount of unpaid Assessments and charges outstanding against the Unit, whether or not such information is requested.

**Section 10.11 Time Sharing.** No Unit shall be used for "time sharing." Time sharing shall mean any form of ownership or contractual arrangement whereby multiple persons or entities each have the right to occupy a Unit for defined periods of time.

## **ARTICLE 11 ENTRY FOR REPAIRS**

Section 11.1 Right of Entry. The Village Association and its agents or employees may enter any Unit when necessary:

11.1.1 In connection with any maintenance, landscaping, or construction for which the Village Association is responsible, or

11.1.2 For making emergency or other necessary repairs or maintenance that the Unit Owner has failed to perform, or

11.1.3 For making repairs necessary to prevent damage to the Common Elements or to another Unit.

Section 11.2 Notice Required Prior to Entry. Except in cases of great emergency that preclude advance notice, the Village Board shall cause the Unit occupant to be given notice and an explanation of the need for entry as far in advance of entry as is reasonably practicable. Such entry shall be made with as little inconvenience to the Owners and occupants as practicable. Any damage caused by such entry shall be repaired by the Village Association as a Common Expense unless the repairs or maintenance were necessitated by the acts or default of the Owner or occupant of the Unit entered, in which event the costs of the repairs or maintenance shall be specially Assessed to that Unit.

## **ARTICLE 12 ASSOCIATION OF UNIT OWNERS**

Section 12.1 Form of Village Association. The Owners of Units shall be Members of the existing Village Association. The Village Association is a nonprofit corporation formed under the laws of the state of Washington. The rights and duties of the Members and of the corporation shall continue to be governed by the provisions of the Act and of this Declaration. The Village Board of Directors shall act in all instances on behalf of the Village Association.

Section 12.2 Qualification for Membership. Each fee Owner of a Unit subject to this Declaration shall be a Member of the Village Association and shall be entitled to one Membership for each Unit owned; provided, that if a Unit has been sold on contract, the contract purchaser shall exercise the rights of the Unit Owner for purposes of the Village Association, this Declaration, and the Bylaws, except as hereinafter limited, and shall be the voting representative unless otherwise specified. Ownership of a Unit shall be the sole qualification for Membership in the Village Association.

Section 12.3 Transfer of Membership. The Village Association Membership of each Unit Owner shall be appurtenant to the Unit giving rise to such Membership, and shall not be assigned, transferred, pledged, hypothecated, conveyed, or alienated in any way except upon the transfer of title to the Unit and then only to the transferee of title to the Unit. Any attempt to make a prohibited transfer shall be void. Any transfer of title to a Unit shall operate automatically to transfer the Membership in the Village Association to the new Owner.

Section 12.4 Number of Votes. The total number of votes of all Owners shall be equal to the number of Units in the Village Association, and each Unit shall have one (1) vote. If a Person owns more than one Unit, he or she shall have the vote appertaining to each Unit owned.

Section 12.5 Voting Representative. A Unit Owner may, by written notice to the Village Board, designate a voting representative for the Unit. If the designated voting representative is not an Owner, such representative's authority shall be evidenced by written proxy in accordance with the Bylaws. The designation may be revoked at any time by written notice to the Village Board from a Person having an Ownership interest in a Unit, or by actual notice to the Village Board of the death or judicially declared incompetence of any Person with an ownership interest in the Unit, except in cases in which the Person designated is a Mortgagee of the Unit. This power of designation and revocation may be exercised by the guardian of a Unit Owner, and the administrator or executor of an Owner's estate. If no designation has been made, or if a designation has been revoked and no new designation has been made, the voting representative of each Unit shall be the group composed of all of its Owners. If a Unit is owned by more than one individual and only one of them is at a meeting, the one who is present will represent the Unit vote.

Section 12.6 Joint Owner Disputes. The vote for a Unit must be cast as a single vote, and fractional votes shall not be allowed. If joint Owners are unable to agree among themselves how their vote shall be cast, they shall lose their right to vote on the matter in question.

Section 12.7 Pledged Votes. A Unit Owner may, but shall not be obligated to, pledge its vote on all issues or on certain specific issues to a Mortgagee; provided, however, that if an Owner is in default under a Mortgage on its Unit for ninety (90) consecutive days or more, such Owner's Mortgagee shall automatically be authorized to declare at any time thereafter that such Owner has pledged his vote to the Mortgagee on all issues arising after such Declaration and during the continuance of the default. If the Village Board has been notified of any such pledge to a Mortgagee, only the vote of the Mortgagee will be recognized on the issues that are subject to the pledge.

Section 12.8 Annual and Special Meetings of the Village Association. There shall be an Annual Meeting of the Members of the Village Association during the month of January at such reasonable place and time as may be designated by written notice from the Village Board. Special meetings of the Members of the Village Association may be called at any time, by the President of the Village Association, a majority of the members of the Village Board, or by Unit Owners having at least twenty percent (20%) of the votes in the Village Association. Not less than ten (10) nor more than sixty (60) days in advance of any meeting, the Secretary or other Officer specified in the Bylaws shall cause notice to be hand-delivered or sent prepaid by first class mail to the mailing address of each Unit or to any other mailing address designated in writing by the Unit Owner. The notice of any Meeting shall state the time and place of the Meeting and the items on the agenda to be voted on by the Members of the Village Association, including the general nature of any proposed amendment to the Declaration or Bylaws, changes in the previously approved Budget that result in a change in Assessment obligations, and any proposal to remove a Director or Officer. Any First Mortgagee of a Unit may attend or designate a representative to attend the Meetings of the Village Association. Unless the bylaws specify a larger percentage, a quorum is present throughout any Annual or Special Meeting of the Village Association if the Owners of Units to which twenty-five percent (25%) of the votes of the Village Association are allocated are present in person or by proxy at the beginning of the meeting. The quorum of Unit Owners at any annual or special meeting of the Association shall be the presence, in person or by proxy, of persons holding twenty-five percent (25%) or more of the total votes, as required by the Village Bylaws, unless otherwise expressly provided herein.

Section 12.9 Village Board Meetings; Regular, Special, Emergency, Executive, and Work.

12.9.1 Regular Village Board Meetings. The Village Board shall have a minimum of four (4) Regular meetings a year to do the business of the Village Association. The meetings shall be held on a regular schedule (i.e.; first Tuesday of the month at 10:00 a.m. in a specified location). Schedules may be changed with advance notice to the Members of the Village Association. The Village Members shall be notified of Regular meetings either by mail, Electronic Means, announcements at Regular or Special Meetings, or notification in a publication that goes to all Village Members. All regular meetings of the Village Board shall be open for observation by all Owners of record and their authorized agents. The Annual Meeting may be considered a Regular Meeting of the Board if Board business is conducted for the Village Association. All meetings of the Village Board shall be open for observation by all Unit Owners and their authorized agents, but this right of observation shall not include an entitlement for Unit Owners to participate in Village Board meetings.

12.9.2 Village Board Special Meetings. Special Village Board meetings may be called by the Village President or two (2) Village Directors for a special circumstance. The Village Association Members shall be notified at least five (5) days in advance of the meeting either by mail, Electronic Means, announcements at Regular Meetings or Special Meetings, or notification in a publication that goes to all Village Association Members.

12.9.3 Village Board Emergency Meetings. Village Board Emergency Meetings may be called by the Village President or two (2) Directors under extreme conditions. The Village Association Members need not be notified at the time, but at the next Regular or Special Village Board meeting, the reason for the emergency meeting will be presented and the results of the meeting explained. The emergency meeting may be held in person, or by Electronic Means. If any actions are necessary, motions shall be made in a Regular or Special Meeting.

12.9.4 Village Board Executive Meetings. Village Board Executive Meetings may be called by the Village President or two (2) Directors, and shall be held for personnel issues, Members issues, or legal matters. Actions may be taken in any Executive Session and need not be presented to the general Membership if in the opinion of the Village Board the presentation of the results of the meeting might embarrass someone, cause harm to anyone, or reveal legal issues that should be held in confidence.

12.9.5 Village Board Work Sessions. Work sessions may be called by the President of the Village Association to discuss complicated issues that need clarification and to impart information to the Village Board before actions are taken at a Regular or Special Meeting. No actions may be taken at a Work session. Members of the Village Association may be notified of Village Board Work sessions.

Section 12.10 Audits. The Village Board shall cause the annual audit of the financial statements of the Village Association to be prepared within one hundred eighty (180) days following the end of the preceding fiscal year by a certified public accountant who is not a member of the Village Board or a Unit Owner. The Village Board at any time, or Persons having thirty-five percent (35%) of the votes of the Village Association, may require that an audit

of the Village Association and management books be presented at any Special Meeting. A Unit Owner, at his/her expense, may at any reasonable time conduct an audit of the books of the Village Board and Village Association.

Section 12.11 Books and Records. The Village Board shall cause to be kept complete, detailed, and accurate books and records of the receipts and expenditures of the Village Association, in a form that complies with generally accepted accounting principles. The books and records, authorizations for payment of expenditures, and all contracts, documents, papers, and other records of the Village Association shall be available for examination by the Unit Owners, Unit Mortgagees, and the agents or attorneys of either of them, during normal business hours and at any other reasonable time. Parties authorized to examine records may request copies, but must reimburse the Village Association its reasonable expenses in providing those copies.

Section 12.12 Articles of Incorporation and Bylaws. The current Bylaws may be amended by the Village Board by a simple majority or by the affirmative vote of sixty percent (60%) of the votes at any duly called Regular or Special Meeting of the Village Association. However, no Material Amendment of the Articles of Incorporation or Bylaws may be made without the prior written approval of seventy-five (75%) of the Institutional Holders of First Mortgages on Units. Material Amendment shall include only those amendments that would affect the rights or obligations of those Institutional Holders.

## **ARTICLE 13 NOTICES FOR ALL PURPOSES**

Section 13.1 Service of Process. Service of process for the purposes provided in the Act shall be made upon the registered agent of the Village Association as identified by the Washington Secretary of State. The Village Board may at any time designate a different Person for such purpose by filing an amendment to this Declaration limited to the sole purpose of making such change, and such amendment need be signed and acknowledged only by the President of the Village Association.

Section 13.2 Form and Delivery of Notice. All notices given under the provisions of this Declaration, the Bylaws, or the rules and regulations of the Village Association shall be in writing, and may be delivered either personally, by mail, or by Electronic Means. If delivery is made personally or by Electronic Means, it shall be deemed to have been delivered the day sent. If delivery is made by mail, the notice shall be deemed to have been delivered on the third day of regular mail delivery after a copy has been deposited in the mail, first class, addressed to the Person entitled to such notice at the most recent address known to the Village Board. Notice to the Owner of any Unit shall be sufficient if mailed or delivered to the Unit if no other mailing address has been given to the Village Board. Notices to the Village Board shall be given to the President or Secretary of the Village Association.

Section 13.3 Notices to Eligible Mortgagees. Any Mortgagee of a Unit may file with the secretary of the Village Board a written request that it be given copies of notices. Until such time thereafter as the Mortgagee withdraws the request and satisfies the Mortgage of record, the Village Board shall send to the requesting Mortgagee a copy of

13.3.1 All notices of meetings of the Village Association;

13.3.2 All other notices sent to the Owner of the Unit covered by the Mortgagee's Mortgage;

13.3.3 Audited financial statements prepared pursuant to Section 12.10;

13.3.4 Notices of any intention of the Village Association to transfer any part of the Common Elements, abandon Condominium status, or terminate Professional Management of the Entire Property;

13.3.5 Prompt notice of any default in a Unit Owner's obligations under any of the documents that create or govern the Condominium, or its rules and regulations, that is not cured within thirty (30) days of the date of default;

13.3.6 Any significant damage to or condemnation of the Entire Property;

13.3.7 Any proposed termination of the Entire Property; and

13.3.8 Any proposed action which requires the consent of a specified portion of the Mortgagees.

Institutional Holders of First Mortgages on Units shall be entitled to notices under Article 22 or Article 23 irrespective of whether they have filed requests for notices. The provisions of this Section 13.3 shall prevail over any inconsistent or contrary provisions in this Declaration or in the Articles of Incorporation or Bylaws.

Section 13.4 Notices to Eligible Insurers or Guarantors. Any Eligible Insurer or Guarantor may file with the Secretary of the Village Board a written request that it be given copies of notices. Until such time thereafter as the Eligible Insurer or Guarantor withdraws the request by further written notice to the Village Board or the Mortgage related thereto is satisfied of record, the Village Board shall send to the requesting Eligible Insurer or Guarantor a copy of all matters listed in clause (13.3.1) through (13.3.8) of Section 13.3.

## ARTICLE 14 VILLAGE BOARD OF DIRECTORS

Section 14.1 Village Board of Directors. The Village Association shall be governed by a Board consisting of seven members (the "Board"), each with one vote. The Board shall be comprised of one Treasurer and one President elected from the membership, and five Building vice presidents, each of whom shall be a qualified resident Owner from each of the five Buildings within the Condominium ("Building Vice Presidents"). Each Director shall have one vote, which must be cast in person at meetings of the Village Board or by any other method of Board member voting as provided for in RCW 24.03 and subsequent revisions. Only Members in good standing with the Village Association may be elected to the Village Board. Resident Related Parties are eligible to serve as an officer or board member of the Village Board if they are so designated as a voting representative for the Unit. The majority of the Village Board members shall be Owners. The Board may, at its discretion, appoint other officers, committee members, assistants or others who shall have no power to vote on behalf of the Board. The Treasurer and President shall be elected by the entire membership. Building Vice Presidents shall be elected by members of the building they represent.

**Section 14.2 Alternate Voting Board Members; Building Vice Presidents and Treasurer.**

If approved and elected in the same manner as other elected Board members, a resident Owner may be named as an alternate for the position of treasurer or for a Building Vice President. The elected Owner alternate for the Building Vice President must reside in the same Building as the elected Building Vice President. In the absence of the elected treasurer or a Building Vice President, the elected Assistant Treasurer or alternate Building Vice President may attend meetings of the Board and may vote at such meeting in person only on behalf of the absent treasurer or Building Vice President.

**Section 14.3 Substitute President.** The President may designate a Board member, alternate Board Member or committee Chairperson to act as the substitute president to perform the powers and duties of the office of the president if the president is absent or unable to perform such duties ("Substitute President"). In the absence of the elected president, the Substitute President may chair Board meetings. The Substitute President shall have no authority to vote at such meeting on behalf of the absent president.

**Section 14.4 Office Sharing; Co-Board Members.** If approved and elected in the same manner as other elected Board members, two resident Owners may be elected to act as co-Board members sharing the role of any single Board position, including president, treasurer or Building Vice President. Any two resident Owners sharing the office of an elected Building Vice President must reside in the same Building. The co-Board members shall cast only a single vote between them and, therefore, shall agree upon the single vote to be cast in any matter. In the event the co-Board members cannot mutually agree upon the single vote to be cast on any matter, the co-Board members must abstain from voting on the disputed matter.

**Section 14.5 Removal of Village Board Members.** The Unit Owners, by a two thirds vote of the voting power in the Village Association present and entitled to vote at any Meeting of the Unit Owners at which a quorum of at least twenty-five percent (25%) is present, may remove any Member of the Village Board with or without cause.

**Section 14.6 Vacancies on Village Board.** Any Village Board Member who is absent for three (3) consecutive regular Village Board Meetings (except for illness) without a previously communicated excuse, shall be deemed to have resigned from the Village Board. Vacancies in the Village Board caused by absence as provided above or for any reason other than removal of a Village Board Member by a vote of the Village Association shall be filled by vote of a majority of the remaining Village Board Members, even though they may constitute less than a quorum; and each Person so elected shall be a Village Board Member until a successor is elected at the next Annual Meeting of the Village Association.

## **ARTICLE 15 AUTHORITY OF THE VILLAGE BOARD**

**Section 15.1 Adoption of Rules and Regulations.** The Village Board is empowered to adopt, amend, and revoke on behalf of the Village Association detailed rules and regulations necessary or convenient from time to time to insure compliance with the general guidelines of this Declaration and to promote the comfortable use and enjoyment of the Property. The Umbrella Association is empowered to adopt, amend, and revoke rules and regulations on behalf of the Umbrella Association. The rules and regulations of the Village Association and the Umbrella Association shall be binding upon all Unit Owners and occupants and all other Persons claiming any interest in the Entire Property. The Village Board shall furnish a copy of the then current rules and regulations to all Unit Owners.

**Section 15.2 Enforcement of Declaration.** The Village Board shall have the power and the duty to enforce the provisions of this Declaration, the Articles of Incorporation, the Bylaws, and the rules and regulations of the Village Association for the benefit of the Village Association. This power and duty may be assigned by the Village Board to the Umbrella Association or to the Managing Agent. The failure of any Owner to comply with the provisions of this Declaration, the Articles of Incorporation, the Bylaws, or the rules and regulations of the Village Association will give rise to a cause of action in the Village Association (acting through the Village Board) and any aggrieved Unit Owner for recovery of damages, or injunctive relief, or both. If a legal action is brought to interpret or enforce compliance with the provisions of this Declaration, the Articles of Incorporation, the Bylaws, or the rules or regulations of the Village Association, the prevailing party shall be entitled to judgment against the other party for its reasonable expenses, court costs, and attorney's fees.

**Section 15.3 Goods and Services.** The Village Board shall acquire and pay for as Common Expenses of the Condominium all goods and services reasonably necessary or convenient for the efficient and orderly functioning of the Condominium. The Village Board may hire such full-time or part-time employees as it considers necessary.

**Section 15.4 Managing Agent.** The Village Board may contract with a Managing Agent designated from time to time by the Umbrella Board to assist the Village Board in the management and operation of the Village and the Entire Property.

**Section 15.5 Protection of Property.** The Village Board may spend such funds and take such action as it may from time to time deem necessary to preserve the Property, settle claims, or otherwise act in what it considers to be the best interests of the Entire Property or the Village Association, including granting easements to utility companies or other third parties, regardless of whether any such easement benefits the Condominium or otherwise. Notwithstanding any of the foregoing, however, the Village Board shall have no authority to acquire and pay for, out of the maintenance fund, capital additions and improvements (other than for purposes of restoring, repairing or replacing portions of the Common Elements) having a total cost in excess of \$10,000 without first obtaining the affirmative vote of the Owners holding a majority of the votes present or represented at a Meeting called for such purpose, or if no such Meeting is held, then the written consent of voting Owners having a majority of the votes.

**Section 15.6 Owner's Failure to Maintain.** If maintenance and repair of any Unit, its appurtenances (including appurtenant Limited Common Elements) and appliances is reasonably necessary in the discretion of the Village Board to protect the Common Elements, or preserve the appearance and value of the Village or the Entire Property, and the Owner of said Unit has failed or refused to perform said maintenance or repair within a reasonable time after written notice of the necessity of said maintenance or repair has been delivered by the Village Board to the Owner, then the Village Board may accomplish such repair or maintenance, and the Village Board shall levy a special Assessment against the Unit of such Owner for the cost of such maintenance or repair.

**Section 15.7 Borrowing Power of Village Board.** In the discharge of its duties and the exercise of its powers as set forth in this Declaration, but subject to the limitations set forth in this Declaration (including Section 15.5), the Village Board may borrow funds on behalf of the Village Association and pledge its future Assessment as collateral for a loan.

Section 15.8 Other Village Board Powers. Unless otherwise limited by this Declaration, or delegated to the Umbrella Association, the Village Board shall have all powers of the Association, including those provided for in RCW 64.34.304 as may be amended. The Village Board may, from common funds of the Village Association, acquire and hold in the name of the Village Association, for the benefit of the Owners, tangible and intangible personal Property and real Property and interests therein, and may dispose of the same by sale or otherwise; and the beneficial interest in such Property shall be owned by the Owners in the same proportion as their respective interests in the Common Elements; and such Property shall thereafter be held, sold, leased, rented, Mortgaged or otherwise dealt with for the benefit of the common fund of the Village Association as the Village Board may direct. The Village Board shall not, however, in any case acquire by lease or purchase real or personal Property, except upon a majority vote of the Unit Owners, in the manner specified in Section 15.5. Nothing in this Section 15.8 is intended to otherwise limit the powers of the Village Board otherwise set forth in this Declaration.

Section 15.9 Power of Attorney. Each Owner, by the mere act of becoming an Owner or contract purchaser of a Unit, shall irrevocably appoint the Village Association as its attorney-in-fact, with full power of substitution, to take such action as may be reasonably necessary to promptly perform the duties of the Village Association and Village Board hereunder, including but not limited to the duties to maintain, repair and improve the Property, to deal with the Unit upon damage or destruction, and to secure insurance proceeds otherwise in accordance with this Declaration. The power of attorney so created shall be coupled with an interest and there shall be no necessity of a further writing to accomplish the creation thereof.

Section 15.10 Flat Fees and Charges. The Village Board may, pursuant to Section 6.7 of the Umbrella Declaration, assist the Umbrella Board in the collection, from each Owner, of any flat fee such as the Communiversity Fee (as defined in the Umbrella Declaration) or any other flat fees and charges imposed on Owners. Neither the Village Association nor the Village Board shall be personally liable to pay any Communiversity Fee due to Communiversity Corporation or other flat fee due to the Umbrella Association or any other provider of services in connection with any Unit or the Entire Property. Such fees are an Assessment against individual Units.

Section 15.11 Limitation on Authority of Village Board. The Village Board shall not act on behalf of the Village Association to amend the Declaration in any manner which requires the vote or approval of the Unit Owners pursuant to this Declaration. The Village Board may not terminate the Condominium under the provisions of the Act, or to elect members of the Village Board or determine the qualifications, powers, and duties, or terms of office of members of the Village Board; provided that the Village Board may fill vacancies in its membership for the unexpired portion of any term.

## **ARTICLE 16 BUDGET AND ASSESSMENT FOR COMMON EXPENSES**

Section 16.1 Fiscal Year; Preparation of Budget. The Village fiscal year shall be the calendar year. At least sixty (60) days prior to the beginning of each fiscal year, the Village Board shall estimate the charges (including Common Expenses, and any special charges for particular Units) to be paid during such year; shall make provision for creating, funding and maintaining reasonable reserves for contingencies and operations, as well as for repair, replacement and acquisition of Common Elements; and shall take into account any expected

income and any surplus available from the prior year's operating fund. "Common Expenses" includes but is not limited to

- 16.1.1 Expenses of administration, maintenance, operation, repair or replacement of the Common Elements of the Village Property,
- 16.1.2 Premiums on all insurance policies required by the Act or this Declaration,
- 16.1.3 Expenses agreed upon as Common Expenses by the Village Association,
- 16.1.4 Expenses declared Common Expenses by the provisions of the Act, by the Declaration or by the Village Association's Bylaws or rules as now or hereafter amended; and
- 16.1.5 All sums lawfully Assessed as Common Expenses against the Unit Owners by the Village Board.

The Umbrella Association may make additional Assessments related to the Entire Property in accordance with the powers delegated to the Umbrella Association. Any Assessments made by the Umbrella Association in its performance of its duties, responsibilities and powers shall be Assessed to the Members of the Umbrella Association in accordance with the Umbrella Declaration.

Without limiting the generality of the foregoing, but in furtherance thereof, the Village Board shall create and maintain from regular monthly Assessments a Reserve Account for maintenance, repair and replacement of those Village Common Elements which can reasonably be expected to require replacement prior to the end of the useful life of the Buildings. The reserve account shall require the signatures of two Village Association Officers to make withdrawals.

16.1.6 The contributions to said reserve account shall be calculated so that there are sufficient funds therein to replace each Common Element covered by the fund at the end of the estimated useful life of each Common Element. The minimum funding level for reserves for a budget adopted by the Village Board shall be the amount required to achieve twenty-five percent (25%) Fully Funded. If the sum estimated and budgeted at any time proves inadequate for any reason (including non-payment for any reason of any Owner's Assessment), the Village Board may at any time prepare a supplemental budget, which shall be proposed to the Unit owners for ratification as specified in Section 16.2.

**Section 16.2 Approval of Budgets.** Within thirty (30) days after adoption of any proposed annual or supplemental budget by the Village Board, the Village Board shall provide a summary thereof to all the Unit Owners and shall set a date for a meeting of all the Unit Owners to consider ratification of the annual or supplemental budget, which date shall be not less than thirty (30) nor more than sixty (60) days after mailing of the summary. Unless at that meeting the Owners of Units to which ninety percent (90%) of the votes in the Village Association are allocated reject the budget, the budget is ratified, whether or not a quorum is present. In the event the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the Unit Owners shall be continued until such time as the Unit Owners ratify a subsequent budget proposed by the Village Board of Directors.

### Section 16.3 Monthly Assessments.

16.3.1 Basis for Common Assessments. The sums required by the Village Association for Common Expenses as reflected by the Annual Budget and any supplemental budgets approved by the Unit Owners in accordance with Section 16.2 shall be divided into equal installments to be paid each month over the period of time covered by the budget or supplemental budget. The monthly installments shall be Assessed to the Units subject to this Declaration and their respective Owners in proportion to the Units' percentages of undivided interest in the Common Elements as set forth on Exhibit C to this Declaration.

16.3.2 Notice of Assessment. The Village Board shall notify each Unit Owner in writing of the amount of the monthly Assessments to be paid for its Unit and shall furnish copies of each budget on which the Assessments are based to all Unit Owners and to all Eligible Mortgagees.

Section 16.4 Payment of Monthly Assessments. Each Owner, by acceptance of a deed to a Unit, whether or not it is so expressed in the deed, is deemed to covenant and agree to pay to the Village Association all Assessments and charges against the Unit pursuant to this Declaration. On or before the first day of each calendar month each Unit Owner shall pay or cause to be paid to the Treasurer of the Village Association the Assessment against their Unit for that month. Any Assessment not paid by the first day of the calendar month for which it is due shall be delinquent and subject to interest charges and collection procedures as provided in Article 17. Any Assessment not paid within thirty (30) days of the date it becomes due, and deemed uncollectible, shall become a Common Expense chargeable to all Unit Owners, including the Foreclosure sale purchaser of any Unit which has failed to pay such Assessment in proportion to the respective percentages of undivided interest in the Common Elements.

Section 16.5 Proceeds Belong to Village Association. All Assessments and other receipts received by the Village Association on behalf of the Unit Owners shall belong to the Village Association.

Section 16.6 Failure to Assess. Any failure by the Village Board or the Village Association to make the Budget and Assessments hereunder before the expiration of any fiscal year for the ensuing fiscal year shall not be deemed a waiver or modification in any respect of the provisions of this Declaration, or a release of the Owners from the obligation to pay Assessments during that or any subsequent year, and the monthly Assessment amount established for the preceding year shall continue until a new Assessment is established.

Section 16.7 Certificate of Unpaid Assessments. Upon the request of any Owner or Mortgagee or prospective Owner or prospective Mortgagee of a Unit, the Village Board will furnish a certificate in recordable form stating the amount, if any, of unpaid Assessments charged to the Unit. The certificate shall be conclusive upon the Village Board and the Village Association as to the amount of such indebtedness on the date of the certificate in favor of all purchasers and Mortgagees of the Unit who rely on the certificate in good faith. The Village Board may establish a reasonable fee to be charged to reimburse it for the cost of preparing the certificate.

Section 16.8 Special Allocation of Assessments. Notwithstanding any other provisions of this Declaration, the Village Board shall specially allocate to the Owners and Units benefited thereby all reserves required for repair, replacement or acquisition of Common Elements which

are not common to all Buildings in which Units are located (for example lobbies, elevators, and other unique features of the Building).

## **ARTICLE 17 LIEN AND COLLECTION OF ASSESSMENTS**

**Section 17.1 Assessments Are a Lien; Priority.** All unpaid sums Assessed by the Village Association for the share of the Common Expenses chargeable to any Unit and any sums specially Assessed to any Unit under the authority of this Declaration or the Bylaws shall constitute a lien on the Unit and all its appurtenances from the date the Assessment becomes due, until fully paid. The lien for such unpaid Assessments shall be prior to all other liens and encumbrances on a Unit except:

17.1.1 Liens and encumbrances recorded before the recording of the Declaration;

17.1.2 A Mortgage on a Unit recorded before the date on which the Assessment sought to be enforced became delinquent (except to the extent provided in Section 17.2);

17.1.3 Liens for real Property taxes and other governmental Assessments or charges against the Unit. A lien under this Article 17 is not subject to the provisions of RCW 6.13; and

17.1.4 As provided in RCW 64.34.364.

17.1.5 Liens by the Village Association have equal priority with liens by the Umbrella Association against the same Unit.

**Section 17.2 Special Priority Rules for Mortgagees.** The Assessment lien shall be prior to any Mortgage to the extent of Assessments for Common Expenses based on the Annual Budget provided in Article 16 above, excluding any amounts for Capital Improvements, which became due during the six (6) months immediately preceding the date of the sale under a Foreclosure proceeding; provided, that the priority of the Assessment lien against a Unit encumbered by a Mortgage held by an Eligible Mortgagee or by a Mortgagee which has given the Village Association a written request for a notice of delinquent Assessments shall be reduced by up to three (3) months if and to the extent that the Assessment lien includes delinquencies which relate to a period which is

17.2.1 After the Mortgagee becomes an Eligible Mortgagee or requests notice of delinquent Assessments, and

17.2.2 Before the Village Association gives the Mortgagee in question written notice of the delinquency.

If the Village Association forecloses its lien non-judicially pursuant to Chapter 61.24 RCW, the Village Association shall not be entitled to the limited lien priority provided by this Section 17.2 vis-à-vis the lien of any Mortgage. Any Mortgagee may pay any unpaid Assessments payable with respect to the Unit on which such Mortgagee has a Mortgage, and upon such payment, the Mortgagee shall have a lien on the Unit for the amount paid of the same rank as its Mortgage.

Section 17.3 Lien May Be Foreclosed. Any Assessment lien may be enforced judicially by the Village Association or its authorized representative in the manner set forth Chapter 61.12 RCW. In addition, any such Assessment lien may be enforced non-judicially in a manner set forth in Chapter 61.24 RCW. Pursuant to Section 64.34.364(9) of the Act, each Unit is hereby granted to First American Title Insurance Company, or another appropriate trustee company as designated by the Village Board, in trust, with power of sale, to secure the obligations of Unit Owners to the Village Association for the payment of all amounts due hereunder, including all Assessments. The Units are not used principally for agricultural or farming purposes. The power of sale provided for above shall be operative in the case of a default in any Unit Owner's obligation to pay off any amounts due under this Declaration to the Village Association, including all Assessments.

Section 17.4 Assessments Are Personal Obligations. In addition to constituting a lien on the Unit and all its appurtenances, all sums Assessed by the Village Association chargeable to any Unit, together with interest, late charges, costs and attorney fees in the event of delinquency, shall be the joint and several personal obligations of the Owner of the Unit when the Assessment is made and its grantees. Suit to recover personal judgment for any delinquent Assessments shall be maintainable without foreclosing or waiving the liens securing them.

Section 17.5 Deed in Lieu of Foreclosure. In a voluntary conveyance in lieu of Foreclosure, the grantee of the Unit shall be jointly and severally liable with the grantor for all unpaid Assessments against the grantor up to the time of the grantor's conveyance, without prejudice to the grantee's right to recover from the grantor the amounts paid by the grantee therefore.

Section 17.6 Appointment of Receiver. From the time of commencement of an action by the Village Association to foreclose a lien for non-payment of delinquent Assessments against a Unit that is not occupied by the Owner thereof, the Village Association shall be entitled to the appointment of a receiver to collect from the lessee thereof the rent for the Unit as and when due. If the rental is not paid, the receiver may obtain possession of the Unit, refurbish it for rental up to a reasonable standard for rental Units in this type of Condominium, rent the Unit or permit its rental to others, and apply the rents first to the cost of the receivership and attorney fees, then to the cost of refurbishing the Unit, then to applicable charges, then to costs, fees, and charges of the Foreclosure action, and then to payment of the delinquent Assessments. Only a receiver may take possession and collect rents under this subsection, and a receiver shall not be appointed less than ninety (90) days after the delinquency. The exercise by the Village Association of the foregoing right shall not affect the priority of pre-existing liens on the Unit.

Section 17.7 Liability of Purchaser at Foreclosure Sale. Except as provided in Section 17.2 above, any Mortgagee or other purchaser of a Unit who obtains the right of possession of the Unit through Foreclosure shall not be liable for Assessments or installments thereof that become due prior to such right of possession. Such unpaid Assessments shall be deemed to be Common Expenses collectible from all the Unit Owners, including such Mortgagee or other purchaser of the Unit. Foreclosure of a Mortgage does not relieve the prior owner of personal liability for Assessments accruing against the Unit prior to the date from such sale.

Section 17.8 Late Charges and Interest on Delinquent Assessments. The Village Board may from time to time establish late charges and a rate of interest to be charged on Assessments that may thereafter become delinquent. In the absence of another established,

non-usurious rate, delinquent Assessments shall bear interest at the rate of twelve percent (12%) per annum. If a monthly Assessment against a Unit is not paid when due, the Managing Agent or the Village Board may elect to declare all monthly Assessments against the Unit for the remainder of the fiscal year to be immediately due and payable.

Section 17.9 Recovery of Attorney Fees and Costs. In any action to collect delinquent Assessments, the prevailing party shall be entitled to recover as a part of its judgment a reasonable sum for attorney fees and all costs and expenses reasonably incurred in connection with prosecuting the action, including any appeal, in addition to taxable costs permitted by law.

Section 17.10 Security Deposit. A Unit Owner who has been delinquent in paying the monthly Assessments for three (3) of the five (5) preceding months may be required by the Village Board, from time to time, to make and maintain a security deposit not in excess of three (3) months estimated monthly Assessments, which may be collected and subject to penalties for nonpayment as are other Assessments. The deposit shall be held in a separate fund, credited to such Owner, and may be resorted to at any time when such Owner is ten (10) days or more delinquent in paying the monthly or other Assessments.

Section 17.11 Remedies Cumulative. The remedies provided herein are cumulative and the Village Board may pursue them, and any other remedies which may be available under law although not expressed herein, either concurrently or in any order.

Section 17.12 Statement of Delinquencies. Upon written request, the Village Association shall furnish to a Unit Owner or a Mortgagee a statement signed by an Officer or authorized agent of the Village Association setting forth the amount of unpaid Assessments against that Unit. The statement shall be furnished within fifteen (15) days after the receipt of the request and is binding upon the Village Association, the Village Board of Directors, and every Unit Owner, unless and to the extent known by the recipient to be false.

Section 17.13 Joint Collections. The Village Association may delegate its authority to collect Assessments to the Umbrella Association. If the Umbrella Association collects Assessments on behalf of the Village Association, the costs of collection shall be shared equally between the Umbrella Association and the Village Association. However, if the Assessment being collected is a special Assessment, the Assessing entity shall bear all costs of collection.

## **ARTICLE 18 FAILURE OF VILLAGE BOARD TO INSIST ON STRICT PERFORMANCE – NO WAIVER**

The failure of the Village Board in any instance to insist upon the strict compliance with this Declaration, the Bylaws, or the rules and regulations of the Village Association, or to exercise any right contained in such documents, or to serve any notice or to institute any action, shall not be construed as a waiver or a relinquishment for the future of any term, covenant, condition, or restriction. The receipt by the Village Board of payment of any Assessment from an Owner, with knowledge of any breach by the Owner, shall not be a waiver of the breach. No waiver by the Village Board of any requirement shall be effective unless expressed in writing and signed on behalf of the Village Board.

## **ARTICLE 19 LIMITATION OF LIABILITY**

Section 19.1 Liability for Utility Failure or Other Services. Except to the extent covered by insurance obtained by the Village Board, neither the Village Association nor the Village Board (nor the Managing Agent, nor the Board of Directors) nor the Umbrella Association nor the Umbrella Board (nor its Village Board of Directors nor its Managing Agent) shall be liable for: any failure of any utility or other service to be obtained and paid for by the Village Board, or for injury or damage to Person or Property, including death, caused by or resulting from failure of any fire alarm system, emergency medical notification service system, or the like, or the elements, or resulting from electricity, water, rain, dust or sand which may lead or flow from outside or from any parts of the Buildings, or from any of its pipes, drains, conduits, appliances, or equipment, or from any other place; or for inconvenience or discomfort resulting from any action taken to comply with any law, ordinance, or orders of a governmental authority. No diminution or abatement of Common Expense Assessments shall be claimed or allowed for any such utility or service failure, or for such injury or damage, or for such inconvenience or discomfort.

Section 19.2 No Personal Liability. So long as a Village Board Member, or Village Association committee Member, or Village Association Officer, or the Managing Agent has acted with reasonable and ordinary care, upon the basis of such information as is then possessed by such Person, then no such Person shall be personally liable to any Owner, or to any other Person, including the Village Association, for any damage, loss, or prejudice suffered or claimed on account of any act, omission, error, or negligence of such Person; provided, that this Section 19.2 shall not apply where the consequences of such act, omission, error, or negligence are covered by insurance obtained by the Village Board or the Umbrella Association Board.

Section 19.3 Not an Indemnity. This Article 19 is not intended as an indemnity agreement falling within the scope of RCW 4.24.115. If, however, this Article 19 is judicially interpreted as an indemnity, then the limitations of liability contained in Sections 19.1 and 19.2 above shall be deemed to limit the liability of the Persons and entities protected by said Sections solely to the extent such liability arises out of the acts of others.

## **ARTICLE 20 INDEMNIFICATION**

Section 20.1 Indemnification. Each Village Board member and Village Association committee Member and Village Association Officer, and the Managing Agent (collectively and individually, "Indemnitee") shall be indemnified by the Village Association against all expenses and liabilities, including attorney fees, reasonably incurred or imposed in connection with any proceeding, dispute, or settlement thereof to which Indemnitee may be a party, or in which Indemnitee may become involved, by reason of any individual Indemnitee's status as Village Association committee Member, Village Association Officer, or Village Board Member, whether or not the individual Indemnitee holds such position at the time such expenses or liabilities are incurred, or by reason of any corporate Indemnitee's connection to this Condominium in any capacity whatsoever. The indemnification set forth in the preceding sentence shall not apply:

20.1.1 To the extent such expenses and liabilities are covered by insurance;

20.1.2 With regard to acts or omissions that involve intentional misconduct by a Village Indemnitee, or a knowing violation of law by an Indemnitee;

20.1.3 With regard to any transaction from which an Indemnitee will personally receive a benefit in money, Property, or services to which the Indemnitee is not entitled;

20.1.4 If Indemnitee is adjudged guilty of willful malfeasance in the performance of Indemnitee's duties; and

20.1.5 Unless the Village Board approves such settlement and reimbursement as being for the best interest of the Village Association.

Section 20.2 Negligence. If such liability and expense arise out of the concurrent negligence of Indemnitee and the Village Association, this indemnity shall still apply, but if specifically required by statute, RCW 4.24.115, then this indemnification shall apply only to the extent Indemnitee's liability arises out of the negligence of Village Association, or out of the negligence of a third party.

## **ARTICLE 21 INSURANCE**

Section 21.1 General Requirements. The Village Association shall maintain, to the extent reasonably available, a policy or policies and bonds necessary to provide (a) Property insurance, (b) commercial general liability insurance, (c) fidelity insurance, (d) worker's compensation insurance to the extent required by applicable laws, (e) Directors and Officers liability insurance, and (f) such other insurance as the Village Board deems advisable. The Village Association may delegate procurement of insurance to the Umbrella Association. The Village Board shall review the adequacy of the Village Association's insurance coverage. All insurance shall be obtained from insurance carriers that are generally acceptable for similar projects, authorized to do business in the state of Washington, and meet the specific requirements of Federal National Mortgage Association ("FNMA"), Housing and Urban Development (HUD), Federal Home Loan Mortgage Corporation ("FHLMC"), and Veteran's Administration (VA) regarding the qualifications of insurance carriers. Notwithstanding any other provisions herein, the Village Association shall continuously maintain in effect Property and liability insurance that meets the insurance requirements for Condominium projects established by FNMA, HUD, FHLMC, and VA so long as any of them is a holder of a Mortgagee or Owner of a Unit, except to the extent such coverage is not available or has been waived in writing by such entity. All such insurance policies shall provide that coverage may not be cancelled or substantially reduced without at least forty-five (45) days prior written notice (ten {10 } days for cancellation for nonpayment of premium) to the Village Association as the first named insurance therein and any First Mortgagee of a Unit.

### Section 21.2 Property Insurance; Deductible; Owner Responsibility.

21.2.1 The Property insurance shall, at the minimum and subject to such reasonable deductible as the Village Board may determine, provide all risk or special cause of loss coverage in an amount equal to the full replacement cost of the Common Elements, the Units, the limited Common Elements, the interior partitions, equipment, fixtures, betterments and improvements in or serving the Units installed by the Declarant or by Owners intended as a permanent part of the Unit and personal Property of the Village Association with "Agreed Amount Endorsement" or its equivalent, and, FNMA, HUD, FHLMC, and VA, construction code

endorsements, such as a "Demolition Cost Endorsement", a "Contingent Liability from Operation of Building Laws Endorsement," an "Increased Cost of Construction Endorsement," and such other endorsements as FNMA, HUD, FHLMC, and VA deems necessary and are available so long as any of them are a Mortgagee or Owner of a Unit.

21.2.2 The policy shall provide a separate loss payable endorsement in favor of the Mortgagee of each Unit. The policy may, in the discretion of the Village Board, cover loss due to earthquake, flood, or terrorism. The named insured shall be the Village Association, as trustee for each of the Owners in the percentages established in Article 8. The Village Association or insurance trustee, if any, shall hold insurance proceeds in trust for the Owners and their Mortgagees, as their interests may appear. Each Owner and the Owner's Mortgagee, if any, shall be beneficiaries of the policy in accordance with their percentages of undivided interest in the Common Elements and Facilities appertaining to the Owner's Unit.

21.2.3 The policy or policies shall provide that, notwithstanding any provisions thereof, which give the carrier the right to elect to restore damage in lieu of making a cash settlement, such option shall not be exercisable without the prior written approval of the Village Association (or any insurance trustee) or when in conflict with the provisions of any insurance trust agreement to which the Village Association may be a party, or any requirement of law.

21.2.4 Certificates of insurance shall be issued to each Owner and Mortgagee upon request.

21.2.5 Up to the amount of the standard deductible under the Village Association's policy (but not the deductible for earthquake, flood or terrorism) or for damages otherwise uninsured, each Owner of a Unit shall be responsible for (a) damage limited solely to damage to the Owner's Unit or the Limited Common Areas assigned to the Unit; (b) damage resulting from negligence, carelessness, or intentional action on the part of the Owner or his/her tenant, or the family, employees, agents, visitors, or licensees of that Owner or his/her tenant; or (c) damage caused by something within the control of or for which the Owner or his/her tenant, family, employees, agents, visitors, or licensees of that Owner or his/her tenant has the maintenance and/or repair responsibility, which includes damage resulting from faulty or leaking plumbing fixtures or pipes, hot water tanks, fire suppressors, sinks, bathtubs, toilets, dishwashers, and washers, including any connecting hoses or drains in or serving only the Owner's Unit and all other Owner maintenance and/or repair responsibilities as described in Section 10.3. Uninsured damage which exceeds the amount of the standard deductible under the Village Association's policy shall be governed by Article 22 of the Village Declaration. Only the Village Board, in its sole discretion, is authorized to file claims under the Village Association's policy. Each Owner of a Unit shall promptly advise the Village Association in writing of any betterment or improvement intended as a permanent part of the Unit costing \$10,000 or more.

Section 21.3 Commercial General Liability Insurance. The liability insurance coverage shall insure the Village Board, the Village Association, the Owners, and the Managing Agent, and cover all of the Common Elements in the Condominium with a "Severability of Interest Endorsement" or equivalent coverage which would preclude the insurer from denying the claim of an Owner because of the negligent acts of the Village Association or of another Owner, and shall cover liability of the insureds for Property damage, bodily injury, and death of Persons arising out of the operation, maintenance, and use of the Common Elements, host liquor liability, employers' liability insurance, automobile liability insurance, and such other risks as are

customarily covered with respect to residential Condominium projects of similar construction, location, and use. The limits of liability shall be in amounts generally required by Mortgagees for projects of similar construction, location, and use, the amount as determined by the Village Board of Directors.

**Section 21.4 Insurance Claims; Insurance Trustee; Power of Attorney.** The named insured under the policies referred to in Sections 21.2 and 21.3 shall be the Village Association, as trustee for each of the Owners in accordance with their percentages of undivided interest in the Common Elements and Facilities. All claims made against the Village Association's insurance policy must be approved and filed by the Village Board or its Managing Agent. The insurance proceeds may be made payable to any trustee with which the Village Association enters into an insurance trust agreement, or any successor trustee, who shall have exclusive authority to negotiate losses under the policies. Subject to the provisions of Section 21.8, the proceeds must be disbursed first for the repair or restoration of the damaged Property, and Owners and lienholders are not entitled to receive payment of any portion of the proceeds unless there is a surplus of proceeds after the Property has been completely repaired or restored or the Condominium is terminated. Each Owner appoints the Village Association, or any insurance trustee or successor trustee designated by the Village Association, as attorney-in-fact for the purpose of purchasing and maintaining such insurance, including the collection and appropriate disposition of the proceeds thereof, the negotiation of losses and execution of releases of liability, the execution of all documents, and the performance of all other acts necessary to accomplish such purposes.

**Section 21.5 Additional Policy Provisions.** The insurance obtained pursuant to Sections 21.2 and 21.3 shall contain the following provisions and limitations:

21.5.1 Each Owner is an insured Person under the policy with respect to liability arising out of the Owner's percentage of undivided interest in the Common Elements and Facilities or Membership in the Village Association.

21.5.2 Such policies shall not provide for contribution by or Assessment against Mortgagees or become a lien on the Property superior to the lien of a First Mortgage.

21.5.3 If, at the time of the loss under the policy, there is other insurance in the name of the Owner covering the same risk covered by the policy, the Village Association's policy provides primary insurance.

21.5.4 Coverage shall not be prejudiced by (a) any act, or omission, or neglect of the Owners of Units when such act, omission, or neglect is not within the scope of the Owner's authority on behalf of the Village Association, or (b) failure of the Village Association to comply with any warranty or condition with regard to any portion of the premises over which the Village Association has no control.

21.5.5 Coverage may not be canceled or substantially modified without at least thirty (30) days prior written notice (ten {10} days for cancellation for nonpayment of premium) to the Village Association as the first named insurance and any First Mortgagee of a Unit.

21.5.6 A waiver of subrogation by the insurer as to any and all claims against the Village Association, the Owner of any Unit, and/or their respective agents, members of the

Owner's household, employees, or lessees, and of any defenses based upon co-insurance or upon invalidity arising from the acts of the insured.

21.5.7 A standard Mortgagee clause which shall:

21.5.7.1 Provide that any reference to a Mortgagee in the policy shall mean and include all Mortgages of any Unit or Unit lease in their respective order of preference, whether or not named therein;

21.5.7.2 Provide that such insurance as to the interest of any Mortgagee shall not be invalidated by any act or neglect of the Village Board or Owners or any Persons acting under the authority of any of such Persons;

21.5.7.3 Waive any provision invalidating such Mortgage clause by reason of the failure of any Mortgagee to notify the insurer of any hazardous use or vacancy, any requirement that the Mortgagee pay any premium thereon, and any contribution clause; and

21.5.7.4 Provide that, without affecting any protection afforded by such Mortgagee clause, any proceeds payable under such policy shall be payable to the Village Association or the insurance trustee.

Section 21.6 Fidelity Insurance. The required fidelity insurance shall afford coverage to protect against dishonest acts on the part of Officers, Directors, Trustees, and employees of the Village Association or the Managing Agent and all other Persons who handle or are responsible for handling funds of or administered by the Village Association. All such fidelity insurance shall name the Village Association as an obligee, and shall be not less than the amount of all reserve accounts for the Entire Property, plus three (3) months of regular Assessments. The policy shall contain waivers of any defense based upon the exclusion of Persons who serve without compensation from any definition of "employee" or similar expression, and provide that they may not be canceled or substantially modified (including cancellation for nonpayment of premium) without at least forty-five (45) days prior written notice to the Village Association as the first named insured.

Section 21.7 Individual Insurance Policy for Owner. Each Owner of a Unit shall be required to obtain and maintain standard Condominium Unit Owners insurance. The minimum coverage for an Owner policy shall not be less than the amount of the deductible for the Umbrella or Village Association's policy of Property (Building) insurance, or any greater amount as may be established by the Village Board. Proof that such insurance has been obtained shall be delivered to the Village Association at the closing of the sale of each Unit. The Village Association shall have the right but not the obligation to monitor the maintenance of such insurance by Owners and shall have the right, but not the obligation, to obtain such insurance for an Owner if the Owner fails to obtain or maintain such insurance and specially Assess the cost to the Owner.

Section 21.8 Use of Insurance Proceeds. Any portion of the Condominium for which insurance is required under this Article which is damaged or destroyed shall be repaired or replaced promptly by the Village Association pursuant to Article 22 unless: (a) the Village Association is terminated; (b) repair or replacement would be illegal under any state or local health or safety statute or ordinance; or (c) Owners holding at least eighty percent (80%) of the votes in the Village Association, including every Owner of a Unit or limited Common

Elements which will not be rebuilt, vote not to rebuild. The cost of repair or replacement in excess of the portion for which an Owner is responsible under Section 21.2, insurance proceeds and available reserves is a Common Expense. The Owner shall be responsible for the amount of the deductible applicable to damage or loss within the Owner's Unit. If all of the damaged or destroyed portions of the Unit(s) are not repaired or replaced:

21.8.1 The insurance proceeds attributable to the damaged Common Elements shall be used to restore the damaged area to a condition compatible with the remainder of the Units/Buildings;

21.8.2 The insurance proceeds attributable to Units and Limited Common Elements which are not rebuilt shall be distributed to the Owners of those Units and the Owners of the Units to which those limited Common Elements were allocated, or to lienholders, as their interests may appear; and

21.8.3 The remainder of the proceeds shall be distributed to all the Owners or lienholders, as their interests may appear, in proportion to their percentage of undivided interest in the Common Elements and Facilities for each Unit.

If the Owners vote not to rebuild any Unit, that Unit's proportion of undivided interest in the Common Elements and Facilities allocated are automatically reallocated upon the vote as if the Unit had been condemned under any state or local health or safety statute or ordinance, and the Association promptly shall prepare, execute, and record an amendment to this Declaration reflecting the reallocations. Notwithstanding the provisions of this Section, Section 21.8 governs the distribution of insurance proceeds of the Village Association if terminated.

## **ARTICLE 22 DAMAGE AND REPAIR OF DAMAGE TO PROPERTY**

Section 22.1 Initial Village Board Determination. In the event of Damage to any Common Elements or to any portion of a Unit or its limited Common Elements, equipment, or appliances covered by the Association's insurance policy, the Village Board shall promptly, and in all events within thirty (30) days after the date of Damage, make the following determinations with respect thereto, employing such advice as the Village Board deems advisable:

22.1.1 The nature and extent of the Damage, together with an inventory of the improvements and Property directly affected thereby.

22.1.2 A reasonably reliable estimate of the cost to repair the Damage, which estimate shall, if reasonably practicable, be based upon two or more firm bids obtained from responsible contractors.

22.1.3 The expected insurance proceeds, if any, to be available from insurance covering the loss based on the amount paid or initially offered by the insurer.

22.1.4 The amount to be paid by any Owner with respect to Damage or loss within the Owner's Unit or as otherwise provided by Section 22.2 of this Declaration.

22.1.5 The amount of available reserves or other Village Association funds, although the Village Board is not required to use any reserves or other Village Association funds; and

22.1.6 The amount, if any, by which the estimated cost of repair exceeds the amount to be paid by any Unit Owner (under Section 22.2 or any other requirement of this Declaration), expected insurance proceeds and available reserves or other Village Association funds, and the amount of the Assessments that would have to be made against each Unit if the excess cost were to be paid as a Common Expense and Assessed against all the Units in proportion to their Common Expense Liabilities.

Section 22.2 Notice of Damage. The Village Board shall promptly, and in all events within thirty (30) days after the date of Damage, file a proof of loss statement with the insurance company if the loss is covered by insurance and abide by all terms and conditions of its insurance policies, unless the Village Board determines it would not be in the best interest of the Village Association to file a proof of loss. If the Village Board does not proceed with repair to the Damage, the Village Board shall then provide each Unit Owner with a written notice describing the Damage and summarizing the initial Village Board determinations made under Section 22.1. If the Damage affects a material portion of the Village Property, the Village Board shall also send the notice to each Eligible First Mortgagee; and if the Damage affects a Unit, the Village Board shall send the notice to the Eligible First Mortgagee of that Unit. If the Village Board fails to do so within the thirty (30) day period, any Owner or Mortgagee may make the determinations required under Section 22.1 and give the notice required under this Section 22.2.

Section 22.3 Definitions: Damage, Substantial Damage, Repair, Emergency Work. As used in this Section:

22.3.1 "Damage" shall mean all kinds of damage, whether of slight degree or total destruction resulting from an Occurrence or an Event and shall not include construction defects, deterioration, or wear and tear. "Occurrence" or "Event" shall mean a sudden and unexpected event such as a storm, a tree falling, or a pipe bursting.

22.3.2 "Substantial Damage" shall mean that in the judgment of the Village Board, the estimated Village Assessment determined under Subsection 22.1.6 for any one Unit exceeds 5% of the value of the Unit before the Damage occurred, as determined by the then current Assessment for the purpose of real estate taxation.

22.3.3 "Repair" shall mean restoring the Unit(s) to substantially the condition they were in before they were damaged, with each Unit and the Common Elements and limited Common Elements having substantially the same boundaries as before. Modifications to conform to applicable governmental rules and regulations or available means of construction may be made.

22.3.4 "Emergency Work" shall mean work that the Village Board deems reasonably necessary to avoid further Damage or substantial diminution in value to the improvements and to protect the Unit Owners from liability due to the condition of the site.

Section 22.4 Execution of Repairs.

22.4.1 The Village Board shall promptly repair the Damage and use the available insurance proceeds therefore as provided in Article 21; but only the Village Board may authorize a claim under the Village Association's insurance policy. If the cost or repair exceeds the

amount to be paid by a Unit Owner's anticipated insurance proceeds, and available reserves or other Village Association funds, the Village Board shall impose Assessment(s) against all Units in proportion to their Common Expense Liabilities in an aggregate amount sufficient to pay the excess costs.

22.4.2 The Village Board shall have the authority to employ architects and engineers, advertise for bids, let contracts to contractors and others, and to take such other action as is reasonably necessary to make the repairs. Contracts for the repair work shall be awarded when the Village Board, by means of insurance proceeds and sufficient Assessments, has provided for paying the cost. The Village Board may authorize the insurance carrier to make the repairs if the Village Board is satisfied that the work will be done satisfactorily, and if such authorization does not contravene any insurance trust agreement or requirement of law.

22.4.3 The Village Board may enter into a written agreement with a reputable financial institution, trust or escrow company and that institution or company shall act as an insurance trustee to adjust and settle any claim for casualty loss in the amount determined by the Village Board, or shall collect the insurance proceeds and carry out the provisions of this Section.

Section 22.5 Damage not Substantial. If the Damage is not Substantial Damage as determined under subsection 22.3.2, provisions of this Section 22.5 shall apply.

22.5.1 Either the Village Board or the requisite number of Unit Owners, within thirty (30) days after the notice required under Section 22.2 has been given, may, but shall not be required, to call a special Owners Meeting in accordance with the Bylaws to decide whether to repair the Damage.

22.5.2 Except for emergency work, no repairs shall be commenced until after the thirty (30) day period and until after the conclusion of the special Meeting if such a meeting is called within the thirty (30) days.

22.5.3 A decision to not repair or rebuild may be made in accordance with Section 22.6. A failure to call a special Owners Meeting shall be considered a unanimous decision to repair the Damage as determined by the Village Board.

Section 22.6 Substantial Damage. If the Damage determined under subsection 22.3.2 is deemed to be Substantial Damage, the provisions of this Section shall apply.

22.6.1 The Village Board shall promptly, and in all events within thirty (30) days after the date of Damage, call a special Owners Meeting to consider repairing the Damage. If the Village Board fails to do so within thirty (30) days, then notwithstanding the provisions of the Bylaws, any Owner or First Mortgagee may call and conduct the Meeting.

22.6.2 Except for emergency work, no repairs shall be commenced until the conclusion of the special Owners Meeting.

22.6.3 At the Owners special Meeting to determine consent, the following consent requirements will apply:

22.6.3.1 The Owners shall be deemed to have elected to repair the Damage to the condition existing prior to the Damage unless the Owners of at least eighty percent (80%) of the total voting power of the Village Association, including every Owner of a Unit which will not be rebuilt and every Owner of a Unit to which a limited Common Element which will not be rebuilt is allocated, have given their written consent not to repair the Damage.

22.6.3.2 Eighty percent (80%) consent of all Owners will be required to elect to rebuild in accordance with a plan that is different from the condition existing prior to the Damage.

22.6.3.3 In addition to the consent by the Owners specified above, any election not to repair the Damage or not to rebuild substantially to the condition existing before the Damage will require the approval of First Mortgagees of Units to which greater than fifty percent (50%) of the votes in the Village Association are allocated.

22.6.3.4 Failure to conduct the Special Meeting provided for under subsection 22.6.1 within ninety (90) days after the date of Damage shall be deemed a unanimous decision to repair the Damage to the condition existing prior to the Damage.

Section 22.7 Effect of Decision Not to Repair. In the event of a decision under either Subsection 22.5.3 or 22.6.3 not to repair the Damage, the Village Board may nevertheless expend so much of the insurance proceeds and common funds as the Village Board deems reasonably necessary for emergency work (which emergency work may include but is not necessarily limited to removal of the damaged improvements and clearing, filling, and grading the land), and the remaining funds, if any, and the Property shall thereafter be held and distributed as provided in Section 21.8.

## **ARTICLE 23 CONDEMNATION**

Section 23.1 Consequences of Condemnation: Notices. If any Unit or portion thereof or the Common Elements or any portion thereof is made the subject matter of any condemnation or eminent domain proceeding, or is otherwise sought to be acquired by a condemning authority (referred to herein as a "taking"), written notice of the proceeding or proposed acquisition shall promptly be given to each Owner and to each First Mortgagee, and the provisions of this Article 23 shall apply.

Section 23.2 Proceeds. All compensation, damages, or other proceeds of the taking, the sum of which is hereinafter called the "Condemnation Award," shall be payable to the Village Association.

Section 23.3 Complete Taking. If the Entire Property is taken, the Unit Ownership shall terminate. The Condemnation Award shall be apportioned among the Owners in proportion to their respective percentages of undivided interest in the Common Elements. Each Owner's share shall be applied first to the payment of all Mortgages and liens on the interest of such Owner in accordance with the existing priorities, and any remaining balance of each share shall be distributed to the Owner.

Section 23.4 Partial Taking. If less than the Entire Property is taken, the Unit Ownership shall not terminate. Each Owner shall be entitled to a share of the Condemnation Award determined in the following manner:

23.4.1 As soon as practicable the Village Board shall, reasonably and in good faith, allocate the Condemnation Award among compensation for Property taken, severance damages, or other proceeds, and shall make the further sub-allocations described below:

23.4.1.1 Compensation for Property Taken. The Village Board shall apportion the compensation for Property taken between amounts allocable to taking of the Common Elements, and amount allocable to Units or portions thereof. Amounts allocated to taking of Common Elements and not affecting any Unit shall be apportioned among Owners in proportion to their respective undivided interests in the Common Elements. The amounts allocated to the taking of or injury to a particular Unit or portion thereof shall be apportioned to the Owner of that Unit.

23.4.1.2 Severance Damages. The total amount allocated to severance damages shall be apportioned among the Units or portions thereof that were not taken in accordance with their respective undivided interest in the Common Elements.

23.4.1.3 Other Proceeds. The amount allocated to consequential damages and any other takings or injuries shall be apportioned as the Village Board determines to be equitable in the circumstances.

23.4.2 If an allocation of the Condemnation Award has already been established in negotiation, judicial decree, or otherwise, then in apportioning the Condemnation Award the Village Board shall employ that allocation to the extent it is relevant and applicable.

23.4.3 Distribution of apportioned proceeds shall be made to the Owners and their respective Mortgagees in the manner provided in Section 23.3

### Section 23.5 Reduction of Condominium Upon Partial Taking.

23.5.1 Units Taken Not Subject to Condominium Status. If one or more of the Units or portions thereof and their appurtenant Common Elements are taken in a partial condemnation, and the condemning authority does not agree to hold the Unit(s) and its (their) appurtenant Limited Common Elements so taken subject to the Act, this Declaration and the Village Association's Articles of Incorporation, Bylaws and rules and regulations, then the Units or portions thereof and their appurtenant Limited Common Elements and Common Elements so taken shall thereafter be totally excluded from the Act, the Declaration and the Village Association's Articles of Incorporation, Bylaws and rules and regulations, and only those Units or portions thereof and their appurtenant Limited Common Elements and the Common Elements that were not taken by the condemning authority shall then constitute the Condominium. Any Limited Common Elements which were appurtenant to a Unit which are not also taken shall become Common Elements of the Condominium.

23.5.2 Adjustment of Percentage of Undivided Interest. The remaining Units' percentages of undivided interest in the Common Elements shall be recalculated on the basis of areas stated for them in Exhibit C.

23.5.3 Correction of Public Records. The Village Board, as soon as practicable, shall record in the records of King County, Washington, such corrections to the Declaration and the Survey Map and Plans as are necessary accurately to state the revised percentages of the

undivided interest in the Common Elements and the revised legal description and survey of the Property resulting from such partial taking.

Section 23.6 Reconstruction and Repair. Any reconstruction and repair necessitated by condemnation shall be governed by the procedures specified in Article 22 above for repair of damage, provided that the Village Board may retain and apply such portion of each Owner's share of the Condemnation Award as is necessary to discharge the Owner's liability for any Special Assessment arising from the operation of Article 22.

## **ARTICLE 24 EASEMENTS AND RECIPROCAL RIGHTS**

Section 24.1 In General. Each Unit has an easement in and through each other Unit and the Common Elements and the Limited Common Elements for all support elements and utility, wiring, heat, and service elements, and for reasonable access thereto, as required to effectuate and continue proper operation of the Condominium. In addition, each Unit is granted an easement to which each other Unit and all the Common Elements and the Limited Common Elements are specifically subject for the location and maintenance of electrical wiring and plumbing and any other systems, equipment and facilities benefiting such Unit, including heat pump. The specific mention or reservation of any easement in this Declaration does not limit or negate the general easement for Common Elements and Facilities reserved by law.

Section 24.2 Encroachments. Each Unit and all Common Elements are hereby declared to have an easement over all adjoining Units and Common Elements for a purpose of accommodating any present or future encroachment as a result of engineering errors, construction, reconstruction, settlement, shifting, or movement of any portion of the Condominium, repairs, or any other similar cause, and any encroachment due to Building overhang or projection. There shall be valid easements for the maintenance of the encroaching Units, areas, and facilities so long as the encroachments shall exist, and the rights and obligations of Owners shall not be altered in any way by the encroachment; provided, however, that in no event shall a valid easement for encroachment be created in favor of a Unit if the encroachment was caused by the willful act with full knowledge of the Owner. The encroachments described in this Section 24.2 shall not be construed to be encumbrances affecting the marketability of title to any Unit.

Section 24.3 Non-Exclusive Easements. Subject only to specific limiting provisions (24.1) of this Village Declaration, Bylaws, and Rules and Regulations or (24.2) in the case of an Umbrella and Village Property subject to the Condominium Act, set forth in or arising out of a Condominium Declaration or the Condominium Act and having to do with the restricted use of particular limited Common Elements (as defined in the applicable Condominium Declaration), the Village Association hereby grants, reserves and declares for the benefit of the present and future Owners, of all or any part of the Village Property, and Umbrella Property, and each of their grantees, tenants, successors, heirs, executors, administrators, and assigns, the following non-exclusive easements:

24.3.1 An easement to install on the surface, and to have access to, and to tie into using underground lines, a heat pump exchange unit or air conditioning unit and related equipment and housing located in an area reasonably approved by the Umbrella Board, such easement to be enjoyed by the Unit Owner or Unit Owners during such times as each such Owner wishes to have its Unit benefited by a heat pump exchange unit; and

24.3.2 An easement from the Village Property onto any Umbrella Property and from any Umbrella Property onto the Village Property for purposes of accommodating any present or future encroachment as a result of engineering errors, construction, reconstruction, settlement, shifting, or movement of improvements, repairs, or any other similar cause, and any encroachment due to Building overhang projection, together with an easement for the maintenance of the encroaching improvements, areas and facilities so long as the encroachments shall exist, and the rights and obligations of Owners, the Village Association or Umbrella Association shall not be altered in any way by the encroachment; provided, however, that in no event shall a valid easement for encroachment be created if the encroachment was caused by the willful act with full knowledge of the encroaching Owner.

Section 24.4 Survival. All easements set forth in or arising out of this Article 24 shall be perpetual, shall run with the land, and shall bind each and every Owner thereof for the benefit of every other Owner or Person intended to be benefited thereby, and shall survive any termination, whether voluntary or involuntary, of this Declaration.

## **ARTICLE 25 ROLE OF, AND INTEGRATION OF ENTIRE PROPERTY THROUGH UMBRELLA ASSOCIATION**

Section 25.1 Role of Umbrella Association. The Umbrella Property contains facilities (such as roads, recreational facilities, maintenance facilities, security guard kiosk, and greenbelt), that are necessary or convenient for the economical and pleasurable enjoyment of the Entire Property. To permit the continued availability of those facilities to the Owners and occupants of this Village, the Umbrella Association is authorized by the Umbrella Declaration and by its Articles of Incorporation and Bylaws to operate, preserve, maintain, repair, replace and manage the Umbrella Property and any and all facilities and Improvements thereon on behalf of and for the common benefit of the Owners and occupants of the Entire Property. This Declaration is and shall forever remain subject and subordinate to the Umbrella Declaration and the Articles of Incorporation and Bylaws of the Umbrella Association, as they or either of them may hereafter be amended from time to time, all of which shall be binding upon and inure to the benefit of this Entire Property and all Owners.

Section 25.2 Submission to Umbrella Association. The Village Association, each Owner, and all Persons who now own or hereafter acquire an interest in or occupy any of the Property, including any Unit, by accepting a deed, lease or other conveyance, or entering into occupancy, hereby fully, completely and unconditionally submit themselves to, and agree to be bound by, each and every term, covenant, condition, restriction, easement and reservation of the Umbrella Declaration, the Articles of Incorporation and Bylaws, of the Umbrella Association and all rules and regulations duly adopted by the Umbrella Association or the Umbrella Board, as they or any of them are now or hereafter exist, including, but not limited to, the power of the Umbrella Association to levy and enforce the collection of Assessments against its Members and Owners.

Section 25.3 Delegation to Umbrella Association of Specified Authority. The delegation of authority to the Umbrella Association, or pursuant to Section 15.4 (Managing Agent), shall include all powers and duties of the Village Association and the Village Board which are incidental to, or necessary or convenient with regard to, the powers so delegated. The Umbrella Association or the Umbrella Board alone, and not this Village Association or the Village Board of this Village Association, shall exercise such powers or undertake such duties except insofar as the Umbrella Board or the Umbrella Association from time to time declines to

exercise the powers and rights delegated to either of them by this Declaration. The following powers are delegated to the Umbrella Board:

25.3.1 Adopt and amend rules and regulations related to the use of the Property, Common Elements and limited Common Elements outside of the Buildings;

25.3.2 Hire and discharge or contract with Managing Agents and other employees, agents, and independent contractors for maintenance of the Village Property other than the Buildings;

25.3.3 Make contracts and incur liabilities, except that the Village shall retain authority regarding Building maintenance, repair and restoration;

25.3.4 Regulate the use, maintenance, repair, replacement, and modification of Common Elements, except that the Village shall retain such authority regarding the Buildings;

25.3.5 Grant easements, leases, licenses, and concessions through or over the Common Elements and petition for or consent to the vacation of streets and alleys;

25.3.6 Impose and collect any payments, fees, or charges for the use, rental, or operation of the Common Elements, other than limited Common Elements described in RCW 64.34.204 (2) and (4), and for services provided to Unit Owners, except that the Village shall also have this same powers related to the Buildings;

25.3.7 Impose and collect charges for late payment of Assessments pursuant to RCW 64.34.364(13) and, after notice and an opportunity to be heard by the Board of Directors or by such representative designated by the Board of Directors and in accordance with such procedures as provided in the Declaration or Bylaws or rules and regulations adopted by the Board of Directors, levy reasonable fines in accordance with a previously established schedule thereof adopted by the Board of Directors and furnished to the Owners for violations of the Declaration, Bylaws, and rules and regulations of the Association, except that the Village shall also have this power as relates to the Buildings and Common Elements within the Village Condominium;

25.3.8 Impose and collect reasonable charges for the preparation and recording of amendments to the Declaration, resale certificates required by RCW 64.34.425, and statements of unpaid Assessments, except that the Village will also have this right if separate resale certificates are required;

25.3.9 Exercise any other powers necessary and proper for the governance and operation of the Providence Point community as a whole.

**Section 25.4 Right to Delegate Other Powers of the Village Association to Umbrella Association.** The Village Association or the Village Board shall have the full and complete power and authority to delegate to the Umbrella Association and the Umbrella Board any other portion of the powers and duties of the Village Association or the Village Board not delegated above, by written agreement that is mutually acceptable to the Village Board and the Umbrella Association. Any such delegation shall automatically include all powers and duties of the Village Association and the Village Board which are incidental to, or necessary or convenient with regard to, the powers so delegated. All provisions of this Declaration for the protection of

the Village Association, the Village Board or the Members of the Village Association shall be extended to and shall apply to the Umbrella Association, the Umbrella Board, its Members and agents with regard to their actions taken pursuant to any delegation of powers and duties (including the delegation referenced in Section 25.3). To the extent responsibilities respecting Common Elements are delegated to the Umbrella Association or the Umbrella Board, its or their rules and regulations regarding such Common Elements shall be controlling, provided that copies of such rules and regulations and amendments thereto are furnished to Unit Owners.

## **ARTICLE 26 PROCEDURES FOR SUBDIVIDING OR COMBINING**

Section 26.1 Submission of Proposal. No Unit, Units, or Common Elements shall be subdivided or combined, either by agreement or legal proceedings, except as provided in this Article 26. Any Unit Owner may propose subdividing or combining of any Unit or Units, or Common Elements, by submitting the proposal in writing to all other Unit Owners and the Mortgagees of the Units to be subdivided or combined. If the proposal contemplates the subdivision of any Unit, the proposal must also be given to every First Mortgagee of any Unit in the Condominium. The proposal must include complete plans and specifications for accomplishing the subdivision or combination and proposed amendments of this Declaration and the Survey Map and Plans.

Section 26.2 Approval Required for Subdivision. A proposal that contemplates subdivision of any Unit, its appurtenant Limited Common Elements, or other Common Elements, will be accepted only if approved in writing by all Owners and Mortgagees of the Unit or Units to be subdivided (if subdivision of a Unit is contemplated), the Owners of eighty percent (80%) of the undivided interest in the Common Elements held by Owners and every First Mortgagee.

Section 26.3 Approval Required for Combination. A proposal that contemplates only combination of Units without subdividing any of them will be accepted if approved in writing by the Owners of sixty percent (60%) of all owners and all of the Owners and Mortgagees of the Units to be combined. A combined unit shall have the percentage ownership of the Common Elements and the percentage of common expenses liability of the units combined.

Section 26.4 Procedure After Approval. Upon approval of the proposal, the Owner making it may proceed according to the proposed plans and specifications; provided that the Village Board may in its discretion require that the Village Board administer the work or that provisions for the protection of other Units or Common Elements or that reasonable deadlines for completion for the work be inserted in the contracts for the work. The changes in the Survey Map, if any, and the changes in the Plans and Declaration shall be placed on record as amendments thereto. The Unit Owner who has proposed the subdivision or combination of a Unit shall be responsible for any costs associated with the subdivision or combination, including but not limited to costs of conducting a vote of the Unit Owners and costs of recording an amendment to this Declaration.

## **ARTICLE 27 AMENDMENTS OF DECLARATION, SURVEY MAP AND PLANS**

Section 27.1 Submission to a Vote by the Association. Any Unit Owner may propose amendments to this Declaration, the Survey Map, or the Plans (collectively, for the purposes of this Article 27, the "Declaration") to the Village Board. A majority of the Members of the Village Board may cause a proposed amendment to be submitted to the Members of the Village Association for their consideration. If an amendment is proposed by Owners of twenty percent

(20%) or more of the Units in the Condominium, then, irrespective of whether the Village Board concurs in the proposed amendment, it shall be submitted to the Members of the Village Association for their consideration at their next Regular or Special Meeting for which timely notice may be given. Notice of a meeting at which an amendment is to be considered shall include the text of the proposed amendment. Amendments may be adopted at a Meeting of the Village Association or by written consent of the requisite number of Persons entitled to vote; after notice has been given to all Persons (including Mortgagees) entitled to receive notice of a meeting of the Village Association.

Amendments that combine units, reallocate limited Common Elements between units, or are made for the correction of typographical errors may be made with the approval of the Board and any affected unit.

**Section 27.2 Amendments Which Require the Consent of Ninety Percent (90%) of the Unit Owners and of the Owner of the Unit Particularly Affected.** No amendment may increase the number of Units, change the boundaries of any Unit, the percentage of undivided interest in the Common Elements, or the uses to which any Unit is restricted, in the absence of the vote or agreement of the Owner of each Unit particularly affected, and the Owners of ninety percent (90%) of the Units.

**Section 27.3 Consent for Amendments Not Otherwise Provided For.** Any amendment of the Declaration for which no other level of voting or other approval is provided for by the Declaration or the Act shall require the approval of sixty-seven percent (67%) of the Unit Owners.

**Section 27.4 Execution and Recording of Amendments.** Amendments to the Declaration shall be prepared, executed, recorded, and if necessary certified, on behalf of the Village Association by an Officer of the Village Association designated for that purpose or in the absence of designation, by the President of the Village Association.

**Section 27.5 Requirement of Mortgagee Approval.** In addition to other provisions of this Declaration and of the Act, the prior written approval of seventy-five percent (75%) of the Institutional Holders of First Mortgages on Units (determined on the basis of the number of Mortgages held) will be required for any Material Amendment of this Declaration, the Articles of Incorporation, or the Bylaws including, but not limited to, any amendment falling under Section 27.2 above. A Mortgagee who receives a written request to consent to an amendment who does not deliver or post to the requesting party a negative response within thirty (30) days shall be deemed to have consented to such request, provided the request was delivered by certified or register mail, return receipt requested.

## **ARTICLE 28 ABANDONMENT OR TERMINATION OF CONDOMINIUM STATUS**

Except in cases of substantial damage to the Property as provided in Article 22, the Condominium status of the Property shall not be abandoned or terminated by reason of any act or omission by the Owners or the Village Association except with the consent of eighty percent (80%) of the Unit Owners, and sixty-seven percent (67%) of all First Mortgagees (counted on the basis of the number of Units on which First Mortgages are held) and in accordance with the procedures specified in the Act.

## **ARTICLE 29 SEVERABILITY**

The provisions of this Declaration shall be independent and severable, and the unenforceability of any one provision shall not affect the enforceability of any other provision, if the remainder complies with the Act or, as covenants, affect the common plan.

## **ARTICLE 30 PARLIAMENTARY PROCEDURES**

The Village Association and Village Board shall be governed by the parliamentary procedures prescribed in Robert's Rules of Order, latest edition.

## **ARTICLE 31 DISPUTE RESOLUTION**

Section 31.1 Policy. The parties hope there will be no disputes arising out of their relationship. To that end, each commits to cooperate in good faith and to deal fairly in performing its duties under this Declaration in order to accomplish their mutual objectives and avoid disputes. Any parties who believe they have a dispute involving the Village Association, any Village Board member or Officer, a Unit Owner, or an agent or employee of the above, shall first seek resolution of the dispute by submitting, in writing, a statement of the dispute to the party they believe is responsible. This written demand for resolution shall include a description of the action taken in violation of the Governing Documents, the damage that resulted, and a proposed solution that would resolve the issue. The party who receives this settlement demand shall respond within fourteen (14) days to the Complainant directly, in writing, and shall either agree to the proposed resolution or propose an alternate means of resolution. If a resolution cannot be agreed upon, or if no response is received within fourteen (14) days of the initial demand for resolution, the dispute shall proceed to binding arbitration, which may be supplemented by additional negotiation or mediation, as described in this Section 31. The parties confirm that by agreeing to this alternate dispute resolution process, they intend to give up their right to have any dispute decided in court by a judge or jury.

Section 31.2 Arbitration. If a dispute arises, which cannot be resolved without taking formal action, the parties agree to resolve all disputes by the Arbitration process outlined in this Article 31, provided that during this process the parties agree to pursue a settlement in good faith. Any claim between or among any party subject to this Declaration (including without limitation, the Village Association, any Village Board members or officers, Unit Owners, and their employees or agents) arising out of or relating to this Declaration, a Unit or Units, the Condominium or the Association shall be determined by Arbitration in the county in which the Condominium is located. The aggrieved party shall submit a written demand for arbitration. Unless otherwise agreed upon by all parties, the parties agree that the Arbitrator shall be selected from the Washington Arbitration and Mediation Services panelists. All statutes of limitation, which would otherwise be applicable, shall apply to any arbitration proceeding hereunder.

Section 31.3 Mediation. At the request of either party made not later than forty-five (45) days after the initial arbitration demand, the parties will attempt to resolve any dispute by nonbinding mediation (but without delaying the arbitration hearing date or other scheduled deadlines). The appointed arbitrator shall serve as the mediator during this process, unless the parties agree on a selection of an alternate mediator. The arbitrator shall have the authority to appoint a third party to serve as mediator if he/she determines it is not feasible to serve as both mediator and arbitrator. The arbitrator shall also have the authority to decide any disputes that

arise out of mediation, including but not limited to, allocation of the costs and fees associated with mediation.

Section 31.4 Hearing – Law – Appeal Limited. The arbitrator shall take such steps as may be necessary to hold a private hearing within ninety (90) days of the initial demand for arbitration and to conclude the hearing within three (3) days; and the arbitrator's written decision shall be made not later than fourteen (14) calendar days after the hearing. The arbitrator shall authorize such discovery as may be necessary to ensure a fair hearing. These time limits are intended to expedite the proceeding, but they are not jurisdictional, and the arbitrator may for good cause afford or permit reasonable extensions or delays, which shall not affect the validity of the award. The written decision shall contain a brief statement of the claim(s) determined and the award made on each claim. In making the decision and award, the arbitrator shall apply applicable substantive law. The arbitrator may award injunctive relief or any other remedy available from a judge, including without limitation, attorney fees and costs to the prevailing party, joinder of parties or consolidation of this arbitration with any other involving common issues or law or fact or which may promote judicial economy; but shall not have the power to award punitive or exemplary damages.

Section 31.5 Enforceability of Arbitration. The court shall not have jurisdiction in any dispute except to enforce the Dispute Resolution provisions of this Section of the Declaration. Where the Declaration is silent, the provisions of the Uniform Arbitration Act as adopted in Washington (RCW 7.04A et seq.) shall apply, as determined by the arbitrator. The Declaration shall control over any inconsistencies. Absent fraud, collusion or willful misconduct by an arbitrator, the award and decision shall be final, and the judgment may be entered in any court having jurisdiction thereof.

## **ARTICLE 32 FINES, FEES, ATTORNEY FEES, AND COSTS.**

After notice and an opportunity to be heard by the Village Board or by such representative designated by the Village Board, and in accordance with such procedures as provided in the rules and regulations adopted by the Village Board of Directors, the Association may levy reasonable fines in accordance with a previously established schedule thereof adopted by the Village Board of Directors and furnished to the Owners for violations of the Declaration, Bylaws, and rules and regulations of the Association. The Association shall be entitled to recover attorney fees and other expenses and costs incurred for the benefit of a particular Owner or Owners; due to the misconduct of a particular Owner, its guests, tenants, or pets; to record a document reflecting changes in assignment of Limited Common Elements, or for any other reason determined by the Village or Umbrella Board to justify a particular expense be Assessed against a particular Owner or Owners.

## **ARTICLE 33 EFFECTIVE DATE**

This Village Declaration shall take effect upon recording in the records of the Department of Records and Elections of King County, Washington.

## **ARTICLE 34 DECLARATION – EFFECT AS COVENANTS OR SERVITUDES**

The covenants of this Declaration and the Survey Map and Plans, and all amendments thereto now or hereafter made, shall be operative as covenants running with the land or equitable servitudes, supplementing and interpreting the Act and operating independently of the

Act should the Act be, in any respect, inapplicable, to establish the common plan for the Condominium development and its operation as indicated herein and in the Survey Map and Plans; provided, however, that the provisions of this Declaration shall not be so applied that the Property is removed from submission to the Act or discontinued in whole or in part as a Condominium development unless such continued application of all or a part of the Declaration is specifically called for or reasonably implied for all or part of the Property.



DATED AND ATTESTED this 9<sup>th</sup> day of June, 2011,

Washington Village III Association of Unit Owners

By: David W. McHenry  
DAVID W. McHENRY, President

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

By: Laura Wall  
Laura Wall, Secretary

On this 9<sup>th</sup> day of June, 2011, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared David W. McHenry and Laura Wall to me known to be the President and Secretary of Washington Village III Association of Unit Owners, the Washington non-profit corporation that executed the within and foregoing instrument, and acknowledge that instrument to be the free and voluntary act and deed of the Association, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute the instrument on behalf of said Association.

WITNESS my hand and seal hereto affixed the day and year in this certificate written.

Cynthia C. Wirtz  
CYNTHIA C. WIRTZ (Print Name)  
Notary Public in and for the State of Washington, residing at 10th Bend  
My commission expires: Jan 23, 2012



**Exhibit A**  
**Legal Description of Parcel for Washington Village**

**PARCEL 54A**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 357.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N13° 15' 53"E 53.92 FEET;  
THENCE N76° 44' 07"W 95.64 FEET TO THE NORTHEASTERLY LINE OF TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO TO CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 192.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N64° 53' 41"E);  
THENCE NORTHWESTERLY 46.66 FEET ALONG SAID NORTHEASTERLY LINE AND CURVE, THROUGH A CENTRAL ANGLE OF 13° 55' 24";  
THENCE LEAVING SAID NORTHEASTERLY LINE N13° 15' 53"E 207.74 FEET;  
THENCE S76° 44' 07"E 173.46 FEET;  
THENCE S13° 15' 53"W 17.12 FEET;  
THENCE S76° 50' 00"E 179.79 FEET;  
THENCE S37° 46' 03"E 36.00 FEET TO THE TRUE POINT OF BEGINNING.

**PARCEL 54B**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 857.30 FEET;

THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 169.00 FEET;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 169.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 54C

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 1214.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 138.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 138.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE S52° 13' 57"W 240.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N76° 50' 00"W 179.79 FEET;  
THENCE N13° 15' 53"E 231.00 FEET;  
THENCE S76° 50' 00"E 160.00 FEET;  
THENCE S13° 10' 00"W 16.00 FEET;  
THENCE S76° 50' 00"E 195.00 FEET;  
THENCE S13° 10' 00"W 48.43 FEET;

THENCE S37° 46' 03"E 4.64 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 230.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 230.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 110A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 1065.30 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 81.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N52° 13' 57"E) SAID BEGINNING BEING THE TRUE POINT OF BEGINNING;  
THENCE SOUTHEASTERLY 36.53 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31" TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 119.00 FEET;  
THENCE SOUTHEASTERLY 53.67 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31";  
THENCE S37° 46' 03"E 202.82 FEET;  
THENCE S52° 13' 57"W 39.00 FEET;  
THENCE S65° 40' 00"W 220.60 FEET TO THE NORTHERLY LINE OF TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO TO CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT

THEREOF RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 517.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N42° 49' 18"E); THENCE ALONG THE NORTHEASTERLY LINE THE FOLLOWING THREE COURSES: THENCE NORTHWESTERLY 8.97 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00° 59' 38"; THENCE N48° 10' 20"W 79.76 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 330.00 FEET; THENCE NORTHWESTERLY 225.76 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 38° 50' 38" TO A POINT, THE MOST SOUTHERLY CORNER OF TRACT Y AS SHOWN AND SO DESIGNATED ON WASHINGTON VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 90 OF CONDOMINIUMS, PAGES 26-30, RECORDS OF SAID KING COUNTY; A RADIAL LINE THROUGH SAID POINT BEARS S80° 40' 18"W; THENCE ALONG THE SOUTHEASTERLY LINE THEREOF THE FOLLOWING TWO COURSES: THENCE N84° 40' 31"E 125.36 FEET; THENCE N52° 13' 57"E 149.00 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 110B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16; THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF; THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W); THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY; THENCE S52° 13' 57"W 1014.30 FEET; THENCE S37° 46' 03"E 290.00 FEET; THENCE S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE S52° 13' 57"W 29.00 FEET; THENCE N37° 46' 03"W 202.82 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 91.00 FEET; THENCE NORTHWESTERLY 41.04 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31"; THENCE N78° 04' 28"E 22.11 FEET; THENCE S37° 46' 03"E 232.85 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 111A

THAT PORTION OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;

THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE  
CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE  
THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL  
ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF  
WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS,  
RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS  
RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY,  
WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON  
VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF  
KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 56' 03"E  
290.00 FEET TO THE MOST EASTERLY CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG SAID BOUNDARY 52° 13' 57"W 39.00 FEET TO AN ANGLE  
POINT THEREIN;  
THENCE CONTINUING ALONG SAID BOUNDARY S65° 40' 40"W 220.60 FEET TO THE  
MOST SOUTHERLY CORNER OF SAID WASHINGTON VILLAGE III, SAID CORNER ALSO  
BEING ON THE NORTHEASTERLY BOUNDARY OF CENTER VILLAGE I AS RECORDED IN  
VOL. 73, PGS. 53-57 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON  
AND SAID CORNER ALSO BEING A POINT ON A NON-TANGENT CURVE CONCAVE TO  
THE SOUTHWEST HAVING A RADIUS OF 517.00 FEET (A RADIAL LINE THROUGH SAID  
POINT ON CURVE BEARS N42° 49' 18"E);  
THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID NORTHEASTERLY  
BOUNDARY 87.40 FEET THROUGH A CENTRAL ANGLE OF 09° 41' 08" TO A POINT OF  
TANGENCY;  
THENCE ALONG SAID BOUNDARY S37° 29' 34"E 143.46 FEET;  
THENCE LEAVING SAID BOUNDARY N65° 39' 43"E 117.70 FEET;  
'THENCE S77° 17' 19"E 66.34 FEET;  
THENCE N65° 25' 25"E 93.06 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 111B

THAT PORTION OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 16, TOWNSHIP 24 NORTH,  
RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;

THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST EASTERLY CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG A SAID BOUNDARY S52° 13' 57"W 29.00 FEET;  
THENCE LEAVING SAID BOUNDARY S37° 46' 03"E 278.96 FEET;  
THENCE N52° 13' 57"E 29.00 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 112A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 278.96 FEET TO THE EASTERNLY MOST CORNER THEREOF;

THENCE S52° 13' 57"W ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 71.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID SOUTHEASTERLY BOUNDARY THE FOLLOWING THREE COURSES;

THENCE S65° 25' 25"W 93.06 FEET;

THENCE N77° 17' 19"W 66.34 FEET;

THENCE S65° 39' 43"W 117.70 FEET TO THE SOUTHERN MOST CORNER OF SAID WASHINGTON VILLAGE IV AND A POINT ON THE EASTERNLY BOUNDARY OF TRACT F IN CENTER VILLAGE I AMENDMENT EIGHT AS RECORDED IN VOL. 78, PGS. 84-88 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE SOUTHEASTERLY ALONG SAID EASTERNLY BOUNDARY OF TRACT F THE FOLLOWING TWO COURSES;

THENCE S37° 29' 34"E 155.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 217.00 FEET;

THENCE SOUTHERLY 136.71 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 36° 05' 50" TO AN ANGLE POINT IN THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG SAID NORTHWESTERLY BOUNDARY THE FOLLOWING FOUR COURSES:

THENCE N88° 36' 16"E 47.59 FEET;

THENCE N52° 13' 57"E 123.00 FEET;

THENCE S37° 46' 03"E 90.00 FEET;

THENCE N52° 13' 57"E 66.87 FEET;

THENCE N24° 09' 27"W 77.79 FEET;

THENCE N65° 50' 33"E 45.09 FEET;

THENCE N37° 46' 03"W 237.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 75,630 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

PARCEL 112B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;

THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;

THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);

THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF  $10^{\circ} 33' 42''$  TO A POINT OF TANGENCY;  
THENCE  $S52^{\circ} 13' 57''W$  617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF  $S52^{\circ} 13' 57''W$  240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF  $S52^{\circ} 13' 57''W$  157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF  $S37^{\circ} 46' 03''E$  290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF  $S37^{\circ} 46' 03''E$  278.96 FEET TO THE EASTERLY MOST CORNER THEREOF;  
THENCE  $S52^{\circ} 13' 57''W$  ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
  
THENCE CONTINUING  $S52^{\circ} 13' 57''W$  ALONG THE SOUTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE  $S37^{\circ} 46' 03''E$  302.04 FEET TO THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE  $N52^{\circ} 13' 57''E$  ALONG SAID NORTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE  $N37^{\circ} 46' 03''W$  302.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 8.759 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

## **Exhibit B** **Description of Units**

### **1. Matters Common to All Buildings and Units**

All unit types described below have fully electric heating. The buildings are shaped roughly like a horseshoe, with a landscape court, and all Units have territorial views. All Units are assigned a storage locker, as noted on the Survey, Map and Plans, which storage locker bears the same number as the Unit it is assigned to.

### **2. Description of Unit Floor Plans**

Each Alder "A" type Unit is approximately 651 square feet in area and contains an entry hall, a living room with a dining area, a kitchen, a bathroom, and a bedroom with a walk-in closet.

Each Alder "B" type Unit is approximately 683 square feet in area and contains an entry hall, a living room with a dining area, a kitchen, a bathroom, and a bedroom with a walk-in closet.

Each Blaine "A" type Unit is approximately 818 square feet in area and contains an entry hall, a living room with a dining area, a kitchen, a bathroom and a bedroom with a closet.

Each Blaine "B" type Unit is approximately 832 square feet in area and contains an entry hall, a living room with a dining area, a kitchen, a bathroom and a bedroom with a closet.

Each Sealth "A" type Unit is approximately 1165 square feet in area and contains an entry hall, a living room with a fireplace and a dining area, a kitchen with dining nook, a master bedroom suite with bathroom and closets, a guest bedroom, a guest bathroom and a laundry nook.

Each Yesler "A" type Unit is approximately 1183 square feet in area and contains an entry hall, a living room with a fireplace and dining area, a dining nook, a kitchen, a master bedroom suite with bathroom and closets, a guest bedroom/den with a laundry nook and a guest bathroom.

Each Denny "A" type Unit is approximately 1269 square feet in area and contains an entry hall, a living room with a fireplace, a dining room, a kitchen, a dining nook, a master bedroom suite with bathroom and walk-in closet, a guest bedroom, a guest bathroom, and a utility room.

Each Denny "B" type Unit is approximately 1385 square feet in area and contains an entry hall, a living room with a fireplace, a dining room, a kitchen, a dining nook, a master bedroom suite with bathroom and walk-in closet, a guest bedroom, a guest bathroom, and a utility room. Unit #314 of Building #112 does not have a fireplace installed, but the Unit contains the appropriate hookups for a fireplace and the owner of that Unit has the option of installing the fireplace.

Each Mercer "A" type Unit is approximately 1226 square feet in area and contains an entry hall, a living room with a fireplace and a dining nook, a kitchen, a master bedroom suite with bathroom and closets, a guest bedroom, a guest bathroom, and a laundry nook.

Each Elliott "A" type Unit is approximately 1011 square feet in area and contains an entry hall, a living room and a dining area, a kitchen, a master bedroom suite with a bathroom and closet, a guest bedroom and a guest bathroom.

Each Winslow "A" type Unit is approximately 1320 square feet in area and contains an entry hall, a living room with fireplace and dining area, a kitchen, a master bedroom suite with a bathroom and closet, a guest bedroom with closet, a guest bathroom and a laundry nook area.

Each Winslow "B" type Unit is approximately 1348 square feet in area and contains an entry hall, a living room with fireplace and dining area, a kitchen, a master bedroom suite with a bathroom and closet, a guest bedroom with closet, a guest bathroom and a laundry nook area.

Each Leschi "A" type Unit is approximately 1504 square feet in area and contains an entry hall, a living room with fireplace and dining area, a kitchen, a master bedroom suite with a bathroom and closet, a guest bedroom, a guest bathroom and a laundry nook area.

Each Leschi "B" type Unit is approximately 1541 square feet in area and contains an entry hall, a living room with fireplace and dining area, a kitchen, a master bedroom suite with a bathroom and closet, a guest bedroom, a guest bathroom and a laundry nook area.

Each Glacier type Unit is approximately 1190 square feet in area and contains an entry hall, a living room and a dining area, a den, a kitchen, a master bedroom suite with a walk-in closet, a bathroom and closet, a guest bedroom, a guest bathroom and a laundry room.

### 3. Other Matters

The following table shows the unit type, floor level, number of bedrooms and bathrooms, approximate area, and assigned parking and storage spaces, as displayed in the Third Merger Certificate for Washington Village, recorded via recording #9607170920, with respect to each Unit.

**Exhibit B**  
**(Continued)**

<b>Bldg #</b>	<b>Unit #</b>	<b>Unit Type</b>	<b>Floor Level</b>	<b>Bedrooms</b>	<b>Bathrooms</b>	<b>Square Footage</b>	<b>Parking Space</b>	<b>Storage Space</b>
54	101	Alder A	1	1	1	651	None	54-101
54	102	Alder A	1	1	1	651	None	54-102
54	103	Blaine A	1	1	1	818	None	54-103
54	104	Blaine A	1	1	1	818	None	54-104
54	105	Blaine A	1	1	1	818	45	54-105
54	106	Sealth A	1	2	2	1,165	7	54-106
54	107	Yesler A	1	2	2	1,183	3	54-107
54	108	Mercer A	1	2	2	1,226	22	54-108
54	110	Blaine A	1	1	1	818	None	54-110
54	111	Blaine A	1	1	1	818	6	54-111
54	112	Sealth A	1	2	2	1,165	13	54-112
54	113	Yesler A	1	2	2	1,183	4	54-113
54	114	Denny A	1	2	2	1,269	1	54-114
54	201	Alder A	2	1	1	651	None	54-201
54	202	Alder A	2	1	1	651	None	54-202
54	203	Blaine A	2	1	1	818	16	54-203
54	204	Blaine A	2	1	1	818	48	54-204
54	205	Blaine A	2	1	1	818	46	54-205
54	206	Sealth A	2	2	2	1,165	11	54-206
54	207	Yesler A	2	2	2	1,183	8	54-207
54	208	Mercer A	2	2	2	1,226	20	54-208
54	209	Alder A	2	1	1	651	17	54-209
54	210	Blaine A	2	1	1	818	None	54-210
54	211	Blaine A	2	1	1	818	49	54-211
54	212	Sealth A	2	2	2	1,165	12	54-212
54	213	Yesler A	2	2	2	1,183	19	54-213
54	214	Denny A	2	2	2	1,269	21	54-214
54	301	Alder A	3	1	1	651	47	54-301
54	302	Alder A	3	1	1	651	None	54-302
54	303	Blaine A	3	1	1	818	2	54-303
54	304	Blaine A	3	1	1	818	18	54-304
54	305	Blaine A	3	1	1	818	50	54-305
54	306	Sealth A	3	2	2	1,165	9	54-306
54	307	Yesler A	3	2	2	1,183	23	54-307
54	308	Mercer A	3	2	2	1,226	24	54-308
54	309	Alder A	3	1	1	651	None	54-309
54	310	Blaine A	3	1	1	818	14	54-310
54	311	Blaine A	3	1	1	818	15	54-311
54	312	Sealth A	3	2	2	1,165	10	54-312
54	313	Yesler A	3	2	2	1,183	5	54-313
54	314	Denny A	3	2	2	1,269	25	54-314
108	101	Leschi A	1	2	2	1,504	20	108-101
108	102	Elliott A	1	2	2	1,011	33	108-102

Bldg #	Unit #	Unit Type	Floor Level	Bedrooms	Bathrooms	Square Footage	Parking Space	Storage Space
108	103	Winslow A	1	2	2	1,320	13	108-103
108	106	Sealth A	1	2	2	1,165	27	108-106
108	107	Yesler A	1	2	2	1,183	8	108-107
108	108	Mercer A	1	2	2	1,226	5	108-108
108	110	Blaine A	1	1	1	818	21	108-110
108	111	Blaine A	1	1	1	818	35	108-111
108	112	Sealth A	1	2	2	1,165	12	108-112
108	113	Yesler A	1	2	2	1,183	16	108-113
108	114	Denny A	1	2	2	1,269	3	108-114
108	201	Leschi A	2	2	2	1,504	19	108-201
108	202	Elliott A	2	2	2	1,011	34	108-202
108	203	Winslow A	2	2	2	1,320	10	108-203
108	206	Sealth A	2	2	2	1,165	24	108-206
108	207	Yesler A	2	2	2	1,183	9	108-207
108	208	Mercer A	2	2	2	1,226	6	108-208
108	209	Alder A	2	1	1	651	39	108-209
108	210	Blaine A	2	1	1	818	36	108-210
108	211	Blaine A	2	1	1	818	37	108-211
108	212	Sealth A	2	2	2	1,165	26	108-212
108	213	Yesler A	2	2	2	1,183	15	108-213
108	214	Denny A	2	2	2	1,269	4	108-214
108	301	Leschi A	3	2	2	1,504	1	108-301
108	302	Elliott A	3	2	2	1,011	32	108-302
108	303	Winslow A	3	2	2	1,320	14	108-303
108	306	Sealth A	3	2	2	1,165	25	108-306
108	307	Yesler A	3	2	2	1,183	7	108-307
108	308	Mercer A	3	2	2	1,226	18	108-308
108	309	Alder A	3	1	1	651	38	108-309
108	310	Blaine A	3	1	1	818	23	108-310
108	311	Blaine A	3	1	1	818	22	108-311
108	312	Sealth A	3	2	2	1,165	11	108-312
108	313	Yesler A	3	2	2	1,183	17	108-313
108	314	Denny A	3	2	2	1,269	2	108-314
110	101	Leschi A	1	2	2	1,504	31	110-101
110	102	Elliott A	1	2	2	1,011	17	110-102
110	103	Winslow A	1	2	2	1,320	37	110-103
110	106	Sealth A	1	2	2	1,165	15	110-106
110	107	Yesler A	1	2	2	1,183	42	110-107
110	108	Mercer A	1	2	2	1,226	34	110-108
110	110	Blaine A	1	1	1	818	7	110-110
110	111	Blaine A	1	1	1	818	21	110-111
110	112	Sealth A	1	2	2	1,165	13	110-112
110	113	Yesler A	1	2	2	1,183	45	110-113
110	114	Denny A	1	2	2	1,269	2	110-114
110	201	Leschi A	2	2	2	1,504	32	110-201

Bldg #	Unit #	Unit Type	Floor Level	Bedrooms	Bathrooms	Square Footage	Parking Space	Storage Space
110	202	Elliott A	2	2	2	1,011	18	110-202
110	203	Winslow A	2	2	2	1,320	12	110-203
110	206	Sealth A	2	2	2	1,165	9	110-206
110	207	Yesler A	2	2	2	1,183	47	110-207
110	208	Mercer A	2	2	2	1,226	35	110-208
110	209	Alder A	2	1	1	651	23	110-209
110	210	Blaine A	2	1	1	818	19	110-210
110	211	Blaine A	2	1	1	818	22	110-211
110	212	Sealth A	2	2	2	1,165	14	110-212
110	213	Yesler A	2	2	2	1,183	44	110-213
110	214	Denny A	2	2	2	1,269	3	110-214
110	301	Leschi A	3	2	2	1,504	30	110-301
110	302	Elliott A	3	2	2	1,011	16	110-302
110	303	Winslow A	3	2	2	1,320	36	110-303
110	306	Sealth A	3	2	2	1,165	10	110-306
110	307	Yesler A	3	2	2	1,183	43	110-307
110	308	Mercer A	3	2	2	1,226	33	110-308
110	309	Alder A	3	1	1	651	24	110-309
110	310	Blaine A	3	1	1	818	8	110-310
110	311	Blaine A	3	1	1	818	20	110-311
110	312	Sealth A	3	2	2	1,165	11	110-312
110	313	Yesler A	3	2	2	1,183	46	110-313
110	314	Denny A	3	2	2	1,269	1	110-314
111	101	Leschi B	1	2	2	1,541	1	111-101
111	102	Elliott A	1	2	2	1,011	20	111-102
111	103	Winslow B	1	2	2	1,348	29	111-103
111	106	Sealth A	1	2	2	1,165	30	111-106
111	107	Yesler A	1	2	2	1,183	7	111-107
111	108	Mercer A	1	2	2	1,226	15	111-108
111	110	Blaine B	1	1	1	832	24	111-110
111	111	Blaine B	1	1	1	832	25	111-111
111	112	Sealth A	1	2	2	1,165	34	111-112
111	113	Yesler A	1	2	2	1,183	31	111-113
111	114	Denny A	1	2	2	1,269	14	111-114
111	201	Leschi B	2	2	2	1,541	5	111-201
111	202	Elliott A	2	2	2	1,011	33	111-202
111	203	Winslow B	2	2	2	1,348	18	111-203
111	206	Sealth A	2	2	2	1,165	11	111-206
111	207	Yesler A	2	2	2	1,183	10	111-207
111	208	Mercer A	2	2	2	1,226	9	111-208
111	209	Alder B	2	1	1	683	26	111-209
111	210	Blaine B	2	1	1	832	22	111-210
111	211	Blaine B	2	1	1	832	23	111-211
111	212	Sealth A	2	2	2	1,165	12	111-212
111	213	Yesler A	2	2	2	1,183	17	111-213

Bldg #	Unit #	Unit Type	Floor Level	Bedrooms	Bathrooms	Square Footage	Parking Space	Storage Space
111	214	Denny A	2	2	2	1,269	8	111-214
111	301	Leschi B	3	2	2	1,541	4	111-301
111	302	Elliott A	3	2	2	1,011	27	111-302
111	303	Winslow B	3	2	2	1,348	16	111-303
111	306	Sealth A	3	2	2	1,165	13	111-306
111	307	Yesler A	3	2	2	1,183	6	111-307
111	308	Mercer A	3	2	2	1,226	35	111-308
111	309	Glacier	3	2	2	1,190	28	111-309
111	310	Blaine B	3	1	1	832	32	111-310
111	311	Blaine B	3	1	1	832	21	111-311
111	312	Sealth A	3	2	2	1,165	19	111-312
111	313	Yesler A	3	2	2	1,183	2	111-313
111	314	Denny A	3	2	2	1,269	3	111-314
112	101	Leschi B	1	2	2	1,541	27	112-101
112	102	Elliott A	1	2	2	1,011	14	112-102
112	103	Winslow B	1	2	2	1,348	29	112-103
112	106	Sealth A	1	2	2	1,165	33	112-106
112	107	Yesler A	1	2	2	1,183	12	112-107
112	108	Mercer A	1	2	2	1,226	28	112-108
112	110	Blaine A	1	1	1	818	23	112-110
112	111	Blaine B	1	1	1	832	19	112-111
112	112	Sealth A	1	2	2	1,165	2	112-112
112	113	Yesler A	1	2	2	1,183	3	112-113
112	114	Denny B	1	2	2	1,385	8	112-114
112	201	Leschi B	2	2	2	1,541	32	112-201
112	202	Elliott A	2	2	2	1,011	15	112-202
112	203	Winslow B	2	2	2	1,348	30	112-203
112	206	Sealth A	2	2	2	1,165	16	112-206
112	207	Yesler A	2	2	2	1,183	25	112-207
112	208	Mercer A	2	2	2	1,226	13	112-208
112	209	Alder B	2	1	1	683	34	112-209
112	210	Blaine B	2	1	1	832	18	112-210
112	211	Blaine B	2	1	1	832	24	112-211
112	212	Sealth A	2	2	2	1,165	11	112-212
112	213	Yesler A	2	2	2	1,183	9	112-213
112	214	Denny B	2	2	2	1,385	7	112-214
112	301	Leschi B	3	2	2	1,541	21	112-301
112	302	Elliott A	3	2	2	1,011	6	112-302
112	303	Winslow B	3	2	2	1,348	4	112-303
112	306	Sealth A	3	2	2	1,165	26	112-306
112	307	Yesler A	3	2	2	1,183	35	112-307
112	308	Mercer A	3	2	2	1,226	31	112-308
112	309	Glacier	3	2	2	1,190	1	112-309
112	310	Blaine B	3	1	1	832	10	112-310
112	311	Blaine B	3	1	1	832	17	112-311

<b>Bldg #</b>	<b>Unit #</b>	<b>Unit Type</b>	<b>Floor Level</b>	<b>Bedrooms</b>	<b>Bathrooms</b>	<b>Square Footage</b>	<b>Parking Space</b>	<b>Storage Space</b>
112	312	Sealth A	3	2	2	1,165	5	112-312
112	313	Yesler A	3	2	2	1,183	22	112-313
112	314	Denny B	3	2	2	1,385	20	112-314
<b>5 Bldgs</b>	<b>181 Units</b>					<b>198,237</b>		

**Exhibit C**  
**Unit Values and Percentage Undivided Interest**

Bldg #	Unit #	Address	Unit Value	Percentage Village	Percentage Umbrella
54	101	3941 - 226th Place SE #101	65,100	0.32839	0.04867
54	102	3941 - 226th Place SE #102	65,100	0.32839	0.04867
54	103	3941 - 226th Place SE #103	81,800	0.41264	0.06116
54	104	3941 - 226th Place SE #104	81,800	0.41264	0.06116
54	105	3941 - 226th Place SE #105	81,800	0.41264	0.06116
54	106	3941 - 226th Place SE #106	116,500	0.58768	0.08710
54	107	3941 - 226th Place SE #107	118,300	0.59676	0.08844
54	108	3941 - 226th Place SE #108	122,600	0.61845	0.09166
54	110	3941 - 226th Place SE #110	81,800	0.41264	0.06116
54	111	3941 - 226th Place SE #111	81,800	0.41264	0.06116
54	112	3941 - 226th Place SE #112	116,500	0.58768	0.08710
54	113	3941 - 226th Place SE #113	118,300	0.59676	0.08844
54	114	3941 - 226th Place SE #114	126,900	0.64014	0.09487
54	201	3941 - 226th Place SE #201	65,100	0.32839	0.04867
54	202	3941 - 226th Place SE #202	65,100	0.32839	0.04867
54	203	3941 - 226th Place SE #203	81,800	0.41264	0.06116
54	204	3941 - 226th Place SE #204	81,800	0.41264	0.06116
54	205	3941 - 226th Place SE #205	81,800	0.41264	0.06116
54	206	3941 - 226th Place SE #206	116,500	0.58768	0.08710
54	207	3941 - 226th Place SE #207	118,300	0.59676	0.08844
54	208	3941 - 226th Place SE #208	122,600	0.61845	0.09166
54	209	3941 - 226th Place SE #209	65,100	0.32839	0.04867
54	210	3941 - 226th Place SE #210	81,800	0.41264	0.06116
54	211	3941 - 226th Place SE #211	81,800	0.41264	0.06116
54	212	3941 - 226th Place SE #212	116,500	0.58768	0.08710
54	213	3941 - 226th Place SE #213	118,300	0.59676	0.08844
54	214	3941 - 226th Place SE #214	126,900	0.64014	0.09487
54	301	3941 - 226th Place SE #301	65,100	0.32839	0.04867
54	302	3941 - 226th Place SE #302	65,100	0.32839	0.04867
54	303	3941 - 226th Place SE #303	81,800	0.41264	0.06116
54	304	3941 - 226th Place SE #304	81,800	0.41264	0.06116
54	305	3941 - 226th Place SE #305	81,800	0.41264	0.06116
54	306	3941 - 226th Place SE #306	116,500	0.58768	0.08710
54	307	3941 - 226th Place SE #307	118,300	0.59676	0.08844
54	308	3941 - 226th Place SE #308	122,600	0.61845	0.09166
54	309	3941 - 226th Place SE #309	65,100	0.32839	0.04867
54	310	3941 - 226th Place SE #310	81,800	0.41264	0.06116
54	311	3941 - 226th Place SE #311	81,800	0.41264	0.06116
54	312	3941 - 226th Place SE #312	116,500	0.58768	0.08710
54	313	3941 - 226th Place SE #313	118,300	0.59676	0.08844
54	314	3941 - 226th Place SE #314	126,900	0.64014	0.09487
108	101	3935 - 226th Place SE #101	150,400	0.75869	0.11244

Bldg #	Unit #	Address	Unit Value	Percentage Village	Percentage Umbrella
108	102	3935 - 226th Place SE #102	101,100	0.51000	0.07559
108	103	3935 - 226th Place SE #103	132,000	0.66587	0.09869
108	106	3935 - 226th Place SE #106	116,500	0.58768	0.08710
108	107	3935 - 226th Place SE #107	118,300	0.59676	0.08844
108	108	3935 - 226th Place SE #108	122,600	0.61845	0.09166
108	110	3935 - 226th Place SE #110	81,800	0.41264	0.06116
108	111	3935 - 226th Place SE #111	81,800	0.41264	0.06116
108	112	3935 - 226th Place SE #112	116,500	0.58768	0.08710
108	113	3935 - 226th Place SE #113	118,300	0.59676	0.08844
108	114	3935 - 226th Place SE #114	126,900	0.64014	0.09487
108	201	3935 - 226th Place SE #201	150,400	0.75869	0.11244
108	202	3935 - 226th Place SE #202	101,100	0.51000	0.07559
108	203	3935 - 226th Place SE #203	132,000	0.66587	0.09869
108	206	3935 - 226th Place SE #206	116,500	0.58768	0.08710
108	207	3935 - 226th Place SE #207	118,300	0.59676	0.08844
108	208	3935 - 226th Place SE #208	122,600	0.61845	0.09166
108	209	3935 - 226th Place SE #209	65,100	0.32839	0.04867
108	210	3935 - 226th Place SE #210	81,800	0.41264	0.06116
108	211	3935 - 226th Place SE #211	81,800	0.41264	0.06116
108	212	3935 - 226th Place SE #212	116,500	0.58768	0.08710
108	213	3935 - 226th Place SE #213	118,300	0.59676	0.08844
108	214	3935 - 226th Place SE #214	126,900	0.64014	0.09487
108	301	3935 - 226th Place SE #301	150,400	0.75869	0.11244
108	302	3935 - 226th Place SE #302	101,100	0.51000	0.07559
108	303	3935 - 226th Place SE #303	132,000	0.66587	0.09869
108	306	3935 - 226th Place SE #306	116,500	0.58768	0.08710
108	307	3935 - 226th Place SE #307	118,300	0.59676	0.08844
108	308	3935 - 226th Place SE #308	122,600	0.61845	0.09166
108	309	3935 - 226th Place SE #309	65,100	0.32839	0.04867
108	310	3935 - 226th Place SE #310	81,800	0.41264	0.06116
108	311	3935 - 226th Place SE #311	81,800	0.41264	0.06116
108	312	3935 - 226th Place SE #312	116,500	0.58768	0.08710
108	313	3935 - 226th Place SE #313	118,300	0.59676	0.08844
108	314	3935 - 226th Place SE #314	126,900	0.64014	0.09487
110	101	4081 - 224th Lane SE #101	150,400	0.75869	0.11244
110	102	4081 - 224th Lane SE #102	101,100	0.51000	0.07559
110	103	4081 - 224th Lane SE #103	132,000	0.66587	0.09869
110	106	4081 - 224th Lane SE #106	116,500	0.58768	0.08710
110	107	4081 - 224th Lane SE #107	118,300	0.59676	0.08844
110	108	4081 - 224th Lane SE #108	122,600	0.61845	0.09166
110	110	4081 - 224th Lane SE #110	81,800	0.41264	0.06116
110	111	4081 - 224th Lane SE #111	81,800	0.41264	0.06116
110	112	4081 - 224th Lane SE #112	116,500	0.58768	0.08710
110	113	4081 - 224th Lane SE #113	118,300	0.59676	0.08844
110	114	4081 - 224th Lane SE #114	126,900	0.64014	0.09487

Bldg #	Unit #	Address	Unit Value	Percentage Village	Percentage Umbrella
110	201	4081 - 224th Lane SE #201	150,400	0.75869	0.11244
110	202	4081 - 224th Lane SE #202	101,100	0.51000	0.07559
110	203	4081 - 224th Lane SE #203	132,000	0.66587	0.09869
110	206	4081 - 224th Lane SE #206	116,500	0.58768	0.08710
110	207	4081 - 224th Lane SE #207	118,300	0.59676	0.08844
110	208	4081 - 224th Lane SE #208	122,600	0.61845	0.09166
110	209	4081 - 224th Lane SE #209	65,100	0.32839	0.04867
110	210	4081 - 224th Lane SE #210	81,800	0.41264	0.06116
110	211	4081 - 224th Lane SE #211	81,800	0.41264	0.06116
110	212	4081 - 224th Lane SE #212	116,500	0.58768	0.08710
110	213	4081 - 224th Lane SE #213	118,300	0.59676	0.08844
110	214	4081 - 224th Lane SE #214	126,900	0.64014	0.09487
110	301	4081 - 224th Lane SE #301	150,400	0.75869	0.11244
110	302	4081 - 224th Lane SE #302	101,100	0.51000	0.07559
110	303	4081 - 224th Lane SE #303	132,000	0.66587	0.09869
110	306	4081 - 224th Lane SE #306	116,500	0.58768	0.08710
110	307	4081 - 224th Lane SE #307	118,300	0.59676	0.08844
110	308	4081 - 224th Lane SE #308	122,600	0.61845	0.09166
110	309	4081 - 224th Lane SE #309	65,100	0.32839	0.04867
110	310	4081 - 224th Lane SE #310	81,800	0.41264	0.06116
110	311	4081 - 224th Lane SE #311	81,800	0.41264	0.06116
110	312	4081 - 224th Lane SE #312	116,500	0.58768	0.08710
110	313	4081 - 224th Lane SE #313	118,300	0.59676	0.08844
110	314	4081 - 224th Lane SE #314	126,900	0.64014	0.09487
111	101	4109 - 224th Lane SE #101	154,100	0.77735	0.11521
111	102	4109 - 224th Lane SE #102	101,100	0.51000	0.07559
111	103	4109 - 224th Lane SE #103	134,800	0.67999	0.10078
111	106	4109 - 224th Lane SE #106	116,500	0.58768	0.08710
111	107	4109 - 224th Lane SE #107	118,300	0.59676	0.08844
111	108	4109 - 224th Lane SE #108	122,600	0.61845	0.09166
111	110	4109 - 224th Lane SE #110	83,200	0.41970	0.06220
111	111	4109 - 224th Lane SE #111	83,200	0.41970	0.06220
111	112	4109 - 224th Lane SE #112	116,500	0.58768	0.08710
111	113	4109 - 224th Lane SE #113	118,300	0.59676	0.08844
111	114	4109 - 224th Lane SE #114	126,900	0.64014	0.09487
111	201	4109 - 224th Lane SE #201	154,100	0.77735	0.11521
111	202	4109 - 224th Lane SE #202	101,100	0.51000	0.07559
111	203	4109 - 224th Lane SE #203	134,800	0.67999	0.10078
111	206	4109 - 224th Lane SE #206	116,500	0.58768	0.08710
111	207	4109 - 224th Lane SE #207	118,300	0.59676	0.08844
111	208	4109 - 224th Lane SE #208	122,600	0.61845	0.09166
111	209	4109 - 224th Lane SE #209	68,300	0.34454	0.05106
111	210	4109 - 224th Lane SE #210	83,200	0.41970	0.06220
111	211	4109 - 224th Lane SE #211	83,200	0.41970	0.06220
111	212	4109 - 224th Lane SE #212	116,500	0.58768	0.08710

Bldg #	Unit #	Address	Unit Value	Percentage Village	Percentage Umbrella
111	213	4109 - 224th Lane SE #213	118,300	0.59676	0.08844
111	214	4109 - 224th Lane SE #214	126,900	0.64014	0.09487
111	301	4109 - 224th Lane SE #301	154,100	0.77735	0.11521
111	302	4109 - 224th Lane SE #302	101,100	0.51000	0.07559
111	303	4109 - 224th Lane SE #303	134,800	0.67999	0.10078
111	306	4109 - 224th Lane SE #306	116,500	0.58768	0.08710
111	307	4109 - 224th Lane SE #307	118,300	0.59676	0.08844
111	308	4109 - 224th Lane SE #308	122,600	0.61845	0.09166
111	309	4109 - 224th Lane SE #309	119,000	0.60029	0.08897
111	310	4109 - 224th Lane SE #310	83,200	0.41970	0.06220
111	311	4109 - 224th Lane SE #311	83,200	0.41970	0.06220
111	312	4109 - 224th Lane SE #312	116,500	0.58768	0.08710
111	313	4109 - 224th Lane SE #313	118,300	0.59676	0.08844
111	314	4109 - 224th Lane SE #314	126,900	0.64014	0.09487
112	101	4133 - 224th Lane SE #101	154,100	0.77735	0.11521
112	102	4133 - 224th Lane SE #102	101,100	0.51000	0.07559
112	103	4133 - 224th Lane SE #103	134,800	0.67999	0.10078
112	106	4133 - 224th Lane SE #106	116,500	0.58768	0.08710
112	107	4133 - 224th Lane SE #107	118,300	0.59676	0.08844
112	108	4133 - 224th Lane SE #108	122,600	0.61845	0.09166
112	110	4133 - 224th Lane SE #110	81,800	0.41264	0.06116
112	111	4133 - 224th Lane SE #111	83,200	0.41970	0.06220
112	112	4133 - 224th Lane SE #112	116,500	0.58768	0.08710
112	113	4133 - 224th Lane SE #113	118,300	0.59676	0.08844
112	114	4133 - 224th Lane SE #114	138,500	0.69866	0.10355
112	201	4133 - 224th Lane SE #201	154,100	0.77735	0.11521
112	202	4133 - 224th Lane SE #202	101,100	0.51000	0.07559
112	203	4133 - 224th Lane SE #203	134,800	0.67999	0.10078
112	206	4133 - 224th Lane SE #206	116,500	0.58768	0.08710
112	207	4133 - 224th Lane SE #207	118,300	0.59676	0.08844
112	208	4133 - 224th Lane SE #208	122,600	0.61845	0.09166
112	209	4133 - 224th Lane SE #209	68,300	0.34454	0.05106
112	210	4133 - 224th Lane SE #210	83,200	0.41970	0.06220
112	211	4133 - 224th Lane SE #211	83,200	0.41970	0.06220
112	212	4133 - 224th Lane SE #212	116,500	0.58768	0.08710
112	213	4133 - 224th Lane SE #213	118,300	0.59676	0.08844
112	214	4133 - 224th Lane SE #214	138,500	0.69866	0.10355
112	301	4133 - 224th Lane SE #301	154,100	0.77735	0.11521
112	302	4133 - 224th Lane SE #302	101,100	0.51000	0.07559
112	303	4133 - 224th Lane SE #303	134,800	0.67999	0.10078
112	306	4133 - 224th Lane SE #306	116,500	0.58768	0.08710
112	307	4133 - 224th Lane SE #307	118,300	0.59676	0.08844
112	308	4133 - 224th Lane SE #308	122,600	0.61845	0.09166
112	309	4133 - 224th Lane SE #309	119,000	0.60029	0.08897
112	310	4133 - 224th Lane SE #310	83,200	0.41970	0.06220

<b>Bldg #</b>	<b>Unit #</b>	<b>Address</b>	<b>Unit Value</b>	<b>Percentage Village</b>	<b>Percentage Umbrella</b>
112	311	4133 - 224th Lane SE #311	83,200	0.41970	0.06220
112	312	4133 - 224th Lane SE #312	116,500	0.58768	0.08710
112	313	4133 - 224th Lane SE #313	118,300	0.59676	0.08844
112	314	4133 - 224th Lane SE #314	138,500	0.69866	0.10355
<b>Total</b>			<b>19,823,700</b>	<b>99.99997</b>	<b>14.82077</b>

After Recording Return to:

Providence Point Umbrella Association  
Attn: Cynthia Wirtz  
4135-A Providence Point Drive SE  
Issaquah, WA 98029

SECOND AMENDMENT TO THE AMENDED AND RESTATED DECLARATION AND  
COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND RESERVATIONS FOR  
WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM

**Washington Village Homeowners Association**, a Washington nonprofit corporation, hereby approves this Second Amendment to the *Amended and Restated Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village at Providence Point, a Condominium*, recorded September 15, 2011 under King County Recorders' no. #20110915001848 (the "Declaration"), pertaining to the real property described on Exhibit "A" attached thereto, as follows:

1. Exhibit B of the Declaration is amended as follows.

Parking Space: Pursuant to Section 6.3 of the Declaration, the Owners of two Units in Building #54 (Winthrop Building) have mutually agreed to reallocate assigned parking spaces effective November 14, 2012 identified as follows:

<u>Unit #</u>	<u>Parking Space Was:</u>	<u>Parking Space Now Is:</u>
1209	17	44 – an uncovered space
1210	44	17 – a covered space

2. Except as set forth herein, the Declaration remains unmodified and in full force and effect.

**Exhibit A**  
**Legal Description of Parcel for Washington Village**

**PARCEL 54A**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT  
CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET  
(A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A  
CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 357.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N13° 15' 53"E 53.92 FEET;  
THENCE N76° 44' 07"W 95.64 FEET TO THE NORTHEASTERLY LINE OF  
TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO TO  
CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF  
RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID  
KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE  
SOUTHWEST HAVING A RADIUS OF 192.00 FEET (A RADIAL LINE THROUGH SAID  
BEGINNING BEARS  
N64° 53' 41"E);  
THENCE NORTHWESTERLY 46.66 FEET ALONG SAID NORTHEASTERLY LINE  
AND CURVE, THROUGH A CENTRAL ANGLE OF 13° 55' 24";  
THENCE LEAVING SAID NORTHEASTERLY LINE N13° 15' 53"E 207.74 FEET;  
THENCE S76° 44' 07"E 173.46 FEET;  
THENCE S13° 15' 53"W 17.12 FEET;  
THENCE S76° 50' 00"E 179.79 FEET;  
THENCE S37° 46' 03"E 36.00 FEET TO THE TRUE POINT OF BEGINNING.

**PARCEL 54B**

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT  
CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET  
(A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A  
CENTRAL ANGLE OF 10° 33' 42";

THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S52° 13' 57"W 169.00 FEET;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 169.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 54C

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42";  
THENCE S52° 13' 57"W 1214.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 138.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 138.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET;  
THENCE N37° 46' 03"W 71.00 FEET TO THE TRUE POINT OF BEGINNING;  
  
THENCE S52° 13' 57"W 240.00 FEET;  
THENCE N37° 46' 03"W 36.00 FEET;  
THENCE N76° 50' 00"W 179.79 FEET;  
THENCE N13° 15' 53"E 231.00 FEET;  
THENCE S76° 50' 00"E 160.00 FEET;  
THENCE S13° 10' 00"W 16.00 FEET;  
THENCE S76° 50' 00"E 195.00 FEET;

THENCE S13° 10' 00"W 48.43 FEET;  
THENCE S37° 46' 03"E 4.64 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 108B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS S27° 12' 21"E);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 857.30 FEET;  
THENCE N37° 46' 03"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING N37° 46' 03"W 29.00 FEET;  
THENCE N52° 13' 57"E 230.00 FEET;  
THENCE S37° 46' 03"E 29.00 FEET;  
THENCE S52° 13' 57"W 230.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 110A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 1065.30 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 81.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N52° 13' 57"E) SAID BEGINNING BEING THE TRUE POINT OF BEGINNING;  
THENCE SOUTHEASTERLY 36.53 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31" TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 119.00 FEET;  
THENCE SOUTHEASTERLY 53.67 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31";  
THENCE S37° 46' 03"E 202.82 FEET;  
THENCE S52° 13' 57"W 39.00 FEET;  
THENCE S65° 40' 00"W 220.60 FEET TO THE NORTHERLY LINE OF TRACT A AS SHOWN AND SO DESIGNATED ON AMENDMENT NO. TWO

TO CENTER VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 73 OF CONDOMINIUMS, PAGES 53-57, RECORDS OF SAID KING COUNTY, AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 517.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N42° 49' 18"E); THENCE ALONG THE NORTHEASTERLY LINE THE FOLLOWING THREE COURSES: THENCE NORTHWESTERLY 8.97 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00° 50' 38"; THENCE N48° 10' 20"W 79.76 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 330.00 FEET; THENCE NORTHWESTERLY 225.76 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 38° 50' 38" TO A POINT, THE MOST SOUTHERLY CORNER OF TRACT Y AS SHOWN AND SO DESIGNATED ON WASHINGTON VILLAGE I, A CONDOMINIUM, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 90 OF CONDOMINIUMS, PAGES 26-30, RECORDS OF SAID KING COUNTY; A RADIAL LINE THROUGH SAID POINT BEARS S80° 40' 18"W; THENCE ALONG THE SOUTHEASTERLY LINE THEREOF THE FOLLOWING TWO COURSES: THENCE N84° 40' 31"E 125.36 FEET; THENCE N52° 13' 57"E 149.00 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 110B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16; THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF; THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W); THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY; THENCE S52° 13' 57"W 1014.30 FEET; THENCE S37° 46' 03"E 290.00 FEET; THENCE S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE S52° 13' 57"W 29.00 FEET; THENCE N37° 46' 03"W 202.82 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 91.00 FEET; THENCE NORTHWESTERLY 41.04 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 25° 50' 31"; THENCE N78° 04' 28"E 22.11 FEET; THENCE S37° 46' 03"E 232.85 FEET TO THE TRUE POINT OF BEGINNING.

#### PARCEL 111A

THAT PORTION OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 24 NORTH, RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE  
CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE  
THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL  
ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERN CORNER OF  
WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF  
CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
240.00 FEET TO THE MOST EASTERN CORNER OF WASHINGTON VILLAGE I AS  
RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING  
COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON  
VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS  
OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 56' 03"E  
290.00 FEET TO THE MOST EASTERN CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W  
71.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG SAID BOUNDARY 52° 13' 57"W 39.00 FEET TO AN  
ANGLE POINT THEREIN;  
THENCE CONTINUING ALONG SAID BOUNDARY S65° 40' 40"W 220.60 FEET TO THE  
MOST SOUTHERLY CORNER OF SAID WASHINGTON VILLAGE III, SAID CORNER ALSO  
BEING ON THE NORTHEASTERLY BOUNDARY OF CENTER VILLAGE I AS RECORDED  
IN VOL. 73, PGS. 53-57 OF CONDOMINIUMS, RECORDS OF KING COUNTY,  
WASHINGTON AND SAID CORNER ALSO BEING A POINT ON A NON-TANGENT CURVE  
CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 517.00 FEET (A RADIAL LINE  
THROUGH SAID POINT ON CURVE BEARS N42° 49' 18"E);  
THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID NORTHEASTERLY  
BOUNDARY 87.40 FEET THROUGH A CENTRAL ANGLE OF 09° 41' 08" TO A POINT OF  
TANGENCY;  
THENCE ALONG SAID BOUNDARY S37° 29' 34"E 143.46 FEET;  
THENCE LEAVING SAID BOUNDARY N65° 39' 43"E 117.70 FEET;  
THENCE S77° 17' 19"E 66.34 FEET;  
THENCE N65° 25' 25"E 93.06 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 111B

THAT PORTION OF THE NORTHEAST  $\frac{1}{4}$  OF SECTION 16, TOWNSHIP 24 NORTH,  
RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;

THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST EASTERLY CORNER THEREOF;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING ALONG A SAID BOUNDARY S52° 13' 57"W 29.00 FEET;  
THENCE LEAVING SAID BOUNDARY S37° 46' 03"E 278.96 FEET;  
THENCE N52° 13' 57"E 29.00 FEET;  
THENCE N37° 46' 03"W 278.96 FEET TO THE TRUE POINT OF BEGINNING.

SITUATED IN KING COUNTY, WASHINGTON.

PARCEL 112A

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH,  
RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;  
THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;  
THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W

157.00 FEET TO THE MOST NORTHERLY CORNER OF CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E

278.96 FEET TO THE EASTERLY MOST CORNER THEREOF;

THENCE S52° 13' 57"W ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 71.00 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID SOUTHEASTERLY BOUNDARY THE FOLLOWING THREE COURSES;

THENCE S65° 25' 25"W 93.06 FEET;

THENCE N77° 17' 19"W 66.34 FEET;

THENCE S65° 39' 43"W 117.70 FEET TO THE SOUTHERN MOST CORNER OF SAID WASHINGTON VILLAGE IV AND A POINT ON THE EASTERN BOUNDARY OF TRACT F IN CENTER VILLAGE I AMENDMENT EIGHT AS RECORDED IN VOL. 78, PGS. 84-88 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE SOUTHEASTERLY ALONG SAID EASTERN BOUNDARY OF TRACT F THE FOLLOWING TWO COURSES;

THENCE S37° 29' 34"E 155.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 217.00 FEET;

THENCE SOUTHERLY 136.71 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 36° 05' 50" TO AN ANGLE POINT IN THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;

THENCE ALONG SAID NORTHWESTERLY BOUNDARY THE FOLLOWING FOUR COURSES:

THENCE N88° 36' 16"E 47.59 FEET;

THENCE N52° 13' 57"E 123.00 FEET;

THENCE S37° 46' 03"E 90.00 FEET;

THENCE N52° 13' 57"E 66.87 FEET;

THENCE N24° 09' 27"W 77.79 FEET;

THENCE N65° 50' 33"E 45.09 FEET;

THENCE N37° 46' 03"W 237.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 75,630 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

PARCEL 112B

THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 24 NORTH,

RANGE 6 EAST, W.M., IN KING COUNTY WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 16;

THENCE N88° 28' 02"W 542.49 FEET ALONG THE NORTH LINE THEREOF;

THENCE S46° 34' 56"W 305.33 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 62.00 FEET (A RADIAL LINE THROUGH SAID BEGINNING BEARS N27° 12' 21"W);  
THENCE SOUTHWESTERLY 11.43 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 10° 33' 42" TO A POINT OF TANGENCY;  
THENCE S52° 13' 57"W 617.30 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE II AS RECORDED IN VOL. 102, PGS. 51-56 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 240.00 FEET TO THE MOST EASTERLY CORNER OF WASHINGTON VILLAGE I AS RECORDED IN VOL. 90, PGS. 26-30 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE SOUTHEASTERLY BOUNDARY THEREOF S52° 13' 57"W 157.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE III AS RECORDED IN VOL. 106, PGS. 82-87 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 290.00 FEET TO THE MOST NORTHERLY CORNER OF WASHINGTON VILLAGE IV AS RECORDED IN VOL. 119, PGS. 13-18 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE ALONG THE NORTHEASTERLY BOUNDARY THEREOF S37° 46' 03"E 278.96 FEET TO THE EASTERN MOST CORNER THEREOF;  
THENCE S52° 13' 57"W ALONG THE SOUTHEASTERLY BOUNDARY OF SAID WASHINGTON VILLAGE IV 14.00 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE CONTINUING S52° 13' 57"W ALONG THE SOUTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE S37° 46' 03"E 302.04 FEET TO THE NORTHWESTERLY BOUNDARY OF TRACT L OF HILLTOP VILLAGE I AMENDMENT SIX AS RECORDED IN VOL. 85, PGS. 86-89 OF CONDOMINIUMS, RECORDS OF KING COUNTY, WASHINGTON;  
THENCE N52° 13' 57"E ALONG SAID NORTHWESTERLY BOUNDARY 29.00 FEET;  
THENCE N37° 46' 03"W 302.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 8.759 SQUARE FEET, MORE OR LESS.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

When recorded, return to:

Condominium Law Group, PLLC  
10310 Aurora Avenue North  
Seattle, Washington 98133  
(206) 633-1520



**20170104002259**

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PAGE-001 OF 003

01/04/2017 16:22

KING COUNTY, WA

**THIRD AMENDMENT TO THE AMENDED AND RESTATED DECLARATION OF  
COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND RESERVATIONS  
FOR WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM**

GRANTOR: WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS

GRANTEE: WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM

LEGAL DESCRIPTION: WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM, ACCORDING TO DECLARATION RECORDED UNDER KING COUNTY RECORDING NO. 20160204000474 AS THEREAFTER AMENDED

ASSESSOR'S TAX PARCEL #: 9188620000, 9188600000, 9188610000,  
9188630000, 9188640000

REFERENCE #: 20160204000474; 20110915001848

DEPARTMENT OF ASSESSMENTS  
Examined and approved this 29th day of

December, 2016

John Wilson

Assessor

Russell Schellon

DEPUTY ASSESSOR

**THIRD AMENDMENT TO THE AMENDED AND RESTATED DECLARATION AND  
COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS AND RESERVATIONS  
FOR WASHINGTON VILLAGE AT PROVIDENCE POINT, A CONDOMINIUM**

**RECITALS**

The Amended and Restated Declaration and Covenants, Conditions, Restrictions, Easements and Reservations for Washington Village at Providence Point, A Condominium (hereinafter, the "Declaration"), was recorded on September 15, 2011, in King County, Washington, under recording number 20110915001848, and re-recorded February 4, 2016, under recording number 20160204000474.

The Declaration was previously amended by instruments recorded in King County under recording numbers 20121126002646 and 20121126002647.

The Washington Village III Association of Unit Owners (hereinafter, the "Association") desires to amend the Restated Declaration in certain respects to remove the requirement for tenant screening, and impose a capital contribution fee on the purchase of a Unit in the Village.

In accordance with Declaration Section 27.3, after Notice was duly given to all Owners, the following Amendment was adopted with the agreement of Owners of Units to which at least sixty-seven percent (67%) of the votes in the Association are allocated.

The undersigned officers of the Association declare and certify that the above-stated conditions have been met and the Association hereby adopts the following Amendments to the Restated Declaration:

**AMENDMENT**

- A. Section 10.2.13 is deleted in its entirety.**
- B. A new section, 16.9 is added:**

Section 16.9 Capital Contribution. Upon acquisition of a Unit, each new Owner shall be assessed a capital contribution fee equal to twelve times the current monthly assessment to that Unit, as established by the current Village Budget. The assessment collected shall be placed in the Washington Village Reserve Fund. If such contribution is not paid to the Association upon transfer of the Unit by deed or by real estate contract, the contribution shall be assessed to the new Owner of the Unit.

*EXCEPT AS MODIFIED AND AMENDED HEREBY, the Restated Declaration shall remain in full force and effect. This Amendment shall take effect upon recording. The terms of this Amendment shall control over and implicitly amend any inconsistent provision of the Restated Declaration, Bylaws, or Rules & Regulations of the Association.*

**WASHINGTON VILLAGE III ASSOCIATION OF UNIT OWNERS**

By: Clara Jo Manning

By: Jeene Rice

Clara Jo Manning (Print Name)  
(President)

Jeene Rice (Print Name)  
(Secretary)

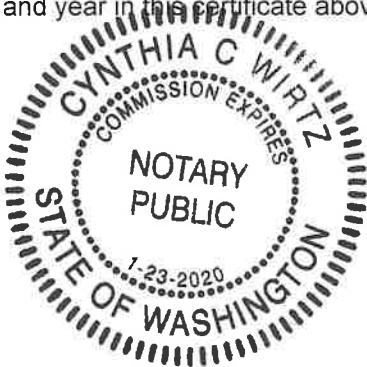
STATE OF WASHINGTON )  
 ) ss.:  
COUNTY OF KING )

On this 6<sup>th</sup> day of December, 2016, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Clara Jo Manning to me known to be the PRESIDENT of the Washington Village III Association of Unit Owners, the Washington non-profit corporation that executed the within and foregoing instrument, and acknowledged that instrument to be the free and voluntary act and deed of the Association, for the uses and purposes therein mentioned, and on oath stated that s/he was authorized to execute the instrument on behalf of said Association.

WITNESS my hand and seal hereto affixed the day and year in this certificate above written.

Cynthia C. Wirtz  
Cynthia C. Wirtz (Print name)  
Notary Public in and for the State of  
Washington, residing at North Bend  
My commission expires: Jan 29, 2020

STATE OF WASHINGTON )  
 ) ss.:  
COUNTY OF King )



On this 13<sup>th</sup> day of December, 2016, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Jeene Rice to me known to be the SECRETARY of Washington Village III Association of Unit Owners, the Washington non-profit corporation that executed the within and foregoing instrument, and acknowledged that instrument to be the free and voluntary act and deed of the Association, for the uses and purposes therein mentioned, and on oath stated that s/he was authorized to execute the instrument on behalf of said Association.

WITNESS my hand and seal hereto affixed the day and year in this certificate above written.

Victoria L. Davenport  
Victoria L. Davenport (Print name)  
Notary Public in and for the State of  
Washington, residing at Maple Valley, WA  
My commission expires: 06/22/2020





# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

589

DATE (MM/DD/YYYY)

9/17/2024

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

PRODUCER NAME, CONTACT PERSON AND ADDRESS	PHONE (A/C, No. Ext): 425-691-2650	COMPANY NAME AND ADDRESS	NAIC NO: 16890
The Partners Group LLC 1111 Lake Washington Blvd N Suite 400 Renton, WA 98056		Accelerant Specialty Insurance Company	
IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH			
FAX (A/C, No.): 425-691-5208	E-MAIL ADDRESS: condos@tpgrp.com	CODE: <input type="text"/> SUB CODE: <input type="text"/>	
AGENCY CUSTOMER ID #:		POLICY TYPE Property	
NAMED INSURED AND ADDRESS Washington Village III Association of Unit Owners c/o HOAMCO 4135-A Providence Point Drive SE Issaquah AZ 98029		LOAN NUMBER	POLICY NUMBER S0001PR0001371
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE 10/01/2024	EXPIRATION DATE 10/01/2025
		CONTINUED UNTIL TERMINATED IF CHECKED	
		THIS REPLACES PRIOR EVIDENCE DATED:	

## PROPERTY INFORMATION (Use REMARKS on page 2, if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION See Additional Remarks Section
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> X	SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE:	\$ 90,540,000					DED: 100,000
	YES	NO	N/A			
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	X			If YES, LIMIT: 1,314,060		Actual Loss Sustained; # of months:
BLANKET COVERAGE	X			If YES, indicate value(s) reported on property identified above: \$		
TERRORISM COVERAGE		X		Attach Disclosure Notice / DEC		
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			X			
IS DOMESTIC TERRORISM EXCLUDED?			X			
LIMITED FUNGUS COVERAGE		X		If YES, LIMIT: DED:		
FUNGUS EXCLUSION (If "YES", specify organization's form used)			X			
REPLACEMENT COST	X					
AGREED VALUE		X				
COINSURANCE		X		If YES, %		
EQUIPMENT BREAKDOWN (If Applicable)	X			If YES, LIMIT: DED:		
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	X			If YES, LIMIT: 90,540,000 DED: 100,000		
- Demolition Costs	X			If YES, LIMIT: 1,250,000 DED: 100,000		
- Incr. Cost of Construction	X			If YES, LIMIT: 1,250,000 DED: 100,000		
EARTH MOVEMENT (If Applicable)		X		If YES, LIMIT: DED:		
FLOOD (If Applicable)		X		If YES, LIMIT: DED:		
WIND / HAIL (If Subject to Different Provisions)	X			If YES, LIMIT: DED:		
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS			X			

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

## ADDITIONAL INTEREST

MORTGAGEE LENDERS LOSS PAYABLE	CONTRACT OF SALE	LENDER SERVICING AGENT NAME AND ADDRESS
NAME AND ADDRESS		
HOAMCO 4135-A Providence Point Drive SE Issaquah, WA 98029 United States		
		AUTHORIZED REPRESENTATIVE 

**EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)**

Certificate Holder is named as Mortgagee/Loss Payee. Coverage is "All In" including Tenants Improvements and Betterments (TIB), walls-in and interior build-out. Wind/Hail coverage is included and is subject to the property deductible. (181 residential units, 5 buildings)

\*\*\$100,000 PER UNIT WATER DAMAGE DEDUCTIBLE, NOT TO EXCEED 5% OF BUILDING VALUE PER ENDORSEMENT SCP 12517 01/24\*\*



# EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

589

DATE (MM/DD/YYYY)

9/17/2024

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

PRODUCER NAME, CONTACT PERSON AND ADDRESS	PHONE (A/C, No. Ext): 425-691-2650	COMPANY NAME AND ADDRESS	NAIC NO: 16890
The Partners Group LLC 1111 Lake Washington Blvd N Suite 400 Renton, WA 98056		Accelerant Specialty Insurance Company	
FAX (A/C, No.): 425-691-5208	E-MAIL ADDRESS: condos@tpgrp.com	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:	SUB CODE:	POLICY TYPE	
AGENCY CUSTOMER ID #:	Property		
NAMED INSURED AND ADDRESS Washington Village III Association of Unit Owners c/o HOAMCO 4135-A Providence Point Drive SE Issaquah AZ 98029		LOAN NUMBER	POLICY NUMBER
		S0001PR0001371	
ADDITIONAL NAMED INSURED(S)		EFFECTIVE DATE 10/01/2024	EXPIRATION DATE 10/01/2025
		<input type="checkbox"/> CONTINUED UNTIL <input type="checkbox"/> TERMINATED IF CHECKED	
		THIS REPLACES PRIOR EVIDENCE DATED:	

## PROPERTY INFORMATION (Use REMARKS on page 2, if more space is required) BUILDING OR BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION See Additional Remarks Section
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> X	SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE:	\$ 90,540,000			DED: 100,000		
	YES	NO	N/A			
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	X			If YES, LIMIT: 1,314,060		Actual Loss Sustained; # of months:
BLANKET COVERAGE	X			If YES, indicate value(s) reported on property identified above: \$		
TERRORISM COVERAGE		X		Attach Disclosure Notice / DEC		
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			X			
IS DOMESTIC TERRORISM EXCLUDED?			X			
LIMITED FUNGUS COVERAGE		X		If YES, LIMIT: DED:		
FUNGUS EXCLUSION (If "YES", specify organization's form used)			X			
REPLACEMENT COST	X					
AGREED VALUE		X				
COINSURANCE		X		If YES, %		
EQUIPMENT BREAKDOWN (If Applicable)	X			If YES, LIMIT: DED:		
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	X			If YES, LIMIT: 90,540,000 DED: 100,000		
- Demolition Costs	X			If YES, LIMIT: 1,250,000 DED: 100,000		
- Incr. Cost of Construction	X			If YES, LIMIT: 1,250,000 DED: 100,000		
EARTH MOVEMENT (If Applicable)		X		If YES, LIMIT: DED:		
FLOOD (If Applicable)		X		If YES, LIMIT: DED:		
WIND / HAIL (If Subject to Different Provisions)	X			If YES, LIMIT: DED:		
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS			X			

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

## ADDITIONAL INTEREST

MORTGAGEE	CONTRACT OF SALE	LENDER SERVICING AGENT NAME AND ADDRESS
LENDERS LOSS PAYABLE		
NAME AND ADDRESS		
HOAMCO 4135-A Providence Point Drive SE Issaquah, WA 98029 United States		
		AUTHORIZED REPRESENTATIVE
		<i>Ryan Stewart</i>

**EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)**

Certificate Holder is named as Mortgagee/Loss Payee. Coverage is "All In" including Tenants Improvements and Betterments (TIB), walls-in and interior build-out. Wind/Hail coverage is included and is subject to the property deductible. (181 residential units, 5 buildings)

\*\*\$100,000 PER UNIT WATER DAMAGE DEDUCTIBLE, NOT TO EXCEED 5% OF BUILDING VALUE PER ENDORSEMENT SCP 12517 01/24\*\*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/17/2024

PRODUCER Phone: 425-691-2650 The Partners Group LLC 1111 Lake Washington Blvd N Suite 400 Renton WA 98056	Fax: 425-691-5208	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURED</b>		<b>INSURERS AFFORDING COVERAGE</b>
Washington Village III Association of Unit Owne c/o HOAMCO 4135-A Providence Point Drive SE Issaquah AZ 98029		NAIC #
INSURER A: Philadelphia Indemnity Ins Co		18058
INSURER B: The Hanover Insurance Company		22292
INSURER C: Philadelphia Indemnity Insurance Company		18058
INSURER D: Philadelphia Ins Co		23850
INSURER E: Greenwich Insurance Company		

## COVERS

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
D		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	PHPK2605801003	10/1/2023	10/1/2024	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PHPK2590897008	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
E		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	PPP7475763L23A04	10/1/2024	10/1/2025	EACH OCCURRENCE	\$ 25,000,000
						AGGREGATE	\$ 25,000,000
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y / N			WC STATU- TORY LIMITS	OTH- ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
B C		OTHER Crime Directors & Officers	LH2D05521809 PCAP0130510718	10/1/2024 10/1/2024	10/1/2025 10/1/2025	Crime Limit Crime Deductible D&O Limit D&O Retention	\$2,000,000 \$10,000 \$1,000,000 \$1,000

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is named as Additional Insured as respects the Named Insured. Severability of Interests/Separation of Insureds applies. Property Manager is included as an Insured on the Fidelity/Crime policy.  
(181 Residential Units, 5 Buildings)

## CERTIFICATE HOLDER

## CANCELLATION

HOAMCO 4135-A Providence Point Drive SE Issaquah WA 98029 United States	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

## Rental Fact Sheet

- The maximum percentage of rentals allowed in Hilltop Village and Forest Village is five percent (5%). The maximum percentage of rentals allowed in Center Village, Garden Village, Highland Village, Meadow Village, and Washington Village is ten percent (10%). The Village Boards, in their sole discretion, may grant a limited waiver of the rental cap in the case of demonstrated substantial hardship by the Owner.
- Other than Related Parties, domestic partners and caregivers, no individual may reside in a Unit without a Unit Rental Agreement.
- Unit Owners will notify the Property Management Office of their intention to lease their Unit prior to the actual lease taking place. Leasing a Unit, and allowing renters to move into the Unit without notifying the Umbrella Association beforehand, shall make the lease null and void.
- All Unit rental agreements shall be in writing and must identify all residents of the Unit and their ages.
- No rental agreements shall be for a term less than 180 days.
- No rental of a Unit may be of less than the entire Unit and no tenant may sublease a Unit or any part of a Unit (e.g., a room).
- The Owner-Landlord shall deliver a copy of the rental agreement to the Property Management Office before any tenancy commences.
- The Owner-Landlord shall deliver a certification to the Property Management Office that the tenant-renter was given a copy of all the rules and regulations of the Village and Umbrella Associations.
- All rental agreements must state that all residents are subject, in all respects, to the policies, rules, and regulations of the Village Association and of the Umbrella Association, including the age restriction. Failure to comply shall constitute a default under the rental agreement, as well as a violation of the rules and regulations.
- All rental agreements shall grant the Village Board the right and authority to evict a tenant on the Unit Owner's behalf for any default.
- Owners shall remain personally liable for monthly Assessments and all other Owner obligations, whether or not a Unit is rented.
- An original lease may not be longer than 3 years. Subsequent lease agreements between the same parties may only be signed up to one year, but not less than 180 days at a time.

## Agenda

Washington Village III Association of Unit Owners Board of Directors Meeting

March 8, 2023, 4:00PM, by Zoom

### Regular Board Meeting

1. Call to order	President Irene Rice
2. Confirm Quorum	Secretary, Open Position
3. Changes to or approval of the agenda as written	Board of Directors
4. Approval of the minutes of the Nov. 9, 2022 meeting	President
5. Providence Point Community Manager's Report	Michelle Morgan
6. Treasurer's Report	Treasurer Sue Edson
7. President's Remarks	Irene Rice
8. Vice Presidents' Reports	
a. Olympia Building	VP, Ron Imhoff
b. Winthrop Building	CO-VP, Jo Manning
c. Cascade Building	VP, Christine Crowle
d. Rainier Building	VP. Gloria Rodriguez
e. Pacific Building	VP, Jane Bird
9. Committee Reports	
a. Social	Open Position
b. Grounds	Jo Manning
c. Emergency Readiness	Marcia Siedschlag
d. Welcoming	Susan Blake
e. Building Maintenance	Open Position
f. Budget & Finance	Sue Edson
11. Umbrella Committee Representatives	
a. Communiversity	Barbara Beyer
b. Government Affairs	Ron Imhoff
c. Pea Patch	Nora Albert
d. PP Foundation	Pat Martin
e. Safety Committee	Open Position
f. Digital Communications	Kathleen Ege
12. Umbrella Board Representative	Pat Martin
13. Residents' Remarks	
	Village Residents, please state your name, building, and topic, help us keep the comments to two minutes per resident. Feel free to submit longer

comments to the Board in writing. Remember your comments are recorded and included in the minutes of the meeting.

**14. Unfinished Business**

- a. Ratify the unanimous email vote of 2/14/23 to accept the bid from BBRR for \$19,215.44 to repair the damage at Pacific and Rainier buildings from the frozen fire sprinkler pipes
- b. Ratify the unanimous email vote of 2/24/23 to accept the bid from Sanderson Construction for \$136,325.82 for the siding replacement on the garages at Winthrop and Olympia buildings.
- c. Review the motion from 2/8/23 BOD meeting to move \$100,000 from Reserves to Operating accounts. It should be processed as a loan instead of a transfer.
- d. Review the motion from 2/8/23 BOD meeting to reduce the amount of the monthly transfer to Reserves to the 2022 level. Since the 2023 budget was ratified by the Association the BOD does not have the authority to make that change.

**15. New Business**

- a. Approve the revision of the Resident Handbook.
- b. Discuss additional hanging baskets for WA Village

**16. Adjournment**

**Next Meeting: April 12, 2023; at 4:00 PM, by Zoom**

## WA Village Board of Directors Meeting Minutes,

March 8, 2023, 4 PM, by Zoom

1. Meeting was called order by the President Irene Rice.
2. A quorum was present, all the Board member, Michelle Morgan General Manager, and a total of 20 residents of WA Village.
3. There were 3 additions to the published agenda. Under new business add
  - a. An Alterations Agreement request for Unit 301 in the Cascade building for a heat pump on the deck.
  - b. Establish an Ad Hoc Committee regarding janitorial services.
  - c. Consider a Village Color Committee for exterior paint colors.

*A motion was made by Gloria Rodriguez and seconded by Ron Imhoff to approve the agenda as amended. The vote was unanimous approval.*

**4. A motion was made by Jo Manning and seconded by Gloria Rodriguez to approved the corrected minutes of the February 8, 2023 meeting. The vote was unanimous for approval.**

5. Providence Point General Manager Michelle Morgan gave her report. See attached.
6. President's report by Irene Rice. See attachment.
7. Treasurer's Report by Sue Edson. See attached. The Treasurer's report and the financial report from HOAMCO was sent to the Board members prior to the meeting. The motion made at the Feb 8, 2023 meeting to change the amount of the monthly transfer from the Operating to Reserve account was not correct because that transfer was part of the ratified budget for 2023. ***Sue Edson moved to rescind the motion to reduce the monthly transfer from the Operating account to the Reserve account that was approved at the Feb Board meeting. Ron Imhoff seconded the motion. There was unanimous approval.***  
The other motion in the Feb 8 meeting to transfer money from the Reserve account to the Operating account will have to be considered a loan. The Budget & Finance Committee will meet before the April meeting to decide for how to manage the loan.
8. Vice Presidents' Reports
  - a. Olympia building, Ron Imhoff said one unit is vacant and an estate sale is planned for the weekend. There will be a St. Patrick's Day party.
  - b. Winthrop building, Jo Manning said there are new residents and one unit on the market and another one coming up soon for sale. The social events are well attended.
  - c. Cascade building, Christine Crowle said there are no vacancies.
  - d. Rainier building, Gloria Rodriguez said no vacant units on the market. Waiting for the sprinkler system insulation and wall repair to be done.
  - e. Pacific building, Jane Bird said no new residents. She praised Don Oelschlager for his work and Kaarin Hughes as well during her absence.

### 9. Committee Reports

- a. **Social**, no Chairman, no report.
- b. **Grounds**, Jo Manning, reported that Rich's Landscaping has been preparing the flower beds for application of bark soon. They say the weed killer they use is not

harmful to pets. The notice did not go out prior to the application of the weed killer.

- c. **Welcoming**, Susan Blake said 3 new residents have been welcomed this month. She thanked Sue Dyer for the great work on updating the New Resident Handbook. Pat Martin suggested it be shared with Barbara Algaw for use at new resident orientation.
- d. **Building Maintenance**, no chairman, the preventative maintenance inspections have been complete on 170 of the 181 units.
- e. **Budget & Finance**, Sue Edson, will meet in early April.

#### **10. Umbrella Committee Representatives**

- a. **Communiversity** no report
- b. **Government Affairs**, Ron Imhoff said there had not been a meeting since the last Board meeting.
- c. **Pea Patch**, Nora Albert said a new newsletter has been posted. The returning gardeners have renewed their plots and now there are some available for rent. A plant and pots sale is planned for 4/15.
- d. **Safety Committee** has no representative from WA Village.
- e. **PP foundation**, Pat Martin, said new members are needed. She encouraged residents to speak at the 3/28 Umbrella meeting about wanting a printed Directory. See attachment.
- f. **Digital Communications**, Kathleen Ege's report is attached.

#### **11. Umbrella Board Representative Report, See attached.**

#### **12. Residents' remarks.** There was discussion of the fire lane between the Olympia building and the Pea Patch. Many people park there to work on their Pea Patches but there are signs on the other side that say No Parking. Clarification is needed.

#### **13. Old business**

- a. ***A motion was made by Sue Edson and seconded by Gloria Rodriguez to ratify both email votes. There was unanimous approval. 1. Was the bid by BBRR for \$19,215.33 to repair the damage from frozen sprinkler pipes at Pacific and Rainier. 2. Was the approval of the Sanderson bid for \$136,325.82 for siding repair on the garages at Winthrop and Olympia.***
- b. Review of the motion to move \$100,000.00 from Reserves to Operating. This needs to be changed to a loan and the B&F Committee will plan for presentation at the April 12, 2023 BOD meeting.
- c. Review reducing Reserve transfers. The motion was rescinded during the Treasurer's report.

#### **14. New Business**

- a. ***A motion was made by Gloria Rodriguez and seconded by Christine Crowle to approve the revision of the Resident Handbook. The vote was unanimous approval.***
- b. There will be 3 hanging baskets provided by the Garden Club for WA Village. There was no interest in making it 4 for \$500.

- c. *A motion was made by Ron Imhoff and seconded by Christine Crowle to accept the Alterations Agreement request by Caroline Thienes for unit 301, Cascade building, to put a heat pump on the deck. The vote was unanimous approval.*
- d. An Ad Hoc committee has been appointed to review the janitorial contract and determine what changes should be made. There are 3 volunteers, Diane Edwards, Christine Crowle, and Maryann Campbell.
- e. Other villages have color committees to review and revise the village Color palette. There was no support for a committee to do this in WA Village. The infrequency of exterior painting suggests the palette would be out of fashion by the time it was used again. The process used at Olympia to have residents vote on a color was successful.

15. Discussion of the bids for painting Olympia building and the garages at Olympia and Winthrop. There has been a request for bids to 5 companies, 2 have said they were too busy and a third has said he was writing the bid when asked 4 times this month. Ron Imhoff needed more detail of the 2 bids we have received. Rich Nieimi will be asked to provide more detail ASAP and then an email vote will be pursued.

**16. Adjournment. *A motion was made by Gloria Rodriguez and seconded by Christine Crowle to adjourn the meeting. There was unanimous approval at 5:30 PM.***

Respectfully submitted

Irene Rice, Acting Secretary.

## General Manager's Report

M

**Michelle Morgan**

Mar 7, 2023, 12:40 PM (6 days ago)

to me, rimhoff@juno.com, msieds@gmail.com, Toni, Glen, Jo, Christine, Gloria, Pat, Susan, Mary, ythomason@gmail.com, Sue, gmcampbell23@msn.com, Evo, dkege36, emcsqard@yahoo.com, Diane, Barbara

Here's the PMO report:

### **Umbrella & Village Board Training**

The villages & umbrella boards met with HOAMCO CEO & VP to discuss 2022 contract performance and 2023 goals. HOAMCO sponsored training for all board directors, 33 attended. Umbrella board and village presidents' orientation is scheduled 03.10 followed by umbrella strategy & goal session.

### **Umbrella Treasurer Report**

In January 15.9k was collected in insurance receivables, 140.3k was spent, and we have 133k in delinquent payments. There is concern that we'll have a serious cash flow issue if water leaks aren't reduced, and delinquent payments aren't received to offset the reserve fund loan.

### **Preventative Maintenance Program**

170 Washington Village inspections completed – only 11 to go!

### **Legal**

Arbitration hearing on 02.16 due to payment dispute. Judge dismissed owner complaints and village prevailed. Motion filed to recoup legal fees. PMO staff = 317hrs for 2022/23.

### **Safety Services**

Meeting w/Securitas manager, supervisor, committee chair, & PMO regarding final edits to post orders; surveillance; door access systems; gates & tailgating; lock outs; EMS response; trip & falls; water leak response & false alarms.

### **Work Orders**

PMO & HOAMCO have been working with engineers to customize the FrontSteps platform for PP specifics. Not all feature requests are possible at this time and we're exploring other short & long term options that can affordably get us close.

### **Annual Fire System**

Inspections to begin in March.

### **Landscaping/Irrigation**

Landscapers are performing their early spring bed cleanup and bark installation in selected Villages

Irrigation backflows have been tested and system audit to begin in March weather/temperature permitting.

### **Communications**

Exploring options to address channel 8 incompatibilities w/new Astound equipment.

**Michelle Morgan, CMCA, AMS**

General Manager

## **Washington Village Board of Directors Meeting**

March 8, 2023

President's report

Aren't we all ready to have winter over? There are projects we want to get started that are waiting for parts, for weather improvement, for scheduling, for bids to come in for comparison.

There is a rumor that the parts for the Winthrop fire panel may have arrived. We have not been able to verify that and start scheduling the work.

The new color for exterior paint at the Olympia building has been approved by the Umbrella board. A committee to review and update the color palette for exterior painting in this village is needed. Three other buildings will be planning painting in the future. The current palette for this village is very dated. Other villages have a committee that periodically makes changes and then presents them for approval by the village Board and the Umbrella.

Cleaning services not meeting expectations. Ad hoc committee has been formed to explore solutions. Maryann Campbell, Diane Edwards, and Christine Crowle have volunteered. We are meeting tomorrow with someone from a cleaning service that other villages use.

We are still waiting to start the project to insulate the sprinkler pipes and the garbage chutes at Pacific and Rainier. Pacific has repairs needed from the water damage. The vendor has been chosen and downpayment has been made. Scheduling the start of the work is next. Once that work is in progress then the prevention changes for Cascade and Olympia and any Winthrop changes needed can be scheduled.

HOAMCO has provided training for the Umbrella Board and the Board members of all the Villages in February. More Orientation is planned this week on Friday for the Umbrella Board and Village Presidents. The Auditor, the PP Attorney and the Reserve Specialists will speak to the group.

## **Washington Village Treasurer's Report**

March 8, 2023

Sue Edson

### **Account Balances:**

1010 - Alliance Operating Checking-167 \$108,930.00

1051 - Columbia Bank Money Market-155 \$179,241.59

1052 - Alliance Reserve -326 \$318,240.12

1053 - Alliance Reserve Special Assessment-193 \$340,644.77

### **Reserve Payments:**

Craig Rees/Creative Makeovers and Repairs: Bldg 110 privacy fence lattice repair = \$8,752.95

Sanderson Construction; Winthrop Windows: 2 payments to rectify a clerical error that led to 2 checks being under the agreed amount. One payment of \$0.03 and the other for \$20,000.

Special Assessment collections: Approximately 3/4 of the \$400,000 due from the special assessment has been collected. The remaining amount is listed in the

Financials under 1210 - A/R Special Assessments: \$98,665.69 and consists primarily of

the second half payment for those who chose to pay in 2 payments instead of 1.

Capital Contribution fees this month: \$7,973.28

At the last Board meeting, the Board approved 2 items concerning the Operating Account:

1. Reduce the amount of the monthly transfer from operating to reserves.

I was informed after the meeting that this can't be done and rescinded the request

to our Accountant. I will ask the Board to rescind the approval of this motion.

2. The transfer of \$100,000 from Reserves to Operating. I have since been informed

that this can't be a straight transfer (without a majority vote of owners). Rather, it must

be in the form of a loan that will be paid back in 2 years. The Budget and Finance Committee will meet in early April to discuss how this will be done. I want one more

month of financial data to make sure the Operating Account is stable.

Good news: There is a recent legal opinion that would have saved us a substantial amount of money if in place last year: If a common area element, i.e. something the

Village is responsible for, fails, we are liable to repair that item, but not for any damage

caused to individual owner's units. That is covered by their insurance.

Ex: The drain that backed up into a unit at Winthrop and caused over \$50,000 worth

of damage. We paid to clean the drain plus a \$25,000 deductible from our insurance

claim and our insurance company paid the rest. With this new ruling, we would pay to

clean the drain; and that is it; no insurance claim needed. Our insurance company would not be on the hook for the rest. To my mind, the latter is the biggest impact. We

are struggling to find insurance companies willing to do business with us because of

large losses such as this one. This shifts some of the burden onto individual owners

who might want to take a look at their insurance to make sure they have adequate coverage.

And finally: a big welcome and thank you to our newest member of the Budget and

Finance team: Tom Allen from Pacific brings his experience as a CPA and 20+ years working with another HOA

## MEMO

To: all PP DCC Village Reps

RE: Talking Points from 2/14/23 Steering Team meeting

☒ Resident Directory: It seems like we've been talking about the Resident Directory forever

(seems close to that anyway!) but here's the latest:

o Our own initiative will depend on the DCC village reps, building captains and the cooperation of village boards. It is not part of the ad hoc printed directory committee,

although a printed directory is possible through the PPL directory if/when we get

enough participation. Sandy will be contacting village presidents directly (February)

o DCC reps will provide lists of all residents who have already registered on the website

(and therein met all PII restrictions) and ask village presidents to share their village

roster with them for comparison. From that, reps will be able to identify those residents

who are not yet on the website OR have registered but declined to allow the publication

of their information (March).

o Building captains (and additional volunteers if necessary) will be given training before

they visit those identified residents individually with the form and a script to ask for

their permissions (April).

o DCC reps will collect those forms and deliver them to Sandy Hare, DCC chair, who will

work with the DCC registrar, Avril Allori, to put the appropriate information on the Resident Directory without participants having to register for the website. Forms will

then be digitized and handed over to PMO for archiving and the originals will be shredded.

o Our goal is to raise our resident participation from the current 65-70% to 90-95%. There

may also be a friendly competition between villages to see which one can increase their

own participation rate the most. Details still being worked out...

☒ Projects and Priorities: With the integration of the former two websites successfully working,

DCC is looking forward to a host of new initiatives to make the website even more valuable and informative to our residents.

- o DCC members are considering 11 ideas which we have now clustered into four categories—enhanced content, keeping content updated, increase resident use, and simplify registration/access to the website.

- o The February issue of To the Point will also announce a similar poll for residents to voice their opinions on the website Resident Dashboard and hard copies in key locations.

...

## Report on PPT Foundation March 8, 2023

The Saturday morning GriefShare continues at 10 every Saturday morning through March in the NCB.

The third version of “Everyone Has a Story” meets/greets those who were born or lived in an Asian country. Come to the NCB at 10 on Thursday, March 16th.

The Fd. Board will be meeting March 9. We are concerned that many of our members have been working with the Fd. for many years. We are looking for new members who want to help our residents Live Well here as long as possible. Please contact Ann Lamb if you have an interest in finding out more about this issue.

submitted by Pat Martin

# Report on Umbrella Board To Washington Village March 8, 2023

Feb. 21st Michael Francios, VP of HOAMCO Operations, presented "Board of Directors Training" to the UBA. This was well received with options for the Board to consider using. The same presentation was given to Village Boards geared to their work on Feb. 22.

## Feb. 28th was the monthly Board Zoom meeting.

There were no comments/Questions during the Owner/Resident time provided. About 75 folks were on Zoom.

The Board approved the Washington Village request to adopt a new color, Sherwin Williams Story Cloud 6249, for the exterior Umbrella color palate. This will be the color for the painting of the Olympia Building. This was an unanimous vote. Washington Village was praised for following the process of getting this approval of their neighboring buildings for a new color.

Paul Koch ,Treasurer, reported there are still accounting issues to straighten out with the new system. The \$300,000 loan from the Reserve Fund will be repaid when the operating fund is in a better state. This loan was to cover monies out in insurance claims. Anything not repaid by September when work on the 2024 budget is in full swing will become a line item for 2024.

In the General Managers Report Michelle mentioned lenders are more concerned about all 8 reserves than in the past. Nation wide attention is on reserves due to the collapse of the large condo/apt. in Florida.

Irene called attention to the Preventative Maintenance Program graph Michelle provided. She said Washington Village had better numbers and is looking into it for correction.

There was a short discussion about the new IPTV system Astound has put in some condos; those with trouble with their TiVOS and new residents have received it.. It is still being worked out as an upgrade in the future for everyone.

COMMITTEE REPORTS were sent to Board members to read before this meeting. Questions/comments were voiced.

A new chair is needed by the Emergency Readiness Committee.

Washington Village needs a representative to the Safety Committee. It seems important that we get on as this committee deals with our buildings being locked properly, and possibly our front door systems in the future.

There was a discussion about whether there were funds for a computer lab with Sandy Hare of the Digital Communications Co. She said there would be a report to the Board by April about the four options they are considering for this space.

The Insurance Co. reported the current yearly cost is about \$800,000 for our coverage. This was an increase of nearly 1/3 over our prior policy. This is due to water damage claims, and a reduction in the number of companies willing to cover communities such as ours. We are with Philadelphia Insurance Company now; an A+ carrier. The properties here are valued currently at about 402 million.

Other committees reporting were: Pea Patch and Government Affairs, The full 2022 Annual Reports of all these committees can be found on the PPT website.

The Board went into Executive Session to consider two resident requests concerning water leak claims. One request was approved and one denied. Then, the meeting was adjourned.

March 10th There is a full day Board Orientation. We will be hearing from a CPA/Auditor, our Attorney and two Reserve Specialists. Village Presidents are invited to this meeting. The afternoon session is for the UBA to work on 2023 Goals.

The next Board Meeting is on Zoom March 28th at 1:30

submitted, Pat Martin Director from Washington Village

## WA Village Condominium Association

Organizational Meeting, January 11, 2023, by Zoom, immediately following the WA Village Annual Meeting at 4:49PM.

### Organizational Meeting Agenda

1. Call to Order
2. Confirm Quorum
3. Approve Minutes of the January 12, 2021 Organizational Meeting
4. New Business
  - a. Adoption of Resolution Regarding Bank Signatories
  - b. Adoption of Resolution Setting the Date, Time and Place of Regular Board Meetings
5. Introduction of the 2023 Umbrella Board Representative
6. Set a date, time and place for the Board Orientation Workshop
7. Adjournment

### Organizational Meeting

1. The meeting was called to order by President Irene Rice.
2. There was a quorum of Board members. All were present.
3. The previous Organizational Meeting Minutes were attached to the Annual Meeting Minutes and approved in the 2023 Annual Meeting.
4. New Business:
  - a. Set a time for an Orientation meeting to set goals for 2023. Thursday 1/19/23 at 4PM by Zoom.
  - b. Set a date and time for the regular Board meetings. There was agreement to continue the meeting time at 4 PM on the second Wednesday of the month by Zoom.
  - c. Establish who the bank signatories will be for 2023. *A motion was made by Ron Imhoff and seconded by Diane Edwards that the bank signatories will remain the same, Sue Edson, Irene Rice, Christine Crowle and Gloria Rodriguez. There were 7 approval votes so it was unanimous.*
  - d. Minutes of the last Organizational Meeting. *A motion was made by Sue Edson and seconded by Christine Crowle to approve the minutes of the Jan. 12, 2022 Organizational Meeting. There were 7 approval votes. It was unanimous.*
5. Adjournment. *A motion was made by Gloria Rodriguez and seconded by Sue Edson to adjourn the meeting. There was unanimous approval.* The meeting ended at 4:56.

Respectfully submitted by

Irene Rice, Acting Secretary

## WASHINGTON VILLAGE BOARD MEETING MINUTES

April 12, 2023 – 4pm on Zoom

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Jo Manning, Sue Edson, Gloria Rodriguez.

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 4:00 pm.
Quorum Confirmation		Ron Imhoff, acting Secretary. Quorum confirmed.
Approval of Agenda	<p><i>Additions to the agenda:</i></p> <p>New Business: Discuss the bid for the elevator.</p>	Motion to approve the agenda with additions made by Sue Edson; seconded by Gloria Rodriguez. Motion carried.
Approval of Minutes		Motion to approve the Minutes of the 3/8/2023 meeting made by Sue Edson; seconded by Gloria Rodriguez. Motion carried.
Treasurer's Report	<p>The financials were sent to the Board before the meeting.</p> <p>Treasurer's report attached.</p>	<p>Motion to move the Umpqua reserve account to Harborstone Credit Union by Sue Edson, seconded by JoManning. Motion carried.</p> <p>Motion to transfer \$69,017.02 in equal payments of \$13,673.24 monthly from operating account to reserve account starting in January 2024 through June 2024 made by Sue Edson, seconded by Jane Bird. Motion carried.</p> <p>Motion to rescind previous motion made by Sue Edson, seconded by Jane Bird. Motion carried.</p> <p>Motion to transfer \$24,402.88 in equal payments of \$13,673.24 monthly from operating account to reserve account June and July 2024 made by Sue Edson, seconded by Jane Bird. Motion rescinded.</p> <p>Move to table this discussion made by Sue Edson.</p>
Vice President's Reports	<p>VP's for the following buildings reported:</p> <p>Olympia – report attached</p> <p>Winthrop – report attached</p> <p>Cascade – report attached</p>	

	Rainier – report attached Pacific – report attached	
Community Manager's Report	Left early; no report given.	
President's Report	Report attached.	
Committee Reports	The following committees reported: Social – Grounds – Welcoming – report attached	
Umbrella Committee Representative Reports	Verbal reports were provided for the following committees: Government Affairs – Ron Imhoff Pea Patch – Nora Albert Digital Communications – Kathleen Ege	
Umbrella Board Representative	No report	
RESIDENT'S REMARKS		
Old Business	<ul style="list-style-type: none"> <li>a. Ratify the unanimous email vote of 3/9/23 to accept the bid to paint the exterior garages at Winthrop and Olympia and the Olympia Building for \$41,613.57 plus tax by The Painter.</li> <li>b. Ratify the unanimous email vote of 3/22/23 for Mary Deriatus as the WA Village Representative to the Umbrella Association Safety Committee.</li> <li>c. Report on progress of the Ad Hoc Committee for janitorial services</li> <li>d. Report on the progress of the temporary Social Committee</li> </ul>	<p>Motion to ratify the unanimous email vote of 3/9/23 made by Gloria Rodriguez, seconded by Jane Bird. Motion carried</p> <p>Motion to ratify the unanimous email vote of 3/22/23 for Mary Deriatus as the WA Village Representative to the Umbrella Association Safety Committee made by Gloria Rodriguez, seconded by Jo Manning. Motion carried.</p>
New Business	<ul style="list-style-type: none"> <li>a. Discuss Cascade Building color choice for exterior paint. – SW 6255 Morning Fog.</li> <li>b. Discuss providing time off for VPs and President</li> <li>c. Mary D. appointed as Content Editor for WA Village portion of PP Living website.</li> </ul>	Motion to accept the color choice of Morning Fog for Cascade made by Christine Crowle, seconded by Jo Manning. Motion carried.

	<p>d. Discuss the bid for the elevator.</p> <p>e. Discuss Michelle not remaining at the meeting.</p>	<p>Motion to approve the bid by Otis Elevator in the amount of \$156,165.84 for the upgrade of the Winthrop elevator made by Sue Edson, seconded by Jo Manning. Motion carried.</p> <p>Motion to approve the bid by 16d IIc in the amount of \$50,120.00 for the additional work needed with the Winthrop elevator upgrade made by Sue Edson, seconded by Jo Manning. Motion carried.</p>
Adjourn		<p>Motion to adjourn made by Gloria Rodriguez, seconded by Christine Crowle. Motion carried.</p> <p>Adjourned at 6:10 pm.</p>

**Reports:****Community Manager:** (no report)**President:**

Here is the progress on the 2023 goals established by the Board

1. Increase the reserves to ensure proactive, timely maintenance of Village buildings.

Treasurer Sue Edson will report on the collections of the Special Assessment and plans for the loan from Reserves to the Operations.

The Winthrop garage project is getting started this week with repairs to the siding before the painting begins. Sanderson Construction has the contract.

The insulation project with repair of the water damage at Pacific and the insulation of sprinkler pipes at Pacific and Rainier is close to completion. BBRR is the contractor chosen by the Board. Additional preventative insulation work will be scheduled for Cascade and Olympia buildings. Winthrop has no sprinkler system.

The Winthrop Fire panel upgrade is still on hold waiting for the contractor (16D) to tell us all the parts have arrived and the work can be scheduled. This project must be finished before the Winthrop elevator modernization can begin and then the interior refurbishment at Winthrop.

The contract with “The Painter” for exterior painting of the Olympia building and garages has been approved by the Board. The same company will paint the Winthrop garages.

The request for bids is out for the contract to repair the privacy fences at Olympia.

The janitorial work for the five buildings is being considered by an ad hoc committee that has met twice.

2. Improve the level of resident interest and participation in Village governance. Plan at least one outdoor social gathering for all of WA Village residents to provide opportunities to get to know each other.

The ad hoc social committee has started meeting and making plans for an event.

**Treasurer:****WV Treasurer’s Report - April 2023 - Sue Edson**

Our electric bill for the first 3 months of 2023 is 51% higher than the same period last year; 51%!. We need to work to bring those numbers down.

**Building Electric Usage**

		December	January	February	March	Total Jan-March
<b>Rainier</b>	<b>-3175</b>	\$1,006.00	\$985.00	\$992.00	\$1,038.00	\$3,015.00
<b>Winthrop</b>	<b>-3167</b>	\$775.00	\$898.00	\$869.00	\$931.00	\$2,698.00
<b>Cascade</b>	<b>-4516</b>	\$652.00	\$684.00	\$711.00	\$817.00	\$2,212.00
<b>Pacific</b>	<b>-3183</b>	\$563.00	\$679.00	\$628.00	\$719.00	\$2,026.00
<b>Olympia</b>	<b>-4722</b>	\$572.00	\$591.00	\$570.00	\$596.00	\$1,757.00

Please keep thermostats set to the low 60's (low 70's for meeting rooms in use)

At first glance, I thought it was the result of the frozen pipes at Pacific and Rainier; fans blowing 24/7 to dry everything out and then space heaters to keep things above freezing while we waited for repairs. Pacific had holes in the walls on 2 floors and still managed to use less electricity than Cascade, Winthrop and Rainier. If those 3 buildings used the same amount of electricity as Pacific and Olympia, we would have saved \$2500. Turning the thermostats up a few degrees doesn't seem like a big impact, but it adds up. Please look for ways to reduce our electric bill. In

particular, set a thermometer out to check how warm the halls really are; our thermostats can be off by 10+ degrees. Pacific has their thermostats set at between 50 and 55 degrees, but the thermometer in the mail room reads 67 degrees.

Our water usage is also over budget, so please try to reduce the amount of water used as much as possible. Don't leave the water running and check toilets for slow leaks, etc. You know the drill. If we all pitch in here, it will make a big difference. A 10% drop would have saved us \$3600 just in the first 3 months of this year. Our expenses are more times than not exceeding our income. We need to do what we can to change that.

#### Bank Balances:

Operating Account: \$94,794.25

Umpqua Reserve Account \$179,281.68

Alliance Reserve: \$321,711.77

Alliance Special Assessment Reserves: \$344,851

Total Reserve Accounts: \$845,844.45

Capital Contribution Fee: 0 in March, \$7973.28 YTD

#### March Reserve Payments:

1. Sanderson's Construction: \$40,897.73 down payment for the exterior siding project.

2. Sanderson's Construction: \$16,349.85 + \$6731.51 for the final payments on the Winthrop window project. A separate invoice was needed for the sliders for the PSE rebates.

3. BBRR: 2 payments: \$2941.38 and \$6666.33; the down payments for Rainier's and Pacific's repairs caused by frozen pipes.

4. Rich's Landscaping: \$12,979.19 Removal of the Meadowscape project.

5. Creative Makeovers: \$8752.95 for repair of the privacy fence at B 110

Our account at Columbia is now at Umpqua bank after a buyout. The rates there are pretty low. As a result, I would like Board approval to move that money to Harborstone Credit Union. Their money market rate is among the highest at 2% while also having a good record of high CD rates. Credit Unions are federally insured via NCUA. With increased rates, I would also like to put some of this money into CDs. This should bring in an additional \$7000/year.

From our Financial Management Policy: 2b: One or more interest-bearing accounts, or certificates of deposit, up to the federally insured limit, may be used. Who will be signers on this account? There will likely be very few, if any, transactions on this account.

Motion: to move the Umpqua reserve account to Harborstone Credit Union.

The bids and timing for our reserve projects are mostly in. Here are the bids compared to the estimates along with the expected timing for the projects:

1. Winthrop windows: completed. Estimate = \$102K, actual =

2. Winthrop garages: paint and siding: started on Monday with the first additional cost on Tuesday. Once the old siding came off, there was no plywood as needed to provide adequate strength for the building; it was only drywall.

Estimate = \$70K, bid = \$79K +\$11,062.85. The latter is only for 2 buildings. The other 2 carports have the same issue and I assume the building with the doors does as well. Expect another \$16,600. Total cost now looks like \$106,662. Painting scheduled for end of May.

3. Olympia Exteriors: garage paint and siding + building paint: Estimate= \$150K.

Bid = \$141K. Garages are being done with the Winthrop garages so in the next couple of weeks. Painting scheduled for the end of May. These garages have plywood sheathing. Waiting on additional bids for the privacy fences before we can finalize painting the building.

4. Winthrop garage doors: Estimate = \$10K, Bid = \$27000. No other companies were willing to bid. Will be done after the garages are painted.

5. Winthrop elevator: Estimate = \$200K. Bid = \$212K. Earliest they can start is October, and that was a few weeks ago. I think it is likely this will be ongoing over Thanksgiving so residents might want to plan an extended visit with relatives for the holidays. Payment to be presented to the Board for approval at this meeting.

6. Grounds projects: \$5000 allocated and \$12,980 spent to remove the Meadowscape project.

7. Winthrop fire code upgrades: Estimate = \$15K, bid for part of it is \$93,500. Unknown costs to put the drywall back, paint plus any additions the Fire Marshal requires. Last word I had was that they were still waiting on one more part, but would get started and finish when that last piece came in. This also needs to coordinate with the elevator project. No word on start date.

8. Winthrop interiors: has to wait until the elevator etc are done. Earliest date this could start would be Dec and I think it is more likely to be Jan. Residents have been very, very patient.....

#### Transfer of funds from Reserves to Operating:

We have made 3 of these transfers. Each were discussed and approved at previous Board meetings (July, November and Feb). The 3 transfers were as follows:

1. \$69,017.02 (to cover the drain cleaning costs) posted in August, 2022.

2. \$24,402.88 (additional drain cleaning and other operating costs) posted in Dec, 2022

3. \$70,658.97 (operating costs) posted in Feb, 2023

Total = \$164,078.87

The Budget and Finance committee met to discuss this issue. With follow up advise from the auditor, the following is recommended to the Board:

Motion: Transfer \$69,017.02 in equal payments of \$13,673.24 monthly from the operating account to the reserve account starting in January 2024 through June 2024.

Motion: Transfer \$24,402.88 in equal payments of \$13,673.24 monthly from the operating account to the reserve account in June and July 2024.

Motion: Payback \$70,658.97 in equal payments of \$13,673.24 starting in July through Dec 2024.

The above item was tabled until the May Board meeting.

#### Building VP Reports:

##### **Olympia:**

One unit was recently put on the market and has been sold. We expect a second unit to be put on the market soon.

Ron Imhoff  
Olympia VP

**Winthrop:**

One new move in at Winthrop this month, one unit pending and two are vacant.

This last month we had our regularly scheduled programs of bingo, Saturday morning get-togethers and happy hours. The community rooms are once again being scheduled for game playing, working puzzles, bridge and mah jongg games. We had a chilly chili dinner outdoors on an afternoon with no rain.

Bark has been put down in the flower beds, fire alarms have been checked and restoration work has been started on our carports.

Diane Edwards  
Co-VP Winthrop

**Cascade:**

We have no vacancy. Our residents voted on a color for the building paint – Morning Fog.

Christine Crowle  
VP Cascade

**Rainier:**

No units listed and nothing to report.

Gloria Rodriguez  
Rainier VP

**Pacific:**

There are no new residents. Two units are empty because they are snowbirds. Building Maintenance is working on the sprinkler pipe damage and identifying balconies that need work. The light fixture at the front entrance to the building was installed.

Building Maintenance had the power wire cut again to the patio lines which have been repaired. One of the lines on the other string of patio lights has gone out. By my understanding the whole string of light will have to be replaced. Is there any president or object to us going solar with the patio lights?

The City of Sammamish is having a Recycling Event on April 15, 2023 if anyone has documents, mattress, or wood they would like to get rid of. Here is the link: <https://www.sammamish.us/news/events/events/recycling-event/april-15-2023-recycling-event/>

They are having one this weekend of electronics if you know anyone with an old computer, batteries, or TV sets.

Eloise Rouse, a long-time resident of Pacific Building, passed away on April 4 at home. They are hoping to have a service in Issaquah but nothing has been planned yet.

Jane Bird  
Pacific Building VP

**Committee Reports**

**Welcoming:**

The updated March 2023 Washington Village handbook for residents has been approved by the Board and distributed to board members, Washington Village welcoming committee and sent to Barbara Algaw at PMO. A big thank you goes to Sue Dyer for her meticulous work.

No new residents to Washington Village last month.

Susan Blake

## WA Village BOD work group for Orientation

January 19, 2023 at 4:00 PM by Zoom

The meeting was called to order by the President Irene Rice at 4:00PM. Present were Gloria Rodriguez, VP of Rainier Building; Jane Bird, VP of Pacific Building; Christine Crowle, VP of Cascade Building; Ron Imhoff, VP of Olympia Building; Jo Manning, CO-VP of Winthrop Building; Pat Martin, Umbrella Representative; Sue Edson, Treasurer; Maryann Campbell, Alternate VP, Rainier Building; Kathleen Ege, Representative to the DCC; and Irene Rice, President and acting Secretary.

1. The Board Members were asked to read the WA Village policies about Code of Ethics and Conflict of Interest prior to the meeting. There was discussion of the process for bringing any violation of conflict of interest to the Board. No signatures on statements that the policy has been reviewed are required by that policy. Roberts Rules provides the format for the meetings.
2. Board books with copies of the WA Village Declarations, Bylaws, and policies are to be issued to all the Board members. Jo Manning and Pat Martin, are the newly elected BOD members. Pat has her book and Jo's will be the one Mary D had. Sue Dyer is the keeper of the books and will be sure it is complete before taking it to Jo.
3. Goals for 2023. Used the Goals from 2022 as base. Eliminated number 3 and 4 and added objectives to numbers 1 and 2.

Respectfully submitted

Irene Rice, Acting Secretary.

### Washington Village Board of Directors GOALS 2023

1. Increase reserves to ensure proactive, timely maintenance of Village buildings.
  - Provide owner education about the need to increase reserves.
  - Work with the Treasurer and Budget and Finance Committee to develop realistic 5-year and 30-year reserve plans using reserve study results and timely completion of projects as guides.
  - Ensure reserve plans are well funded and reserves are healthy by raising necessary funds through special assessment, dues increase, or combination of these.
  - Ask for a training on the Reserve study process to better understand how the data is gathered to reflect the needs of the Village.
2. Improve the level of resident interest and participation in Village governance.
  - Plan at least one outdoor social gathering for all WA Village residents to provide

# **Washington Village III Association of Unit Owners Board of Directors Meeting**

**February 8, 2023, 4:00 PM, by Zoom**

## Regular Board Meeting Agenda

1. Call to order	President Irene Rice
2. Confirm Quorum	Secretary, Open Position
3. Changes to or approval of the agenda as written	Board of Directors
4. Approval of the Minutes of the Nov. 9, 2022 meeting	President
5. Providence Point Community Manager's Report	Michelle Morgan
6. Treasurer's Report	Treasurer Sue Edson
7. President's Remarks	Irene Rice
8. Vice Presidents' Reports	
a. Olympia Building	VP, Ron Imhoff
b. Winthrop Building	CO-VP, Jo Manning
c. Cascade Building	VP, Christine Crowle
d. Rainier Building	VP. Gloria Rodriguez
e. Pacific Building	VP, Jane Bird
9. Committee Reports	
a. Social	Open Position
b. Grounds	Jo Manning
c. Emergency Readiness	Marcia Siedschlag
d. Welcoming	Susan Blake
e. Building Maintenance	Open Position
f. Budget & Finance	Sue Edson
10. Umbrella Committee Representatives	
a. Communiversity	Barbara Beyer
b. Government Affairs	Ron Imhoff
c. Pea Patch	Nora Albert
d. PP Foundation	Pat Martin
e. Safety Committee	Open Position
f. Digital Communications	Kathleen Ege
11. Umbrella Board Representative	Pat Martin
12. Residents' Remarks	
	Village Residents, please state your name, building, and topic, help us keep the comments to two minutes per resident. Feel free to submit longer comments to the Board in writing. Remember your comments are recorded and included in the Minutes of the meeting.
13. Unfinished Business	
a. Ratify unanimous email vote 12/31/22 for AA request for furnace and AC replacement by Sandra Love, Olympia building, unit #206.	

- b. Ratify unanimous email vote of 1/11/23 for stepping stones without any colored paint for El Kellogg, Olympia Building, Unit #103.
- c. Ratify unanimous email vote of 1/9/23 to approve sending the 2022 financial information to the CPA to do the audit.
- d. Ratify the unanimous email vote of 1/21/23 to accept the bid by Rich's Landscaping to replace the turf on the Meadowscape for \$11,788.55 plus tax.

14. New Business

- a. Discussion of AA requests to enclose patios or decks. Michelle Morgan has new information.
- b. Approval of bid for insulation of the sprinkler pipes and floor repair and wall repair in Rainier and Pacific due to 12/23/22 water leak and preventative insulation of the sprinkler pipes in Cascade and Olympia buildings.

15. Adjournment

**Next Meeting: March 8, 2023; at 4:00 PM, by Zoom**

**WA Village Regular Board Meeting, Feb 8. 2023, 4 PM, Zoom**

**Minutes**

1. The meeting was called to order by Irene Rice, President at 4 PM
2. A quorum was present. All Board members were present plus the PP Manager. A total of 21 Village residents attended.
3. There were 2 changes to the agenda. Under New Business: 1. The 3 bids for the insulation of the sprinkler pipes need clarification by Rich Niemi, the Project Supervisor, before the Board can make a choice. He will not be available until 2/14. 2. A Vote is needed for the color choice for the exterior paint that the Olympia Building residents have voted to use.
4. Approval of the Minutes of the Nov. 9, 2022 Regular BOD Meeting. *Gloria Rodriguez made a motion and Ron Imhoff seconded it, to approve the Minutes as corrected. The vote was unanimous approval.*
5. **PP General Manager, Michelle Morgan** was present. She said that she attended the Annual meetings of the 7 Villages and the Umbrella Association in the month of January and many were in person. She came down with Covid and is just now returning to work. She will not be able to stay for the entire meeting due to exhaustion.
  - a. A large amount of time and resources have been expended on an arbitration issue with Center Village.
  - b. The letters contracting with a CPA for the 2022 audits have been signed for all 8 entities. Now the audit process will begin.
  - c. An Alterations Agreement request by residents in this Village that wanted to enclose their patio to increase their living space has been denied. Expanding the living space is not allowed according to the Declarations of the Village as well as the Umbrella Declaration. Although this has been done in the past in

all of the Villages, she is saying it is in conflict with the Declarations and should not be approved.

- d. Ron Imhoff asked if the specification that the AA has about the liability for any repairs or maintenance of that space would justify the approval. She said that would be after the fact. The addition of square footage would require recalculation of the percentage of ownership of all the owners and a change in the Declarations approved by a super majority of the owners, which would be very difficult to accomplish.
- e. Gloria Rodriguez asked about the submission of the Special Assessment payments to a PO box in Las Vegas with the account number on the envelope. Michelle said that the account number was to be on the check and it was an error to have the account number on the envelope. Submitting them to the PMO office works well.
- f. Caroline Thienes asked about submitting the SA by ACH. Michelle said each homeowner can only have one ACH account. Using it for dues payments precludes using it for the SA.
- g. Jane Bird asked about the HOAMCO Board training for 2/22. Zoom would be more convenient and safer but it has only been scheduled for in person.
- h. Blair McKay asked about the enclosures that have been approved in the past and had the changes to the sf been calculated in the past. Michelle answered that she was focused on not making any more changes in the sf for living space. The past changes appear to have been ignored.
- i. Gloria Rodriguez asked Michelle to remember that many residents work during the day and asked that meetings be scheduled in the evenings or weekends. Michelle mentioned that some trainings are available by Webinars.
- j. Christine Crowle asked if we would ever have hybrid meetings. Michelle said making it possible for everyone to hear what is being said may require purchase of expensive equipment. Some villages have been using ingenuity to improve the quality of the meetings.
- k. Sue Edson wants the default to be zoom, noting Michelle's experience with Covid.
- l. Irene Rice asked about training for the Board regarding Reserve studies to better understand the process for collecting data about specific Village needs to submit to her, if she is the only one interacting with the Reserve Consultant.
- m. Ron asked for an explanation of how the calculations for the Reserve study are done. He hasn't been able to replicate them.
- n. Gloria Rodriguez asked for it to be a workshop format to better understand the Reserve study process, Michelle said she would provide a training session for the Board.

6. **President's Report** see attachment.

7. **Treasurer's Report** see attachment. The report and the financial statement have been sent to the Board members prior to the meeting.

- a. *A motion was made by Sue Edson and seconded by Diane Edwards to transfer \$100,000 from the Reserve account to the Operating account. The*

***motion was approved unanimously.*** (Details for the transfer in the Treasurer's report.)

b. ***A motion was made by Sue Edson and seconded by Christine Crowle to reduce the monthly transfer from the Operating account to Reserve account to the 2022 amount of \$25, 597.13. There were 5 votes to approve and 2 votes to deny. The motion was approved.*** Gloria suggested that the Budget & Finance Committee meet to review the 2023 Budget to determine if reallocations of funds would be necessary.

## **8. Vice Presidents' Reports**

- a. Olympia Building. Ron Imhoff said there is one vacant unit that has sold and one vacant unit that is not yet on the market. The residents voted on a paint color for the exterior of the building.
- b. Winthrop Building, Diane Edwards reported that a new resident is moving in later this month. There are 3 units that are vacant waiting for families to act on selling. Two new activities have been added, Bingo and a Saturday morning coffee get together. One resident celebrated her 90<sup>th</sup> Birthday with a party. Emergency Readiness plans were reviewed with the floor captains.
- c. Cascade Building, Christine Crowle said there are no vacant units in the building. Sat morning coffee has been started. A dear lady in one of the units has died and will be missed.
- d. Rainier Building, Gloria Rodriguez reported that there are no units on the market at this time. We are anxiously awaiting the insulation being done on the sprinkler pipes because below freezing nighttime temperatures are expected.
- e. Pacific Building, Jane Bird said a new resident has moved into a unit that has been vacant for 2 years. There are no other vacancies. There is an issue with low voltage in a couple of units. PMO is addressing the problem.

## **9. Committee Reports**

- a. Social Committee Chairman Patti Huggins has moved from PP so that position is open.
- b. Grounds Committee Chair Jo Manning sent her report. Rich's has a new weeding machine that burns the weeds. They have been trying it out since November. We will be getting bark in this Village. Rich's will first clean up the weeds and then apply pre-emergent weed killer, then bark. The bark application will start in Forest Village. It should be here in March. Irrigation should have been taken care of by then. Tree removal and replacement are also on the list. The Meadowscape is being worked on today. Rich's is rolling out sod.
- c. Emergency Readiness, Marcia Siedschlag said there have been no power outages so no announcements about warming stations. The Committee has received some money for updating the radio network. She and Jim Riley are stepping down as CO chairs of the Umbrella Emergency Readiness Committee. The Village will need a chairman as she is putting her unit up for sale. She is willing to orient a new person for the job. It mostly involves 3 things: radio drills, fire drills and radio checks.

d. Welcoming Committee Chair Susan Blake said that Sue Dyer is updating the WA Village Handbook for new residents, emphasizing the use of the Providence Point website [www.providencepointliving.com](http://www.providencepointliving.com), encouraging volunteers to get involved in our community and getting started at PP. In 2022. The Welcoming Committee welcomed 23 people to WA Village (7 couples and 9 singles).

e. Building Maintenance Committee still needs a chairman.

f. Budget and Finance Committee, Sue Edson gave the Treasurer's report. The committee has not met recently.

## **10. Umbrella Committee Representatives**

- a. Communiversity Rep Barbara Beyers reported from the Jan 13 meeting. The Committee discussed the current Winter Quarter which includes live, Zoom & Channel 8 classes. Registration was good for all classes – except for CPR. Tony Curry expressed disappointment about this, and requested that Barbara Beyers interview the instructor and write an article about the CPR course for **To The Point**. She then requested that any resident who would like to teach a class (or knows anyone who would) should let her know. American Sign Language and lip reading were requested at this Communiversity meeting so now a search for a qualified instructor will begin. The CPR class is offered on Mon 10 AM to 12 Noon. Two people recommended that classes be offered in the evenings and weekends since so many people are working during the daytime. The CPR class includes practice with the defibrillator and first aid instruction.
- b. Government Affairs Committee Ron Imhoff reported on the Jan 31<sup>st</sup> meeting. There is an audit being done of the Issaquah School District bond funds that were used for other projects than the HS #4 and Elementary #17. The Committee continues to monitor the permit process. A right away permit for changes to 228<sup>th</sup> is needed through the City of Sammamish for changes in front of the school property. ISD had a report from a Consulting Demographer about decreases in the student population. King County is experiencing a decrease in the birthrate. It is the lowest in the state. A title search for easements through Forest Village has uncovered none. The City of Issaquah is exploring construction of a trail through Forest Village and PP property to allow public access. The recommendation of the GAC is that the trail skirt around PP property.
- c. Pea Patch Rep Nora Albert was not available today. Friday 2/10 is the last day to renew a Pea Patch. Next week new rentals will be possible.
- d. PP Foundation Rep Pat Martin reported that in-person events sponsored by the Foundation have started. The GriefShare workshop meets on Saturdays through February. They are at the NCB on Sat mornings. Another event is the Everyone has a Story group chaired by Shirlann Nold. The next meeting will be Thursday 2/16. Pat will take back to the Foundation, the feedback about scheduling on Saturdays and evenings to increase availability to more residents. The ad hoc committee has prepared a proposal and has sent it to PMO and the Umbrella Board regarding the request for a printed directory.

- e. DCC, Digital Communications Committee Rep Kathleen Ege was not available. Kathleen came later but did not have a report for this month.
- f. Safety Committee does not have a Representative yet. Michael Butchko agreed to attend the Feb meeting later this week but not be the Representative.

11. **Umbrella Board Representative** Pat Martin has an attached report. She answered Ron Imhoff's question about Personal Identification Information (PII) saying it has been addressed in the proposal. So far there is still controversy about sharing that information. No WA State law prohibiting it has been found.

12. **Resident Remarks** Maria Kialkoff was contacting Kathleen Ege to come to the meeting. No other Resident Remarks.

13. **Old Business**

- a. *Ron Imhoff made a motion to ratify 3 email votes. 1. AA for Sandra Love on 12/31/22 for AC replacement; 2. AA for El Kellogg for stepping stones on 1/11/23; 3. Vote to approve sending WA Village 2022 financial information to the CPA for the audit. Gloria Rodriguez seconded the motion. There were 7 votes for approval making it unanimous.*
- b. *Gloria Rodriguez made a motion to ratify the email vote of 1/21/23 to accept the Rich's Landscape bid to replace the turf on the Meadowscape. Sue Edson seconded the motion. Ron Imhoff objects to the cost. The vote was 6 approving the motion and 1 abstention. The motion passed.*

14. **New Business**

- a. The discussion about Alterations Agreements for enclosures took place at the beginning of the meeting when Michelle Morgan was present. There was consensus that if an attorney's opinion is needed this village would prefer that be handled by the Umbrella Board since all villages would be affected.
- b. The bids for insulation of the sprinklers are indicating different things. Clarification by PMO is needed before a vote can be taken.
- c. The color for the exterior paint for the Olympia Building has been approved by the residents of that Building. *Ron Imhoff made a motion that the WA Village Board approve Sherman Williams color called Storm Cloud for the exterior of the Olympia Building. Gloria Rodriguez seconded the motion. There were 7 votes of approval.* Highland Village has been notified since the building is next to that Village. There was discussion about getting Umbrella Board approval since this color was not on the approved palette. The PP President will be notified.

15. **Adjournment.** *Gloria Rodriguez made a motion to adjourn the meeting. Christine Crowle seconded. There was unanimous approval.* The meeting ended at 6 PM.

Respectfully submitted

Irene Rice, Acting Secretary.

## **President's report**

Each year the month of January at PP is filled with Annual Meetings for 7 village associations and the Umbrella Association. This year there were also meetings with representatives of the management company, HOAMCO, to evaluate the performance of the first year. The consensus was that the transition has been challenging. All the expectations of the relationship have not been met but there is a plan with HOAMCO and PP to continue to work together for another year. There was clarity of what would happen if either party decided this was not to continue. Either party could issue a 60 notice to termination. The HOAMCO CEO Justin Scott said he would keep the Community Manager as part of his staff and leave those staff members who have been PMO. PP would need to develop a contract with Caliber, where all our financial records reside. A new Manager and an Accountant would have to be hired for PP. Having a plan B puts the Community in a better position as the changes are negotiated.

The WA Village Board had an orientation workshop meeting on 1/19 to review the Code of Conduct and the Conflict-of-Interest policy as well as establish Goals for 2023. Increasing the residents' involvement with the Board so more people will volunteer was agreed to be a pressing need. We have not had social activities for the whole village since the pandemic started. Having at least one outdoor event when the weather improves was one goal. A second goal was to ask for training about the Reserve Study process to understand how data is collected about the needs of each village needs. Sue has the most experience representing the Village in the Reserve study discussions. The other Board members want to understand the process.

## **WA Village Treasurer's Report: January 2023**

Operating Account: \$2,943.92 (see discussion below)

Reserves. \$ 581,788.98

Reserves Special Assessment. \$318,270.51 (see discussion below)

Reserve Spending:

Jan:

Winthrop Windows: Sanderson Construction: 2 payments \$5,020.26 and \$18,149.65 for a total of \$23,169.91 Note: A data entry error from HOAMCO resulted in this payment being \$20,000.30 short. The correct total should have been \$43,170.21 and the extra payment will show up in the Feb financials.

Dec:

2022 Window project final payment Sanderson Construction 12/20/2022:

\$17,653.71

2023 Winthrop Window project first payment Sanderson Construction:

12/20/2022: \$38,920.35

Cascade garage siding: Sanderson Construction. \$49,264.26

Operating Account:

The Operating Account is way too low. The recommendation is to have 2-3 months of expenses in the account. In the past, our average expenses were around \$25,000 so we aimed for somewhere between \$50-75K. Starting in August, our average has shot up to \$37,500 vs an income of \$31K. The excess costs due to inflation and things needing to be repaired have drained the Op Account to an unacceptable level. We should now have between \$70-\$100K in that account. A balance of \$2K is an emergency that needs to be dealt with promptly.

Jan total expenses = \$35,071.37

Jan income =. \$31,113.77

Over budget by \$3957.60

Amount transferred from Operating to Reserves =. \$29,341.03

Maintenance Sub Contractors is over by a couple thousand; these are the maintenance items that keep coming up. This month it is the frozen pipes at Rainier and Pacific. There will be at least another \$30,000 from reserves to put everything back together and add more insulation.

Routine items that are over budget: Fire System maintenance, trash and water (total of \$750 for the month), and building electricity is \$1000 over (but this should balance out in the summer). Surface Water. This is paid every 2 months and we are over budget by \$350.

Total of the routine items that will likely repeat: \$1100

Dec total expenses = \$34,348.53

Dec income =. \$79,751.20 Normally, would have been \$29,751.19. The Board voted in Nov to transfer \$50,000 from Reserves to Operating. That wasn't done until Dec.

Normal 2022 transfer from Operating to Reserves = \$25,597.13

Total over budget if not for the extra money transferred: \$4597.34

The Budget and Finance committee recommends the Board approve the following motion:

Move to: transfer \$100,000 from Reserves to Operating immediately.

Reduce the 2023 amount transferred monthly from Op to Reserves to the 2022 level. i.e. \$25,597.13. The Jan amount was \$29,341.03.

Comments: This will leave an expected reserve ending year balance of over \$400,000. This should provide sufficient cushion so that we can avoid making any changes in this year's reserve projects.

Special Assessment: The 2023 payment was due Feb 1 either in full or half with the other half due in July. The financial statements are on an accrual basis so record income when it is due vs when it is actually received. The income statement shows \$400,000 received. As of Jan 31, we actually have about \$140K outstanding. There are about 35 owners who had not paid at all with the rest paying half. I expect many of those 35 paid on Feb 1.

I have set a reminder on my calendar to send out a reminder email in June for those who have only paid half. I suggest those who paid half do the same and not count on me actually remembering or paying attention to my calendar.

Reserve Projects:

1. Winthrop windows: These are done except for the final painting. We have now replaced all of the old metal windows in residences leaving some common area windows on the first and second floor for later.

2. Fire code upgrades: still waiting on one more part. I sent Francisco an email on Monday to see if there is any update, but haven't heard back. That means the Winthrop interiors are still on hold, but the assumption is they will be done this fall.

3. Winthrop elevator: no bids yet.

4. Winthrop garages: Olympia garages and Olympia main building exteriors:

We are painting all of these and also replacing most of the garage siding. The latter is still the old LP siding and while some has been replaced, most still remains. The walk around in Dec revealed there was more that needed to be replaced than I had hoped. The bid for siding came in this morning at \$136K vs

\$150K budgeted. We have 2 bids for painting. One from the company that painted the Cascade garages for \$41K for all those buildings vs another at \$260K. We are waiting on a 3rd bid which should be in shortly (I saw them out working on it on Monday. Total budgeted was \$225K with bids totaling \$177K. Building color selection: Olympia has selected their color and I wanted to pass along the process and lessons learned for Cascade and Rainier which will be done in the next couple of years.

a. The color should be decided by December. Waiting too long risks the color being selected by the maintenance department (which is how Olympia's current colors were chosen).

b. There is a notebook of approved colors. If another color is selected (and it likely will), then the color needs to be approved by the Village Board and the Umbrella Board.

c. Building residents/owners vote for the color. Start with 6-10 choices with a mix of light and dark and various colors. Have them vote for 3 and then take the top 3 winners and vote for 1.

d. Avoid any colors that are the same as a building next door, either in WA Village or a neighboring village.

### **Report from Umbrella Board Director from WA Village:**

The Annual Meeting was well attended on January 25th. Members of the Board spoke to issues worked on in 2022 such as water leaks, reserve studies and the new school

being built. Michelle Morgan gave comments. President Sharon Bernhardt said it had been a hard year working through the change to HOAMCO. She said we have more hard work to do in 2023, but hopefully things will become easier. There were questions from residents including what is going on with a printed directory. A member of the Ad Hoc Committee said a proposal will soon go to the Board with the hope it will be on the February agenda. A light lunch was enjoyed with much chatter among residents.

I was invited to attended the Boards evaluation meeting with the CEO and Executive Director of HOAMCO. There were several points suggested that need improvement; the Board and HOAMCO agreed to work on better communication to work on these issues.

Board Offices are hosting a Welcome to new Board members and Thank You to those leaving February 14 from 3 to 4:30.

Training meetings will be held, led by HOAMCO staff, for the Presidents of Villages February 22 and for the Umbrella Board February 21.

The next Umbrella Board Meeting will be held on Zoom February 28 at 1:30

Pat Martin  
y Zoom

Washington Village Condominium Association

Annual Meeting, January 11, 2023, 4 PM by Zoom

1. **Call to Order.** The Meeting was called to order by President Irene Rice at 4 PM.
2. **Verification of the Quorum.** With the in person and proxies the required quorum of 25% was exceeded. There were 37% of the Association represented. Twenty-five people were in the Zoom meeting
3. **Approval of the minutes of the last Annual meeting.** *Gloria Rodriguez made a motion to approve the Minutes of the last Annual meeting on Jan.12, 2022. The motion was seconded by Diane Edwards. The motion carried.*
4. **The Providence Point Management Report by Michelle Morgan.** The written report can be found in the latest addition of "To the Point," See attachment.
  - a. Accomplishments this year have been the transition from PMO staff to HOAMCO that has resulted in a big loss of institutional knowledge. Additions to staff have been two administrative positions, Barbara Algaw and Chris McKinley; one maintenance position, Eric Proudfoot; and one part time bus driver.
  - b. Accounts payable and accounts receivable are getting smoother.
  - c. Working with the Safety committee to review the post orders with Securitas to identify efficiencies. A meeting is scheduled later this month.
  - d. Reserve Studies for the eight Associations took 2 to 3 months to complete.
  - e. Increased Insurance cost led to preventative maintenance efforts. Kudos to WA Village for completing the unit inspections.
  - f. Data security identified as needing improvement. The server is being replaced, that is a high priority.
  - g. Key Track system has been focused on adding more owners to submit keys. The date for the elimination of the master keys is to be established soon.
  - h. Hiring a 4<sup>th</sup> administrative team member is still to be completed.

**Questions:**

1. Patti Lee asked about the home for the key tracker unit? Michelle said it is currently in the PMO office but the plan is for it to be moved to the guard shack once the space and electrical system requirements are sorted out. Patti was particularly concerned about the safety of the keys. Michelle pointed out that there is no identification on the keys themselves. One must log into the computer with personal ID to identify what key works for a location.

2. There was a written question, what happened with the latest village water event? Irene explained that on 12/23 during the ice storm when the temperatures were unusually low, the sprinkler system pipes at building 111, Rainier, and building 112, Pacific, had frozen pipes and burst causing the fire alarms to activate. The pipes were repaired the next day but drying out the areas is still on going. Once the areas are dry the pipes will be insulated and the walls repaired. Pacific has more damage to the floors. Estimates are also being sought to insulate the sprinkler pipes in the buildings that did not have broken pipes as a preventative measure. Diane Edwards pointed out that Winthrop has no sprinkler system.

3. Pat Martin asked about the change to the Astound cable equipment that allows residents to record programs but does not allow the local PP Channel 8 reception. Michelle said that problem was not anticipated when the upgrade was planned. More details are being gathered regarding how to keep the local Channel functioning.

4. Maria Kliavkoff asked if Michelle would be coming to the Village meetings in the future. The answer was affirmative.

**5. President's report by Irene Rice, the written report is attached.**

- a. The WA Village Board meetings will be continuing Zoom for the immediate future.
- b. The Welcoming committee has a particular challenge to answer new owners/residents questions without any in person orientation.
- c. Preventative maintenance activities this year have been the inspections of each unit thanks to the cooperation of all the owners and residents. The second project was the drain cleaning of all 62 stacks of three units each. Thanks particularly to the first-floor residents who had the clean out done under their kitchen sink.
- d. More volunteers are needed. There are some open positions and several Board members are completing their term in 2023.
- e. Meadowscape's return to turf will be done in the Spring. The cost for the work has increased.

**6. Treasurer's report by Sue Edson, full report attached.**

- a. The ending balance in the Reserves is \$632,787.79; however, \$250,000 of that is carry over for 2 projects from 2022 into 2023.
- b. We have a backlog of delayed maintenance thus the Special Assessment is needed.
- c. Air Conditioners have been replaced in Rainier and Pacific in 2022. The units in Cascade and Olympia are newer. Winthrop has small window type units that are not effective in the increasing summer heat. There is a solution. Finding the money for those improvements is next.
- d. The last of the old metal windows in units are being replaced at Winthrop this month. The end of 770 windows. Common area metal windows that open are a lower priority.
- e. The Winthrop fire panel upgrade to meet the fire code changes has been delayed due to the arrival of the part to connect the old wiring to the new system. Once that arrives the work can start. The refurbishing of the building is being held up until the fire panel is complete. Those are the 2 projects from 2022 to be done in 2023.
- f. The exterior painting of Olympia and the garages at Winthrop are projects for 2023. We are waiting for the bids on those projects. Repair work on the Louisiana Pacific siding on the garages will be required prior to new paint.
- g. The Reserve study for 2022 has some items moved from Reserves to Operating budget that Sue found frustrating but to continue to negotiate that with the Reserve Consultant would have cost \$150 an hour.

**7. Resident Comments:**

- 1. Patti Lee asked if the SA for 2023 addresses everything on the Reserve list?  
Sue Edson answered that she is concerned about the roofs lasting as expected due to the increase in summer heat. There will probably be Special Assessments needed in the next 4 years.
- 2. Patti Lee expressed concern about owners being able to afford increases in SA and dues. Sue said it is an ongoing concern for the Board and the owners. Maria Kliavkoff spoke about past years of Board members seeing the need for more funds for future maintenance and repairs and owners objecting to increases.

3. Patti Lee asked about plans for charging Electric cars due to government regulations requiring new cars in 2035 to be EV? Irene said there is an owner who has some ideas for charging stations here and she would like him to discuss it with Tim Boone. Mary Deriatus said the Umbrella ad hoc committee on Revenue has some suggestions. She would like volunteers for that committee.

#### **8. Unfinished Business, Results of Election:**

Micelle Morgan reported that the candidates were running unopposed and there is quorum for this meeting therefore the election is complete. WA Village Umbrella Representative is Patricia Martin and the Alternate is Mary Deriatus. Winthrop building has a change to Diane Edwards and Jo Manning are Co VPs and Yvonne Thomason is the Alternate. The other buildings VP and Alternates remain the same for 2023.

#### **9. New Business:**

No new Business. Sue Edson commented that zoom format allows members to attend from out of town as Jane Bird is from California. Pat Martin asked that as the new Umbrella Representative, she be invited to the other building meetings to hear input from residents regarding the Umbrella Board,

**10. Adjournment: A motion to adjourn was made by Gloria Rodriguez and seconded by Sue Edson. There was unanimous approval.** The meeting ended at 4:49. The Organizational Meeting followed immediately.

Respectfully submitted by

Irene Rice, Acting Secretary

#### **Attachments**

Providence Point Management Report, Michelle Morgan

2022 Rewind

I can't help but reflect on the past year, but I won't lie, 2022 was rough.

For all of us.

Transitions are always tough, and we expected that, but critical knowledge and processes were lost with key personnel. Eric Proudfoot joined the maintenance team in June, but it was just Barbara and I until Chris McKinney joined the administrative team in October. And to be honest, Tim Boone and Barbara Algaw were the real glue, with much, too much, falling on both of them.

The Accounts Payable and Accounts Receivable are smoother now as new routines and processes have been established. There's still room for efficiency and having all eight associations aligned will be

instrumental.

We heard many complaints this year about safety services and realized part of the problem was incorrect service expectations, but the larger issue was communication and oversight. Rapport with officers and Securitas management has been established, and with the help of the Safety Committee, we'll update the contract, post orders, and look for efficiencies

All eight associations were due this year for onsite reserve study updates. This took many, many hours over three months and both staff and board directors learned much. These too can become more efficient and accurate as everyone learns best practices. I'll delve deeper into reserve studies in a future To the Point.

In response to years of water damage insurance claims, we launched a community wide Preventative Maintenance program. Inspecting each unit is an opportunity to educate owners on low cost measures to avoid damage that can cost thousands of dollars and cause owners and neighbors to move out for months. We'll also use the aggregate information to help negotiate lower premiums that negatively impact dues.

The last few months, we've tackled outdated and unsecured IT hardware and processes. Newly installed backups and robust security will better protect against cyber threats. Additional vulnerabilities were identified and corrected, with procedures put in place to avoid future compromises. Soon we'll install a new reconfigured server to replace the one that's currently

supporting gate operations; its reliability has declined and is no longer supported by Microsoft.

Once we find our 4th admin team member, we're hoping to take on additional projects such as updating policies, charters, new resident onboarding, and record retention. I'm sure there will be lessons along the way and we can count on your continued grace, patience, and humor.

Warm wishes for a happy and healthy 2023!

Michelle Morgan, CMCA, AMS  
General Manager

#### WA Village Annual Meeting

January 11, 2023

##### President's report

In each of the five buildings of Washington Village we have dealt with Covid cases and it has left the ongoing anxiety of meeting with large groups. The Zoom meetings will continue for the immediate future. We have not mastered the technology of a combined zoom and in person meeting enough for everyone to hear and see each other.

There have been several losses of our neighbors particularly in the Winthrop building. It is sad to witness the passing of friends. The changes to the community are particularly challenging for our Welcoming committee members. They are the ones doing the in person orienting of our new residents. The videos on the community website are an effort to help new people understand the functioning of the PP Community but getting answers to many questions fall to the Welcoming Committee volunteers.

This year there has been efforts in preventative maintenance. The individual unit inspections have been successful due to the cooperation of unit owners. Learning to identify the age of water heaters and understanding the water shut off mechanisms has been valuable to prevent the damage that water leaks cause. Installing of multiple water leak sensors that sound the alarm when only a few drops of water have escaped will also make a big difference in preventing water damage. The Village wide cleaning of the 62 main drains could not have happened without the cooperation of the first-floor residents. They had the SW plumbing people come in and clean the drains through the openings under the kitchen sinks. These preventative maintenance actions could not have been done without a great deal of effort by members of this community.

I want to particularly thank several volunteers who have worked hard for our village. Mary Deriatus who is completing three years on the Umbrella Board. They have been tumultuous years with many, many changes. Before that position she was on the Village Board as Secretary for years. Janice McKinley was our Secretary also and chaired the ad hoc Safety Committee ad hoc. Fay Helmon's last position was the

Building Maintenance Committee Chair but she has served 18 years on the various Boards at PP. She holds the institutional history. I mention these people because they are retiring from their positions. The current Board members have served multiple years in their positions. A plan was devised several years ago to arrange the terms on the Village Board so there would be half of the Board changing each year. It was a good plan but when there were no new volunteers the same people stayed on. All of the Village Board positions terms except 1 will end in December 2023. We need volunteers.

A few words about the Meadowscape, the Umbrella Board voted to have the area returned to turf. They have the authority to make that decision. The experiment was a project of WA Village, The cost of returning the area to turf belongs to WA Village. There have been 3 bids the lowest with tax comes to \$13K. Tim Boone was seeking another bid in hopes of a lower number. Winter came, the work will have to wait until spring. We have not seen a lower bid. The expectation of the cost to replace the turf, if it was necessary, had been \$5k from a bid in 2019. These are the kinds of cost increase that we are dealing with in all the maintenance and repair of our community.

#### Treasurer's Report Jan 2023 Annual Meeting

Our ending reserve balance for 2022 is \$632,787.79

\$255,000 of that amount is the carryover for 2 projects that have been delayed into 2023.

We are working our way through a backlog of delayed maintenance. At the same time our reserves are too low for our future needs. As a result, we have a long range plan to deal with both issues. The special assessment that is due Feb 1 is part of that solution.

#### Project reports:

The AC units at Rainier and Pacific were replaced. The old ones died in the heat wave the summer before. The ones at Cascade and Olympia are newer and the window ones at Winthrop are still working fine, except they are not enough for the space with our increasing heat. A solution has been suggested, but funding isn't available so we have another item to add to our list.

We are currently replacing the last of the old metal windows in resident units. The last of a total of 770 windows will be in by the end of the month or early next month (there are a few on backorder). That will leave the common area windows that open, on the first and second floor in Winthrop, Olympia and Cascade. These are not as high of a priority but will be done in the next few years.

The fire code changes and interior refurbishment at Winthrop have been delayed by supply chain issues and the semiconductor shortage. The interiors can't be done until we finish the fire code work. The parts are mostly in, with the exception of the piece that connects the new wireless sensors with the old wiring. Once that arrives, we can move ahead with these 2 projects.

In addition to the delayed projects, we have a robust schedule of reserve projects for 2023.

The walk around to identify the scope of work for the exteriors at Olympia and the Winthrop garages has been done. We are waiting for the bids. The extent of siding that needs to be done at the garages is larger than I hoped.

Work has also started on pre-planning for the elevator replacement at Winthrop.

Challenges: We have been hit with quite a bit of unexpected expenses.

Drain cleaning; we cleaned out all the drains in all 5 buildings. A drain backed up into a unit costing us \$25000 for the insurance deductible and costing our insurance company much more. The total cost was \$90K.

Cascade garage siding: The wood frames for the garage doors rotted out. In replacing those, the siding also needed to be replaced. Most of the garages still have the old LP siding which is essentially compressed cardboard. The siding on the fronts needed to be replaced and some of the sides of the buildings. The total cost was about \$57K.

The latest hit is the frozen fire sprinklers near the garbage chutes in some of the buildings. In addition to cleaning up the water, additional insulation is being added in all 5 buildings to prevent this from happening again. The first bid to do the repairs is over \$36K and I don't have the bill yet for Servpro and those annoying, but necessary fans.

Something will likely have to give due to the unexpected costs we have seen in the last 6 months. I'll know more when the bids come in.

The reserve study was a challenge. This was the year for the in depth study.

Unfortunately, it produced an inaccurate report. The reserve specialist had a

'new way of doing things' which removing some large ticket items from the reserves, including the interior and exterior painting. However, the law that requires us to have a reserve study also specifies what needs to be included. Painting is listed as is a summary that states everything over 1% of the budget, in our case about \$3000. The first draft under this 'new plan' left out well over a million dollars in needed work. The financial recommendations, based on that reduced fully funded amount, matched our current income. i.e. there was no need for a dues increase or special assessment. But that only works if you ignore the large pile of projects (including our elevators) that was left out. I insisted on a full, complete and accurate reserve study. The second draft included more, but not all. I was told any further conversations would cost us \$150/hour. It was clear I was banging my head against a brick wall and I gave up. The final report is closer. It's actually a little too high now, but the overall message that our reserves are far too low is correct.

WA Village Condominium Association

Organizational Meeting, January 11, 2023, by Zoom, immediately following the WA Village Annual Meeting at 4:49PM.

1. The meeting was called to order by President Irene Rice.
2. There was a quorum of Board members. All were present.
3. The previous Organizational Meeting Minutes were attached to the Annual Meeting Minutes and approved in the 2023 Annual Meeting.
4. New Business:
  - a. Set a time for an Orientation meeting to set goals for 2023. Thursday 1/19/23 at 4PM by Zoom.
  - b. Set a date and time for the regular Board meetings. There was agreement to continue the meeting time at 4 PM on the second Wednesday of the month by Zoom.
  - c. Establish who the bank signatories will be for 2023. *A motion was made by Ron Imhoff and seconded by Diane Edwards that the bank signatories will remain the same, Sue Edson, Irene Rice, Christine Crowle and Gloria Rodriguez. There were 7 approval votes so it was unanimous.*
  - d. Minutes of the last Organizational Meeting. *A motion was made by Sue Edson and seconded by Christine Crowle to approve the minutes of the Jan. 12, 2022 Organizational Meeting. There were 7 approval votes. It was unanimous.*
5. Adjournment. *A motion was made by Gloria Rodriguez and seconded by Sue Edson to adjourn the meeting. There was unanimous approval.* The meeting ended at 4:56.

Respectfully submitted by

Irene Rice, Acting Secretary

## WASHINGTON VILLAGE BOARD MEETING MINUTES

June 14, 2023 – 4pm on Zoom

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Jo Manning, Sue Edson, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 4:00 pm.
Quorum Confirmation		Confirmed by Christine Crowle, acting Quorum Secretary.
Approval of Agenda	Added to New Business: Discussion of high-risk components.	Motion to approve the agenda with additions made by Gloria Rodriguez; seconded by Jo Manning. Motion carried.
Approval of Minutes		Motion to approve the Minutes of the 5/10/2023 meeting was made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.
Community Manager's Report	See below.	
President's Report	See below.	
Treasurer's Report	See below. The financials and Treasurer's Report were sent to the Board before the meeting	
Vice Presidents' Reports	VP's for the following buildings reported: Olympia – See below. Winthrop – See below. Cascade – See below. Rainier – See below. Pacific – See below.	
Committee Reports	The following committees reported: Grounds – See below. Welcoming – See below.	

Umbrella Committee Representative Reports	<p>Verbal reports were provided for the following committees:</p> <p>Government Affairs – Ron Imhoff</p> <p>Pea Patch – Nora Albert</p> <p>PP Foundation – Pat Martin</p>	
Umbrella Board Representative	No report.	
Resident's Remarks	<p>Discussion regarding undetected leaks if a leak occurred in an upper apartment and caused a water intrusion below in an apartment that had been vacant for an extended period of time.</p> <p>Question regarding if replacement of a faulty main shut off valve will be reimbursed by the Village. Resident should have a plumber assess the problem to determine if a repair or replacement is needed.</p> <p>Question as to whether resident's remarks should be included in minutes. Resident's remarks should be reflected in meeting minutes and previous minutes amended to reflect those comments.</p>	Irene will contact the head of the Safety Committee on how best to implement a good process.
Old Business	<p>a. Ratify the unanimous email vote of 5/31/2023 to approve an AA request by Fay Helmon for a storm door for Olympia Unit #310.</p> <p>b. Ratify the unanimous email vote of 5/31/2023 to approve an AA request by Fay Helmon for an addition to the deck railing for Olympia Unit #310.</p> <p>c. Report from the Ad Hoc Committee for janitorial services. Committee's work is complete.</p>	<p>Motion to approve the unanimous email vote of 5/31/2023 to accept Fay Helmon's request for a storm door made by Ron Imhoff; seconded by Jane Bird. Motion Carried</p> <p>Motion to approve the unanimous email vote of 5/31/2023 to accept Fay Helmon's addition to the deck railing made by Ron Imhoff; seconded by Jane Bird. Motion carried.</p> <p>The contract was signed and MartyK is due to start July 3.</p>

New Business	<p>Discussed the AA request from Kathryn Palma, Olympia Unit #214 for a roll up sunshade.</p> <p>High Risk Components – Discussion of whether to add water heaters to list of high-risk components. No resolution, will continue discussion in next meeting.</p>	<p>Motion to approve the AA request from Kathryn Palma, Olympia Unit #214 for a roll up sunshade made by Ron Imhoff; seconded by Jo Manning. Motion carried.</p>
Adjourn	<p>After brief discussion, it was decided to hold a July meeting.</p> <p>Meeting adjourned at 5:40 p.m.</p>	<p>Motion to adjourn made by Gloria Rodriguez; seconded by Christine Crowle. Motion carried.</p>

Reports begin on next page.

**COMMUNITY MANAGER'S REPORT**  
**JUNE 14, 2023**

General Manager – Michelle Morgan

Preventative Maintenance Program (as of 05.19)

- The 2023 goal is for 80% of inspections by June 30<sup>th</sup>. This will enable PP to positively influence the insurance premiums before the next renewal period.

Status	Center	Garden	Hilltop	Meadow	Washington	Forest	Highland	Total
Complete	184	108	35	64	170	151	133	845
% Complete	81%	94%	49%	90%	94%	75%	93%	84%
Incomplete	42	7	36	7	11	50	10	163
% Incomplete	19%	6%	51%	10%	6%	25%	7%	16%

**Units with Water Sensors**

Status	Center	Garden	Hilltop	Meadow	Washington	Forest	Highland	Total
Installed	62	108	17	43	139	110	58	537
% Installed	27%	94%	24%	61%	77%	56%	41%	53%
No Sensors	164	7	54	28	42	87	85	467
% Sensors	73%	6%	76%	39%	23%	44%	59%	47%

**Water Heater Aging**

Status	Center	Garden	Hilltop	Meadow	Washington	Forest	Highland	Total
Over 10 years	130	78	42	36	69	107	73	535
% over 10 yrs	58%	68%	59%	51%	38%	53%	51%	53%
Ok	96	37	29	35	112	94	70	473
% ok	42%	32%	41%	49%	62%	47%	49%	47%

Reserve Studies

- Initiated for all 8 associations. Ongoing issues with vendor process

Financial

- Insurance receivable balance 392,095. Ongoing payment disputes.
- Ongoing coordination with vehicle owners & carriers in garage collapse

Communications

- Violation letters sent for unauthorized alterations
- 39.25 hrs. of meetings in May.

### Facilities Manager – Tim Boone

1. Residential fire system conversion. Maintenance is working with the contractor installing these systems. They are performing 3 buildings with about 15-21 units total each day. The schedule has to be completed by mid-June. Residents choosing the pull cord options are on a list and the fire company will be installing these devices after the general installation is complete.
2. Maintenance has limited time to perform work orders with the above project. After Mid-June work orders will resume normal operation but there will be a backlog to work through initially.
3. Irrigation initial audit has been completed and repairs are underway. We have turned on areas with fresh plantings and annual flowers but the rest of the system we try to wait as long as possible to conserve water and ultimately funds.

**4. Emergency losses**

- a. **Working on 4 losses involving 5 homes**
- b. **12 losses YDT**
- c. **6 losses that went to master policy this current policy including the Washington Village carport**

### Activities Manager – Lorri Palreiro

- In the month of April, we held a successful Casino Night and a Breakfast for Dinner Pajama Party, both which were enjoyed by all who participated. In addition, we coordinated 9 bus trips.
- Activities assisted in coordinating set ups, marketing and tickets sales for the Garden Club, The Spring Craft Fair Committee, Garden and Center Village.
- Website Update: 93 reservations for trips and activities were made using the RSVP feature.
- Our in-house Shuttle Bus continues to serve the community. We had an average of 11 riders per week with a total of 42 residents served. In April we welcomed 3 new riders.
- There will be a Community Block Party this year on Saturday, August 5. This party will be in place of the 4<sup>th</sup> of July Party. We have several sponsors eager to make this a great event so mark your calendars.

### **PRESIDENT'S REPORT**

**June 14, 2023**

**Irene Rice, President**

The painting project at the Olympia Building is moving along well. The garages have been painted and the building has new paint on ¾ of the building. There are repairs being done for damaged siding and the privacy fences.

The painting at the Winthrop building garages is on hold until the City of Issaquah issues a permit for the work to continue. The structural engineer report has been submitted. The fire panel work at Winthrop is close to the finish. Otis Elevator has the downpayment for the modernization of the Winthrop elevator. The next step is for Otis to establish a start date for the work to begin. The interior refurbishment is on hold until the elevator work is completed.

The garage at Winthrop that was demolished in Garage #2. There has been no information yet on the reconstruction or the decisions by the insurance companies.

Each owner in the PP was sent a letter from Michelle Morgan regarding individual insurance for the unit. If you have not yet had a conversation with your homeowners insurance agent to verify your coverage, please do that. Putting PP on your policy will facilitate the notification of that you renew your policy each year.

Water leaks can happen quickly and become very costly. The building maintenance representative in each of the five buildings have been compiling data about the number of units with at least 3 water leak sensors. There are 126 of the 181 units in this village that have 3 or more leak sensors, 69%. Those gadgets are inexpensive and can save owners thousands of dollars. The bad news is that 12 units have no leak sensors and 31 units have water heaters that are over 10 years old. One is 28 years old. The gate type water shut off valves (the old round handled ones) have been replaced in half of the units, 92. The old shut off valves are hard to turn off and often leak when they are turned off. The village has been budgeting \$10,000 each year to reimburse owners when they replace those valves. The prices are up, as are most things. When the next budget is being written we will need to consider how to increase the line item.

This Friday is our first WA Village social event since the covid shut everything down. Hope you are planning to be there to meet your neighbors from the other buildings.

**WASHINGTON VILLAGE TREASURER'S REPORT**  
**June 14, 2023**  
**Sue Edson, Treasurer**

Bank balances as of May month end:

Operating Account = \$102,334.56

Reserves= \$500,532.65

Reserves Special Assessment Account: \$280,309.14

Total Reserves = \$780,841.79

Capital Contribution Fee YTD: \$20,258.64

Pending or for sale: \$13,694.76

**Reserve Payments:**

5/23/2023: Elevator upgrade: 16D LLC: \$27,591.06

5/8/2023: Elevator Upgrade: Otis Elevator: Down payment on Winthrop elevator upgrade: \$78,082.92

5/9/2023: Broken sprinkler repairs: BBRR, LLC: \$6571.25 and \$2,263.41

5/16/2023: Exterior Refurb: Gus Home Repairs and Remodels: Olympia privacy screens down payment: \$4,139.76

6/1/2023: Exterior Refurb: Gus Home Repairs and Remodels: Olympia siding repairs \$1,376.25

5/12/2023: Exterior Refurb: Sanderson Construction: Garage siding progress payment: \$5,531.42

6/1/2023: Exterior Refurb: The Painter Interior and Exterior LLC: Down payment for garage and building painting. \$17,373.67

6/1/2023: Insurance Claim (GL Code 2700); Garage collapse: Walt's Demo Excavating and Wood Co LLC: \$3,842.88

The Reserve projects are moving along satisfactorily. Some additional siding damage was found at Olympia after power washing, which will result in an additional cost of a little over \$4000.

Note that Operating expenses are still exceeding income. Bottom line: inflation has exceeded budget estimates. The money we transferred from reserves is providing sufficient cushion, but we will need to make adjustments and plans to repay that loan in the 2024 budget.

Please remind all owners that the final payment of the Special Assessment is due July 1.

**VICE PRESIDENTS' REPORTS**

**Olympia Report – Ron Imhoff, VP**

All units currently occupied.

A bear was sighted walking on the south side of our building a few days ago.

Garage siding replacement and painting was completed. Building painting is currently in process. We have encountered several issues during the painting that hopefully will be addressed better in future projects:

- Exterior lights on some of the garages no longer work.

- Some downspouts not attached; most garage numbers not on.
- Fire control box by front entrance is no longer working properly.
- Exterior lights on the building remained on all the time. A piece of tape was covering the light sensor.
- Plastic remained on the windows so no air could come in. It appeared they were going to do all the building painting before going back to paint the trim and remove the plastic. After our complaints, the painters went back and cut out the center of the plastic.
- A lot of trash was left around the building.
- Dryer and other vents were painted shut.
- There was confusion about what colors should be painted on parts of the trim and on the ceilings.
- A lot of plants and landscaping have been trampled on and broken.

**WINTHROP** – Diane Edwards, Co-VP

Unfortunately, we have had a death of one of our residents leaving a vacancy. We currently have three units vacant. Our new part-time residents will be moving in during the middle of this month.

**CASCADE** - Christine Crowle - VP

We have one apartment on the market, and no vacancies. Memorial Day was celebrated with a potluck outside and was well attended.

**RAINIER** Gloria Rodriguez - VP

One unit has sold and another unit is on the market. Everything else is quiet.

**PACIFIC** - Jane Bird - VP

There are no new residents and no units empty. The Buildings Social Coordinator has arranged for the High School Jazz band to return this summer to perform during our Monday Happy Hour on the patio. The first performance will be this coming Monday, June 19th. They plan on hanging posters in each of the buildings with all the details. The Building Maintenance coordinator has reported some siding that needs some attention.

**GROUNDS**

**June 14, 2023**

**Jo Manning**

Irrigation is still a learning process, going slowly, but fewer repairs this spring. All sprinklers are on except for 20, some unidentified areas. Most irrigation is going well.

Josh Richards, Rich's Landscaping Balancing mowing – only areas that need mowing are being mowed. Pruning and weeding are main current goals. This includes spot spraying for weeds.

Starting regular rotations – Rich's will send out rotation lists. Will include what will be pruned i.e. hydrangeas, rhododendrons. Work orders will be handled during regular rotation unless it is an emergency. One rotation through the whole village takes at least 8 weeks. Each village takes approximately a week, but Forest, Center and Hilltop take longer.

Tim Boone, PMO

Alteration Agreement (AA) vs. Personal Gardening Agreement (PGA). PGA doesn't go with the sale of the unit. Unit must be brought to condition which satisfies Rich's by the selling owner before sale. AA does go with the sale of the unit.

Organizational:

Sandy requested a dirt bin at the pea patch for gardeners to put extra dirt removed from pea patches in.

Umbrella is currently revising committees but has not yet decided what to do with Grounds, but wants Tim to continue leading grounds group, as currently composed, for now.

Tim is going to ask Rich's Landscaping for an estimate of what the raise in their fees will be for next year, as their current contract will expire at the end of this year. After that this group will discuss whether we might want to make changes to the scope of work.

#### **WELCOMING COMMITTEE**

**June 14, 2023**

**Susie Blake**

One new resident to Washington Village last month. Sadly, Sue Dyer is no longer a member of the Welcoming Committee. She was responsible for creating and updating the WV Handbook for new residents. She was the absolute best, and it was wonderful working with her.

**GOVERNMENT AFFAIRS COMMITTEE (GAC)**  
**June 14, 2023**  
**Ron Imhoff**

- A. Held GAC meeting on June 13.
- B. A meeting was held with the ISD superintendent and some from Providence Point so she could better understand the concerns and issues that PP has.
- C. Waiting for audit to be completed on use of funds from 2016 school bond issue. While we were promised more documents by June 15, now we are being told that the state hasn't even started the audit.
- D. We continue to monitor the Issaquah School Board, and Sammamish and Issaquah city councils for potential impacts to Providence Point residents and property.
- E. Complete reports of the GAC are posted on the website at: <https://www.providencepointliving.com/gac-activity-reports/>
- F. The next regular GAC meeting will be held on July 11, 1:30 via Zoom. Residents are welcome to attend. Contact GAC Chair Dave Osmer at [osmerdave@outlook.com](mailto:osmerdave@outlook.com) for the Zoom link.

**PROVIDENCE POINT FOUNDATION**  
**June 14, 2023**

**Pat Martin**

The PPT Foundation Board hosted a lovely tea on Thursday, June 8th with 16 attendees who were invited to come and hear of our work. The Board members each spoke of the events they had led since 2016. Since all of us except one have been on the Board for at least four years, we are looking for new members. There was a lively discussion and exchange of ideas.

After the meeting, interest was expressed by some in getting a printed directory. This conversation ended with Suzan Matt of Garden Village volunteering to head a committee of representatives from each Village to get it done. Jeff Matson volunteered to be the rep. from Meadow. Since 3 Fd. Bd. members were on the Ad-Hoc committee appointed by the Umbrella Board to propose a printed directory, we immediately began to share what work we had done with Suzan.

Minutes of Washington Village Meeting May 10, 2023

**Board Members Present:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Jo Manning, Diane Edwards, Sue Edson, Gloria Rodriguez

The meeting was called to order by the President Irene Rice at 4:00 PM.

A quorum was confirmed by Secretary Pro Tem Jo Manning.

The agenda was amended to name Jo Manning as Secretary Pro tem and Diane Edwards giving the Winthrop Building report. It was stipulated that Diane would act as voting member while Jo acted as secretary.

The minutes of the April 12, 2023, meeting were approved by consensus as posted. A motion to approve the minutes of the special meeting April 18, 2023, was made by Diane Edwards and seconded by Ron Imhoff. Motion was unanimously approved. A motion to approve the minutes of the executive session May 1, 2023, was made by Diane Edwards and seconded by Ron Imhoff. The motion was approved unanimously.

Due to the illness of Michelle Morgan, there was no report from the Community Manager.

President's Report is attached.

Treasurer's Report is attached. The treasurer's report was sent to the Board before the meeting. Treasurer Sue Edson made three motions.

Motion: Transfer \$40,000 from the Homestreet money market account to invest in a 4 month CD at Homestreet yielding 3.5% interest.

Motion: Transfer \$107,000 from the Homestreet money market account to invest in a 7 month CD at Homestreet yielding 4.25% interest.

Motion: Transfer \$30,000 from the Homestreet money market account to invest in a 13 month CD at Homestreet yielding 4% interest.

All three motions were seconded by Diane Edwards and approved unanimously.

Motion: Authorize payment of invoices associated with the demo and rebuilding of the carport that collapsed up to a net of \$25,000, which is the amount of the insurance deductible. Ron Imhoff seconded the motion, and it was carried unanimously.

Vice Presidents' reports, as attached below, for the following buildings:

Olympia – Ron Imhoff; Winthrop – Diane Edwards; Cascade – Christine Crowle; Rainier – Gloria Rodriguez; Pacific – Jane Bird

The following committee reports are attached:

Grounds – Jo Manning; Welcoming – Susie Blake

Umbrella Committee Representative reports:

Government Affairs – Ron Imhoff See attached.

Providence Point Foundation – Pat Martin See attached.

Report from UAB working session and Board meeting See attached.

There were no residents' remarks.

Unfinished business:

A unanimous email vote to approve a contract with Gus Guadalupe to repair and repaint privacy fences at Olympia building for \$7,930.02 was ratified by unanimous vote after a motion by Gloria Rodriguez and a second by Ron Imhoff.

Report from the Ad Hoc Committee of Janitorial Services:

Diane Edwards moved that we enter into a twelve-month contract with Marty K Inc. janitorial services to clean for Washington Village, with a start date of July 1, 2023, for the amount of \$2,725.51 per month, with a 5% increase upon renewal. The motion was seconded by Christine Crowle. Motion approved unanimously.

Report from temporary Village Social Committee:

Irene Rice reported sales for the June social are going slowly. We need 48 people to sign up. Please make a check for \$23.00 to PPUA.

Irene advised that the final assessment payment is due on July 1<sup>st</sup>. Checks need to be sent to HOAMCO, made out to Washington Village. Resident account number must be on the check.

Gloria Rodriguez moved that we adjourn at 5:30 PM. The motion was seconded and approved unanimously.

**Next meeting will be June 14, 2023, at 4:00 PM by zoom**

## REPORTS

WA Village BOD Meeting

May 10, 2023

### **President's Report**

The collapse of the garage #2/ carport for Winthrop building on Friday morning April 14, has caused an unprecedented amount of traffic through the Village and a buzz of speculation. Michelle Morgan, the General Manager, and Tim Boone and his Facilities Maintenance staff were on the scene within minutes and have been

taking care of the coordination of the safety concerns, the reporting to owners with cars and/or belongings stored in the garage that were damaged and the contacts with the PP Insurance company. The Insurance adjuster was there that morning and the arrangements were made for demolition of the remainder of the building the following Monday morning. Ron Sanderson had an injury to one foot. The plan is to rebuild the garage. The WA Village Declarations Section 21 and 22 have information about insurance, damages, and repairs.

There are several projects in progress now at Winthrop. The change of the fire panel from residential to a commercial system has started as of May 1. The contract for the modernization of the elevator at Winthrop has been signed and the Otis company is determining a start date. Interior refurbishing follows the completion of those two projects. The garage siding repairs at Winthrop will continue but structural engineering plans and City of Issaquah permits are required before the work can continue.

Work on the Olympia building is continuing at a much faster pace. The garage siding repairs are almost finished. The painting of the building and garages is scheduled to start May 22<sup>nd</sup>. The privacy fences will be repaired in June and then painted.

The WA Village Summer Fling social event is scheduled for Friday, June 16. Get to know your neighbors from the other buildings.

#### **Washington Village Treasurer's Report**

**May 2023**

**Sue Edson, Treasurer**

**Bank balances as of April month end:**

**Operating Account = \$105,215.05**

**Reserves= \$512,759.57**

**Reserves Special Assessment Account: \$348,693.65**

**Total Reserves = \$861,453.22**

**Capital Contribution Fee YTD: \$15,631.68**

**Pending or for sale: \$14,062.68**

**Reserve Payments:**

**Sanderson Construction: Garage Siding down payment \$40,897.73**

**Sanderson Construction: Garage siding progress payment: \$5,531.42**

**BBRR, LLC: Broken sprinkler repairs: \$6571.25 and \$2,263.41**

**Otis Elevator: Down payment on Winthrop elevator upgrade: \$78,082.92**

**Gus Home Repairs and Remodels: Olympia privacy screens down payment:**

**\$4,139.76**

**Reserve accounts: The old account with Columbia bank has been moved to Homestreet Bank. The total in that account is \$179,446. That leaves a little under \$700K in the Alliance reserve accounts, both the 'regular' and the special assessment. That will cover our projects for this year with close to \$200K left over at the end of the year, providing plenty of cushion.**

**The Budget and Finance committee is recommending that the money in Homestreet be invested in CDs to take advantage of the increased interest rates. The CDs will be laddered, i.e. have different maturity dates that will result in funds becoming available every 3-6 months.**

**Motion: Transfer \$40,000 from the Homestreet money market account to invest in a 4 month CD at Homestreet yielding 3.5% interest.**

**Motion: Transfer \$107,000 from the Homestreet money market account to invest in a 4 month CD at Homestreet yielding 4.25% interest.**

**Motion: Transfer \$30,000 from the Homestreet money market account to invest in a 4 month CD at Homestreet yielding 4% interest.**

**Reserve Projects:**

**Exteriors: The exterior project originally consisted of replacing the siding at the Winthrop and Olympia garages, correct issues with the Olympia privacy fences and then paint all including Olympia. This is now split into, essentially 3 parts:**

**1. The work at Olympia is all moving forward with painting scheduled at the end of this month. Included here will be the one carport at Winthrop where the siding has already been replaced.**

**2. The 3 garage/carports at Winthrop that haven't been started are now delayed. Somebody contacted the city of Issaquah planning department to complain and the city is now requiring written documentation before making their decision. That documentation will add almost \$12000 to our costs and will delay any work on those 3 buildings.**

**3. The garage/carport that collapsed is now a completely separate project that will be run by PMO staff for the Umbrella Association. We will pay the bills and be reimbursed by the insurance company up to the \$25,000 deductible. We might be reimbursed for that deductible, but, if so, it will be a very long time while the insurance companies argue about who was at fault. In the meantime, we need to treat this as a permanent cost. At the same time, there is \$16,700 worth of work that would have been done on that building which will be a savings to us.**

**Motion: Authorize payment of invoices associated with the demo and rebuilding of the carport that collapsed up to a net of \$25,000, which is the amount of the insurance deductible.**

#### **Olympia Report – May 2023**

One unit was recently put on the market and sold in 3 days. We will very much miss Marcia Siedschlag as she moves for all she has done to make Washington Village a better place in her role of Emergency Preparedness Chairman as well as contributing so much to the life of Olympia.

#### **Winthrop Report – May 2023**

The Winthrop carport collapsed and damaged four automobiles. Plans are being made to replace the carport.

One unit has been sold with the residents moving into it in June. They own a home in Oregon and will be part time residents. One of our units is being cleaned out by the family after leaving it vacant for six months, planning on putting it up for sale.

The new fire alarm system has started for the central unit and the hallways. Individual resident work cannot be started yet due to our waiting for an additional part which links the two together.

Diane Edwards, Co-VP Winthrop Building

Cascade Report – May 2023

We have no vacancy but unit #312 is on the market so hopefully that will sell soon as it has been empty for over a year.

Rainier Report – May 2023

One unit is on the market and one owner has resumed residency. Nothing else to report.

Pacific Report – May 2023

We have no open units. Nothing new.

**Committee Reports:**

**Grounds:**

### **Grounds Committee Report for WA Village Meeting May 10, 2023**

**By Jo Manning**

There was a regular meeting of the Village grounds representatives Monday, May 8<sup>th</sup>. Reports from villages were uneventful. Rich's Landscaping representatives said they are primarily focused on getting the turf in good shape before summer. Granular fertilizer is being put on the grass and flags are up for 48 hours after application. Mole control is underway in many locations. The grounds keepers are starting their regular rotation of villages working mostly on light pruning and weed control. Irrigation has not been turned on yet but may be soon in areas with new plantings. Put in work orders for problems in villages.

A major discussion developed when one representative wanted to have quarterly meetings with the village representatives only. When this discussion got mired in details, he declared that our "committee" had a charter and we were not following it. Tim Boone declared that our meetings were not sanctioned Umbrella committee meetings and that he would have no part in such a meeting. We left it with the representative trying to affirm that we were an Umbrella committee with a charter that we were not following. Tim said he would check with the Umbrella Board or its president Sharon Bernhardt, but that he would disband the group if it was supposed to be a chartered committee. I can only wait for further information.

**Welcoming:**

Four new residents to Washington Village last month.

**Umbrella committee reports:**

**Government Affairs Committee:**

Government Affairs Committee (GAC) update for Washington Village – May 2023

A. Held GAC meeting on May 9.

B. Waiting for audit to be completed on use of funds from 2016 school bond issue. It will be mid-May before other information will be available from School District. It looks like the 2012 bond was \$219 million, but about \$255 million was spent on those projects. From the budget reports given us, it looks like \$459 million has been spent of the \$533 million bond. But the high school probably still needs over \$200 million to be completed and the elementary would need more than \$30 million.

C. 150 ft. cell tower is being planned on the school site near to hilltop Condos. Any comments on the SEPA need to be done by 5/16/2023.

D. Recology rates will be increasing in July for dumpsters from \$436 to \$659.

E. Complete reports of the GAC are posted on the website  
at: <https://www.providencepointliving.com/gac-activity-reports/>

F. The next regular GAC meeting will be held on June 13, 1:30 via Zoom. Residents are welcome to attend. Contact GAC Chair Dave Osmer at [osmerdave@outlook.com](mailto:osmerdave@outlook.com) for the Zoom link.

**Providence Point Foundation Report:**

We will be meeting on June 8th at which time we will be inviting, by invitation, people who may be interested in serving on our Board. At this meeting current Board members will talk about what issues/events they have headed.

If anyone is interested in working on the PPT Fd. Bd. and wants to find out what that means and share what they have to offer, please contact me to be invited to this coming meeting.

submitted by, Pat Martin, Fd. Bd. member

**UAB May 9th Work Session Report:**

Four issues were discussed and will likely be on the agenda for the May 30 meeting. Please consider how you can express your opinion on these options, Perhaps during resident time at that Board Mtg.

**Water Loss Claims/Insurance Processes**...The UAB has been "floating loans" to residents for repairs to start restoration which are to be repaid by residents when claims are paid by insurance companies. This year there are are close to \$200,000 outstanding loans. This is not sustainable with the Association Budget. We have had to borrow from reserves until the operating budget is adequate to hold these loans until payment is received. Therefore, the suggestion is to stop this procedure of loans. The UAB is being asked to support the implementation of this new process.

An information sheet is being written to leave with each resident having a claim investigated to help residents know/follow procedures.

Remember every unit is required to have a minimum of \$25,000 coverage for part A- property on their policies. This will cover the \$25,000 deductible needed if the issue is your fault. This money will be returned if it ends up not to be your fault. Also, remember to call your agent and report an incident ASAP as well as working with PMO procedures.

## **New Policy Resolutions Draft for Standing and Other Committees:**

The Board was asked to send suggestions for this draft to Michelle Morgan before our next meeting.

She is hoping to have an article in the June "To the Point" which would come out previous to the May meeting giving residents an opportunity to consider the ideas before May 30 and give input.

Our last such document was drawn up in 2017, and there is some confusion about names for committees and duties which need clarification.

**Preventive Maintenance Goals** ... June 30th was set as the date to complete 80% compliance in Villages. At this time five Villages are on target. Happily, Washington Village is the highest at 94%. WOW! Michelle will do a report on the status after June 30th. A total average for all of Providence Point will be reported to our Insurance Company. Sharon Bernhardt has asked all Directors to speak at the May 30th meeting about their Village Plan to continue this work. She will be asking this of the Presidents at their next meeting. This and a big budget review are the top goals for the UAB this year.

**Implementing Credit Card Payments**...some have expressed interest in being able to pay for services like Activities, Clubs, and more with a credit card and maybe even on line. The Board is taking a hard look at how this might be handled. More research and discussion will take place.

submitted by Pat Martin WA Village Director

## WASHINGTON VILLAGE BOARD MEETING MINUTES

July 12, 2023

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Diane Edwards, Sue Edson, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President, Irene Rice, called the meeting to order at 4:04 pm.
Quorum Confirmation		Quorum confirmed by Acting Secretary, Gloria Rodriguez.
Approval of Agenda	Ratification of July 7, 2023 email vote on Alteration Agreement for a shower remodel added to Old Business. Discussion of UB Alternate was added to New Business.	Motion to approve the agenda as amended made by Gloria Rodriguez; seconded by Ron Imhoff. Motion carried.
Approval of Minutes		Minutes from 6/14/23 approved by consensus as posted.
Community Manager's Report	<p>Report attached.</p> <p>Community Manager responded to Board member questions/ comments:</p> <ul style="list-style-type: none"><li>• What landscaping items can the Village request be included in the UB 2024 budget? Michelle responded there is no optional or discretionary funds but requests for essential items can be requested. Replacing trees that have been removed or the putting green would not be considered essential because of the costs. She will submit a work order to ensure the putting green has been reseeded.</li><li>• The water leak sensor spreadsheet did not open correctly. Michelle will follow up with Chris.</li><li>• What is the status of the garage rebuild? Will not happen anytime soon. The insurance companies are still negotiating an agreement and the status of the permits with the city are unknown. PP insurance has paid minus the insurance deductible. Concern</li></ul>	

	<p>was expressed that it won't be rebuilt by the winter.</p> <ul style="list-style-type: none"> <li>Large moving vans can be difficult to park while unloading. 18 wheelers are a problem. If the VPs notify PMO they will coordinate with Safety Services so they can cone off an appropriate area.</li> </ul>	
Treasurer's Report	Report attached.	
Vice President's Reports	<p>VP's for the following buildings reported:</p> <p><u>Olympia</u> - One unit is vacant and should be on the market soon.</p> <p>The painting project continues, and hopefully will be done soon. It appears to be taking a couple of extra weeks from the estimated schedule.</p> <p>There was an issue with building doors not being locked. Michelle worked with Securitas to resolve the issue.</p> <p><u>Winthrop</u> - A one bedroom, which has been vacant for over a year, went up for sale this month. Another is being emptied by the family which will be put up for sale soon. No other vacancies.</p> <p>The family of Pat Harris put on a celebration of life memorial service in the courtyard which was well attended. The courtyard happy hours have grown from the traditional Wednesday and Friday evenings to nightly get togethers now that the weather has gotten warm.</p> <p>First Let's Dine Out to a local restaurant was well attended.</p> <p><u>Cascade</u> - Unit #312 has been sold. We celebrated the July 4th holiday with a potluck outside on July 7th.</p> <p><u>Rainier</u> – 2 units are expected to close later this month. Happy hours &amp; monthly potlucks continue.</p> <p><u>Pacific</u> - There are no new residents and no units for sale. We did not have a building meeting in July. The Village is invited to come over and enjoy the High School Jazz Group on July 17th and August 14th at 6 pm.</p>	
President's Report	See attached.	
Committee Reports	The following committee reported: Welcoming– One new resident to Washington Village	

	last month. Year to date, 9 new Washington Village residents	
Umbrella Committee Representative Reports	<p><u>Government Affairs</u> - Held GAC meeting on July 11. The big issue we discussed was the variance to put a 150 ft cell tower on the school property within 150 ft of Hilltop buildings. We have been told that there will be a hearing about that on July 25th. The Umbrella Board has approved sending a letter opposing the variance. More information about how to attend or letters to send should be forthcoming.</p> <p>Complete reports of the GAC are posted on the website at: <a href="https://www.providencepointliving.com/gac-activity-reports/">https://www.providencepointliving.com/gac-activity-reports/</a></p> <p>The next regular GAC meeting will be held on August 1, 1:30 via Zoom. Residents are welcome to attend. Contact GAC Chair Dave Osmer at <a href="mailto:osmerdave@outlook.com">osmerdave@outlook.com</a> for the Zoom link.</p> <p><u>PP Foundation</u> - Pat Martin, Foundation Board member, reported President Ann Lamb and she hosted a meeting of five more folks interested in joining the Foundation Board. Nora Albert and Caroline Thienes from Washington Village were among them. We had a lovely afternoon full of conversation about projects that might be developed. We are interested in knowing what residents really want, and how we can be helpful.</p> <p>The next meeting of the Foundation Board is July 13. A slate of new members will be voted on and are invited to this meeting. Their names will then go to the Umbrella Board for ratification. This will provide new energy and ideas for our work in the community. We thank these people for volunteering and look forward to working with them.</p> <p>With encouragement from the PPT Foundation, Suzie Matt stepped up to lead a committee of residents in getting a printed directory published. Those of us on the Ad-hoc Committee and also on the Foundation Board gave all our “work” to this committee so they did not have to reinvent the wheel so to speak.</p>	Motion declaring support for a Providence Point printed directory made by Sue Edson; seconded by Diane Edwards. Motion

	<p>Each Village has a point person to help organize the effort in their Village. Nora Albert is doing that in Washington Village.</p> <p>If the Village Presidents agree at their July 17th meeting, an email blast will be sent to each of their residents on July 19th and the Directory will be on its way. The information to be sent out will include a form to sign up to be in the Directory and a note as to how things will work to get the job done from Suzie Matt.</p> <p>The plan is for a 10 day push with posters and personal contacts to get most residents to participate.</p> <p>There will be places to turn in the forms. In our Village that will be the mail rooms in each building. Nora will collect them each day in Olympia and Kathleen Ege will do the same in Rainier. We need volunteers in the other 3 buildings. All forms will be turned over to Nora who will give them to Milton Moorhouse, Forest Village, who has a database of residents. He is the person who will do a complete data base. After July 31 (deadline for the first round forms) he will let each Village point person know who has not yet responded. There will be efforts then to reach everyone.</p> <p>We will be contacting the Welcome Committee Chair in each Village to get a list of new residents by July 31 for his date base work.</p> <p>Volunteers can to it!</p>	carried.
Umbrella Board Representative	No report.	
RESIDENT'S REMARKS	Resident stated the UB decision not to do the directory was shameful. She is glad the Foundation is doing it.	
Old Business	Ratification of 6/30/23 unanimous email vote on Alterations Agreement for Olympia Unit #307 and 7/7/23 unanimous email vote on Alterations Agreement for shower remodel in Cascade Unit #202.	Motion to ratify Alteration Agreement email votes by the Board taken on 6/30/23 for Olympia Unit 307, and 7/7/23 for Cascade Unit 202 made by Ron Imhoff; seconded by

	<p>Janitorial Ad Hoc Committee reported that there have been a few hiccups but those are being worked out and it is expected that everything will work out.</p> <p>Discussion of high risk component designation for water heaters 10 years or older continued from last meeting.</p> <p><u>Water leak sensors were also discussed.</u></p>	<p>Christine Crowle. Motion carried.</p> <p>The Janitorial Ad Hoc Committee will sunset after the next meeting.</p> <p>Consensus was to not to adopt this requirement.</p>
New Business	<p>Proposed changes to the 2017 Continuing Delegation Policy were discussed.</p> <p>Progress on the 2023 Reserve Study was discussed during the Treasurer's report.</p> <p>Help with the proposed Town Hall in August was discussed. 4 Village residents have volunteered.</p> <p>UB Alternate representative was discussed.</p>	<p>Decision held until further action by UB.</p> <p>Motion to approve Fay Helmon as the Alternated to the UB was made by Ron Imhoff; seconded by Christine Crowle. Motion carried.</p> <p>No August meeting will be held.</p>
Adjourn		<p>Motion to adjourn made by Gloria Rodriguez; seconded by Christine Crowle. Motion carried. Adjourned at 5:41pm.</p>

Submitted by: Gloria Rodriguez, Acting Secretary

**PMO Report June 2023 – Michelle Morgan, Community Manager**

Preventative Maintenance Program

- Deadline for inspection forms 06.30.23, PMO will continue accepting new inspection forms for the next renewal period. Chris will send email soon asking for recently installed water sensor.

#### Reserve Studies

- All drafts under review.

#### Financial

- Insurance receivable balance \$183,085, a \$209,000 decrease month over month!!!!
- Stricter lender requirements for deferred maintenance, special assessments, and adequate reserves. New shared database for ineligible HOA's.
- Villages, Committees, Clubs & Residents - Please submit 2024 Umbrella expense requests by end of July for budget consideration.

#### Communications

- 2023 HO6 policy reminder sent to all residents
- Eblasts: Travel Club; Bear Smart; Pool closure; Umbrella meeting notices & summary.
- Violation letters sent for unauthorized garden alterations, flooring, neighbor disputes, residents under 55 & reckless driving.

#### Maintenance

- Maintenance crew worked with Western States fire on the residential fire panel conversion for 5 weeks solid to finish the installation.
- Due to the above many work orders have been delayed and the crew is now working on catching up on that backlog.
- Pressure washing
- Touch up painting
- Building foot drainage clearing and repairs

#### Landscaping/Irrigation

- Landscapers are performing seasonal pruning and bed maintenance along with Village renovations.
- The irrigation system has been audited and is turned on. The contractor has been working on a few larger problems and will tune the run times to better meet the requirements of each area.
- Seasonal arbor work will begin the last week of June and continue into July.

#### Projects

- Village building projects for 2023 are well underway and will be receiving requests from Villages next month to start preparing budgets for 2024 projects.

## Emergency repairs

- 6 current projects involving 7 homes.
- 14 since the beginning of 2023.
- 6 new master policy claims since new policy started in October

## **President's Report** - Irene Rice, President WA Village

The biggest news this month has been the exterior painting at the Olympia building. The residents made great choices for the colors. It is a huge improvement.

Permits are pending for the replacement of the Winthrop garage that collapsed on April 14. The planning is being taken care of by the facilities staff at PMO. A bid from a construction company has been requested. The Umbrella insurance company has made a partial payment of \$71, 356.74 which has been deposited in the WA Village Reserve account. More information will be shared as it becomes available.

The work on the other three garages at Winthrop is at a standstill until the City of Issaquah issues a permit. The plans drawn by the structural engineer were submitted.

The most discouraging news for the Winthrop building is that Otis Elevator Company will not be able to schedule the modernization of the elevator before November and no definite start date has been made.

Highland Village has offered more used water leak sensors that are surplus since they are installing Yolink sensors throughout that village.

The new janitorial company, Marty K, started on Monday, July 3. Since there was a holiday that week the cleaning schedule was adjusted. In the future Pacific will be cleaned on Monday, Rainier on Tuesday, Cascade on Wednesday, Winthrop on Thursday, and Olympia on Friday. The cleaning will be done sometime between 8 AM and 8 PM.

Mary D has assumed the Umbrella Board Representative position again as she is the elected Alternate. She has jumped into two committees in her first month. She is asking for help from volunteers for planning the August Town Hall meeting. This Village has been asking for that kind of meeting since the last one in September 2022 when residents could not speak. The purpose this time is to give residents the opportunity to voice their opinions and ask questions.

## **Washington Village Treasurer's Report** - Sue Edson, Treasurer

Bank balances as of June month end:

Operating Account = \$120,111.23

Reserves= \$339012.26.

Reserves Special Assessment Account: \$334,154.67

Total Reserves = \$853,627.32

Capital Contribution Fee YTD: \$19,571.04

Pending or for sale: \$16,588.68

Reserve Payments:

BBRR, LLC: Broken sprinkler repairs: \$2,263.41 was originally paid earlier, but the check had to be reissued in June.

Diane Edwards: \$1243.95 for shut off valve replacement.

Norma Pence: \$1152.95 for shut off valve replacement

El Kellogg: \$347.81 for garage door spring.

Sanderson Construction: B54 garage siding: \$30,074.92 and \$10,000.

The Painter Interior and Exterior, LLC: B108 garage painting = \$3,433.09 and B108 main building prep and paint down payment: \$13,898.95

I am attaching the 2023 Operating Budget at the 6 month point. It includes columns for the full budget, Actuals as of June 30 and projected year end costs. To calculate the latter, I doubled actuals for monthly expenses or used the budgeted amount for line items that have not had any costs yet.

The projected year end result has us \$30K over budget. Some items of note:

1. Janitorial is the result of the prior contract ending as of July one and a new, higher cost service starting.
2. Maintenance Work Orders and Maintenance Subcontracts: both of these lines have been increasing rapidly over the last few years. This year, they are way down. Part of this is that I am being more aggressive in making sure the items that belong in Reserves are there.
3. Maintenance Sub-Contracts shows a negative amount. That is the result of a long term delinquency that was paid. The amount is higher than the total of actual costs in that category by \$1,050. The amount of actual expenses is around \$5500.
4. Fire Systems Maintenance: The list of actuals includes \$8800 that should have been in Reserves. That switch is happening with the July financials. I calculated the estimated year end amount taking that \$8800 out and then doubling.
5. Gutter cleaning. The estimate the provided last summer for 2 cleanings was less than the amount actually charged for 1. Inflation hit us hard here.
6. Drains: This was a big issue last year, but so far we haven't had any issues this year. If that continues, this may be an area to mitigate that \$30K over budget amount, along with the Maintenance Subcontract category.

Reserve Study: The reserve study that was sent to the Board from our Community Manager, Michelle Morgan, was only the first draft. It is not ready to be sent out to residents. I sent some corrections and will forward the final copy when it is distributed.

Michelle's rather dire warnings were based on the Reserve Study's "Current Funding Plan" which is somewhat misleading. That plan is NOT our current funding plan, but rather the plan using the current level of funding. Our current funding plan is part of the 5 year plan designed to deal with our backlog of maintenance as well as building up the reserves to prepare for large expenses in the future. That plan is very similar to the Reserve Study's recommended plan.

Budget: The Budget and Finance Committee will meet to discuss the 2024 budget in late August. We won't have the numbers we need until then. The proposed budget will then be presented to the Board

at the Sept meeting with resident meetings to follow. The budget is then approved at the October meeting and ratified in November.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

September 13, 2023 - 4pm on

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Jo Manning, Sue Edson, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 4:01 pm.
Quorum Confirmation		Quorum confirmed. Jane Bird
Approval of Agenda	Add the Glen Cramer AA request under new business.	Motion to agenda made by Gloria; seconded by Ron. Motion carried.
Approval of Minutes	Move to approve the minutes for July 12th and July 14th	Motion Sue Second Jo motion carried
Community Manager's Report	No report	
Treasurer's Report	Treasurer's report attached.	Motion: Renew the \$40,000 + interest 4 month CD at Homestreet Bank into an 11 month CD at Homestreet yielding 4.65% APY. Motion Sue Second Ron Motion Carried  Motion: Withdraw \$50,000 from the Alliance Reserve Account to invest in an 11 month CD at Homestreet yielding 4.65% APY interest. Motion Sue Second Jo Motion Carried
President's Report	Report attached	

Vice President's Reports	<p>VP's for the following building reported:</p> <p>Olympia - report attached</p> <p>Winthrop - Diane was not in attendance so Jo gave this report. By my notes: we have had another covid case in our building and we have shut everything down. We are not having any activities currently. We have a new resident and possibly another unit sold.</p> <p>Cascade - report attached</p> <p>Rainier - report attached</p> <p>Pacific - report attached</p>	
Committee Reports	<p>The following committees reported:</p> <p>Grounds – Verbal report</p> <p>Welcoming– Verbal report</p>	
Umbrella Committee Representative Reports	<p>Verbal reports were provided for the following committees:</p> <p>Government Affairs - Ron Imhoff - report attached</p> <p>Pea Patch - Nora Albert</p> <p>PP Foundation - Nora Albert</p> <p>Safety Committee - Mary Deraitus</p> <p>Digital Communications - Kathleen Ege</p>	
Umbrella Board Representative	Report Attached.	
RESIDENT'S REMARKS		
Old Business	<p>a. Ratify the decision of the emergency meeting of 7/14/23 to approve Mary Deraitus as the Umbrella Board Representative to replace Pat Martin who resigned and to approve Fay Helmon to replace Mary Deraitus as Alternate.</p> <p>b. Ratify a unanimous email vote on 7/26/23 to approve the amendment of the Continuing Delegation policy to include monitoring owners' insurance by PPUA.</p> <p>c. Ratify the unanimous email vote on 8/24/23 to approve installation of a storm door for Unit #111 Building 108.</p> <p>d. Ratify a unanimous email vote to approve an AA hard flooring for</p>	<p>Motion to ratify was made by Gloria, seconded by Ron. Motion carried.</p> <p>Motion to ratify was made by Sue, seconded by Gloria. Motion carried</p> <p>Motion to ratify email vote was made by Gloria, seconded by Christine. Motion carried</p>

	<p>Unit #201 Building 112.</p> <p>e. Ratify the unanimous email vote of 9/5/23 to approve a change order of \$27,403.89 for the garage siding repairs at Building 54.</p>	<p>Motion to ratify was made by Gloria, seconded by Jo. Motion carried</p> <p>Motion to ratify was made by Sue, seconded by Jo. Motion carried</p>
New Business	<p>a. Approve Marcia Colvin as the Emergency Readiness Chairman for WA Village.</p> <p>c. Discuss Nominating Committee for WA Village 2024 Ballot. Fay Helmet was appointed as the chair.</p> <p>d. Remind to increase the deductible on owners insurance</p> <p>e. Opening on the Safety Committee, Village Rep needed</p> <p>f. Approval of an alterations agreement from Glen Cramer for a heat pump to be installed because the location submitted in June has no power for the unit.</p>	<p>Motion to accept Marcia Colvin was made by Gloria, second by Jo. Motion carried.</p> <p>Motion to approve the alteration agreement for a heat pump for Glen Cramer was made by Gloria, second by Jo. Motion carried.</p>
Adjourn		<p>Motion to adjourn made by Gloria; seconded by Sue. Motion carried.</p> <p>Adjourned at 5:49 pm.</p>

President Report:

WA Village Board of Directors Meeting

September 13, 2023

President's Report

The Board of Directors did not meet in August as a result several decisions were made by email which need to be ratified at this meeting. Email decisions must be unanimous or the decision will be put off until there is an in-person meeting.

A letter was sent from PMO to each owner in the Providence Point to increase the deductible on their unit owner's insurance from \$25,000 to \$100,000. The Umbrella Policy is changing with the new contract that goes into effect on October first. It is important for each owner to make that change during September.

The new Umbrella insurance policy is treating WA Village differently than the other villages for the property part of the policy. There is special coverage by ARDEN Insurance company that deals with higher risks. The density of units in WA Village is different than in the rest of PP. The cost per unit is uniform throughout PP according to the percentage of ownership. The cost to WA Village owners is no greater than to the owners in other villages.

Damage from water is the most expensive cause of insurance claims. If you haven't yet changed the shut off valve in your unit to an easier to use, lever type handle, consider doing that work. Water leak sensors are worth every penny you spend on them.

There has been new news about the rebuilding of Winthrop garage #2 that collapsed. A report came today from PMO that the insurance company and the engineer have come to agreement and plans have been submitted to the City of Issaquah. The next step is a permit. As soon as information comes from PMO it will be relayed through the building VPs.

Garages #3, 4 and 5 at Winthrop are being resided now that the City of Issaquah has processed a permit for the work. Painting will be done next. Then 7 new garage doors will replace the old damaged doors. The Treasurers report has much more detail.

Covid continues to appear in our buildings. I had planned to attend the meeting in person today but I tested positive yesterday and must stay home for 5 days then

mask when I go out for the next 5 days. Please protect yourselves. The current strain is easily transmitted.

Irene Rice, President

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Treasure Report:

Washington Village Treasurer's Report. Sept 2023

Sue Edson, Treasurer

Bank balances as of Aug month end:

Operating Account = \$123,096.47

Reserves= \$390,328.93.

Reserves Special Assessment Account: \$349,823.13

Homestreet Reserves: \$181,661.55

Total Reserves = \$921,813.61

Capital Contribution Fee YTD: \$36,863.82. Pending: \$9909.36

Reserve Payments:

BBRR, LLC: Broken sprinkler repairs/new insulation for B110: \$2404.56

BBRR, LLC: Broken sprinkler repairs/new insulation for B108: \$2617.52

Gus Home Repairs and Remodeling: Siding repair before painting B108: \$4139.76

Marianne Face: \$731.06 for shut off valve replacement.

Tao Chao: \$731.06 for shut off valve replacement

The Board approved on 9/5 a change order to the Exterior project in the amount of \$27,403.89 for additional materials for the remaining B54 garages. Payment to Sanderson Construction.

We are making progress through the substantial list of reserve projects for the year.

The windows replaced at Winthrop earlier this year were the last of the old metal windows in resident units leaving only some first and second floor common area windows remaining. We just received our rebate check from PSE in the amount of \$11,460 bringing the total cost of the project to \$93,711; about \$8000 under budget. Olympia and Winthrop exteriors: The old LP siding on the garages at Olympia and Winthrop has been replaced at Olympia and they are finishing up the remaining 3 garage buildings at Winthrop. The privacy fences at Olympia have been repaired. Olympia Building plus garages have all been painted and the Winthrop garages will be done when the siding has been replaced. We were right on budget before the garage collapsed. The additional costs such as the engineering report has put us over budget.

The fire code changes at Winthrop have finally been completed with work to start on the elevator upgrades sometime in November. I have yet to see any invoices for this other than the down payment we made in early 2022. However, there was a sizable contingency built in for things that never materialized, so I think this is under budget. The interiors at Winthrop will have to wait until the work on the elevator is done, so that will likely be in January.

The rebuilding of the garage that collapsed is out of our control and is waiting for decisions from the insurance companies.

The garage doors that were planned to be replaced at Winthrop have been put off until 2024. The only bid we were able to get was ridiculously expensive. With the delays to work on the siding, I asked for additional bids combining these 7 doors with the 13 doors at Rainier that need to be replaced. The result was a bid of about the same amount of money for 20 garage doors instead of just 7.

The frozen pipes last winter revealed an issue with insulation so we have also completed adding insulation to the pipes at the other buildings as a preventative measure.

The ending Reserve balance for the year is expected to be around \$500,000. An additional \$150,000 (give or take) will likely still be in the account to pay for the Winthrop interiors which will likely be paid for in early 2024.

I will not be seeking re-election for Treasurer for next year. If you are interested, please let any WA Village Board member know. The qualifications consist of being good with numbers and a basic understanding of spreadsheets. You don't need any experience in accounting; we have an accountant, auditor, bookkeepers etc to do that work + the staff at PMO to help understand the maintenance/reserve project part. There's also no need to be a power spreadsheet user, just the ability to add/subtract and do percents. It's an interesting job with a lot to learn (and a lot of help to learn it) and also an opportunity to steer our budget priorities into the future.

Loans from Reserves to Operating: We transferred money from the reserves to the operating account to cover higher than expected operating costs due to inflation and some hefty unexpected expenses (the drain cleaning). \$50,000 was transferred in

2022 and another \$100,000 in 2023. Those transfers are considered loans that need to be paid back within 2 years. We discussed this a bit at the April Board meeting, but questions about some of the details had this issue tabled, and then forgotten.

The 2023 loan of \$100,000 will be paid back via money from the 2024 special assessment by March 1 2024.

**Motion: I move to repay the loan of \$100,000 from reserves to our operating account in Feb 2023 from the special assessment collected in Feb 2024 and repaid in a lump sum by March 1, 2024. Tabled.**

2022 Audit: was done in August. A few issues were found and corrected as summarized in the list below:

Summary of due to/from reserves at 12/31/22:

Capital contribution underpaid: \$2497.86

Duplicate Priority One - s/b operating. \$8969.20

SW Plumbing - s/b reserves. (22008.51)

SW Plumbino - s/b reserves. (44904.35)

Transfer to operating \$50,000

Amount owed to OPERATING. (5445.80)

Our reserve account loaned the operating account \$50,000 to pay for the drain cleaning. One of the main drains backed up into a unit causing well over \$50,000 in damage; we paid \$25,000 from Operating as the insurance deductible (note, in 2024, that number would be \$100,000). The Board then decided to clean all the drains as a preventative measure. We paid SW Plumbing almost \$45K for that work and then another \$22K as a result of that pair of pliers stuck in a pipe. Both of these should have been paid from reserves but were, instead, paid out of operating. The auditor agreed to re-code those 2 items to reserve, essentially repaying the loan. There were a few other items, as listed above, and the net result was the need to move \$5445.80 from reserves to operating. With these items fixed, the auditor gave us a clean bill of health.

The insurance deductible paid in 2022 was paid from operating. In the past, it has been included in the reserve budget, but will now be in the operating budget per the auditor. See the budget discussion later in this Board meeting.

CD: One of our CD at Homestreet bank is maturing. I'd like to renew it for an 11 month term at 4.65% APY. I'd also like to add \$50,000 to the Homestreet reserve accounts in a CD. That will bring our total in CD up to under \$240,000 allowing room under the FDIC cap for interest. This should also help with keeping the Alliance accounts within the FDIC limits.

**Motion: Renew the \$40,000 + interest 4 mo CD at Homestreet Bank into an 11 month CD at Homestreet yielding 4.65% APY.**

**Motion: Withdraw \$50,000 from the Alliance Reserve Account to invest in an 11 month CD at Homestreet yielding 4.65% APY interest.**

2024 Budget: The 2024 budget recommended by the Budget and Finance Committee requires both a 13% dues increase to cover increases in the operating expenses and a \$500,000 special assessment to complete projects and keep them on schedule. The dues increase will range from \$24.83/month to \$38.74/month. The special assessment amount varies from a low of \$1641.97/year to \$3886.76/year. The proposed budget is attached.

Meetings to discuss the budget will be held via Zoom on Sept 19 at 7pm and Sept 27 and 28 at 4pm.

The long range plan for future years is included below:

2025: 1. Cascade elevator + fire code upgrades = \$355,200

2. Cascade interiors = \$177,320

3. Decks; resurface and repair as needed = \$45,000

4. Winthrop front door replacement. = \$30,000

Total = \$682,520

Expected Ending Balance. = \$825,000

2026: 1. Windows; rest of the common area windows in B54+108+110 that open. = \$60,000

2. Rainier exteriors = \$178464

3. Rainier elevator +fire code upgrades. = \$439,000

4. Pressure Reg Valve rebuild = \$25,000

Total = \$717,464

Expected Ending Balance. = \$875000

2027. 1. Pacific exteriors = \$185,603

2. Roof replace (Rainier? Based on inspections in 2024). = 250,000

Total = \$517,603

Expected Ending Balance. = \$810,000

2028. 1. Rainier interiors = \$193,000

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Vice President's Report:

**Olympia Report – September 2023**

One unit has been sold and should close soon. All others occupied.

We recently held a ‘Triple Trivia’ night to meet the new residents, learn about Providence Point and recognize volunteers.

We also held a Taco dinner night.

Window washing is now scheduled for September 26 and 27.

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#### VP BUILDING REPORT

9-13-23

Unit #207 has sold, which means we have no vacancy. We celebrated Labor Day with a potluck outside on September 2.

Christine Crowle  
VP Cascade

=====

All units are now occupied with two new residents. Nothing else to report.

Gloria Rodriguez  
Rainier VP

=====

All units are occupied. The building is having a Treasury Sale on September 22 - 24th. We have had two items stolen from the building in the last 60 days.

Jane Bird  
Pacific Building VP

=====

#### Government Affairs:

#### **Government Affairs Committee (GAC) update for Washington Village – September 2023**

A. Held in person GAC meetings on August 1 and September 5.

B. The big issue we discussed was the variance to put a 150 ft cell tower on the school property within 150 ft of Hilltop buildings. We have been told that there will be a hearing about that on September 19th. All are welcome and encouraged to attend. The previous scheduled hearings were postponed because of health issues.

C. We continue to monitor the permit status for the new school, as well as activity of the Issaquah and Sammamish city councils.

D. Made recommendations about Providence Point becoming a sponsor of the Issaquah Food Bank Turkey Trot. Umbrella Board has given approval – we now need to raise money by September 29. We have \$500 pledged. We need an additional \$1250.

E. Complete reports of the GAC are posted on the website at:  
<https://www.providencepointliving.com/gac-activity-reports/>

F. The next regular GAC meeting will be held on October 3 at 1:30 via Zoom or possibly in person. Residents are welcome to attend. Contact GAC Chair Dave Osmer at [osmerdave@outlook.com](mailto:osmerdave@outlook.com) for the Zoom link.

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#### Umbrella Report

##### Umbrella Association Board of Director's Meetings July and August 2023

Resident comments/questions are now on the agenda both before and after the business session. We argued about this for months, with my pushing for the recommendation from Jamie Nelson from HOAMCO, who suggested that in February, 2022. This way, residents can speak their minds prior to votes and after votes regarding them. Hopefully, it'll remain this way.

##### Committees

- I'm on the Evaluation committee, which has shifted its focus from evaluating Michelle Morgan and HOAMCO to making recommendations base on lessons learned to inform our new GM as she goes forward.
- I'm also on the Town Hall committee, which is looking at the emails sent to ProvPoint management questions email address. It's been very disappointing because only about 50 emails were received.
- I'm no longer on the Safety Services committee. Given that our village will be impacted by that committee's recommendations, it's very important that someone step up to that position. Safety Services Committee delivered their report; I'll send that out.

The Digital Communications Committee (DCC). One of the leading forces behind our Providence Point website, Sandy Hare, is moving, and Bill Eades (also the rep from Forest Village), will be taking her place as the committee chair. I wish Sandy all the best with her exciting move!

Committee Charter for the DCC. We continue to discuss the pros and cons of the Michelle Morgan's re-written Digital Communications Committee charter. This is intended to serve as the

template for all future committees here at Providence Point. It is supposedly based on RCWs, “Advisory Committee” and “Committee of the Board” and Tony Rafel’s presentation in March, 2023. The only reference on that seems to be pretty vague, so I don’t know where that came from. Bill Eades has rewritten Michelle’s version to make it much more friendly toward volunteers and we will continue to push for that version.

Ad Hoc Revenue Committee: I sent the committee’s recommendations report to the UAB. The UAB officers thought that directors should pick two or three items as their priorities; because of the limitations of that, I pushed for prioritizing all 11; they did that in August. The top four ideas for saving and/or earning money for the PPUA are: Banking, Audits, and Contractor Oversight, Closer Attention to Energy and Water Use, Install Electric Vehicle (EV) Charging Stations, and Legacy and Naming Rights’ Programs (see attached). Of special note: the EV stations idea is based on having a staff apply for PSE’s \$250,000 grant for installing charging stations and to buy new fleet vehicles, including a \$115,000 new shuttle bus. This received immense push-back from a couple of board members – without them even knowing the details. We finally agreed that Nick Wells, Highland Village, will meet with Tim Boone to go over the grant application. If you are interested in this idea, email info@provpoint.com and let management know.

The Government Affairs Committee (GAC) has worked tirelessly on recommendations for the proposed cell tower on the border of the school property to the north of Hilltop Village. President Sharon Bernhardt will sign a letter and send it to the City of Issaquah asking that it not be approved. You can submit your own comments – look for upcoming eBlasts on how to do this.

## Report for Washington Village. Mary Deraitus | UAB Report for September 19, 2023 Page 2 REPORTS

We are still not being allowed to discuss committee reports nor share them prior to our monthly meetings. The Evaluation Committee is recommending that the future GM simply mark these reports with “DRAFT” so we can share them and residents will be aware of them.

### OTHER

Bill Eades has stepped up to fill the assistant treasurer role. Paul Koch will not continue as treasurer next year.

There was a lot of talk on whether or not to sunset the Insurance Committee. I hope, with our new GM, we will have support to continue committees like this.

We continue to have Work Sessions. There were no residents attend the one on September 11, which was very disappointing.

Submitted September 19, 2023

Mary Deraitus

## WASHINGTON VILLAGE BOARD MEETING MINUTES

October 11, 2023

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Nora Albert, Jane Bird, Jo Manning, Sue Edson, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 4:02 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda	Doing something for Francisco on his retirement.	Motion to approve with additions made by Gloria; seconded by Jo. Motion carried.
	Ryan Stewart, the PP Insurance Agent, was present at the beginning of the meeting for about 10 minutes to answer questions about the changes in the insurance. Thanks very much.	
Approval of Minutes		Motion made to approve minutes by Gloria; seconded by Sue. Motion carried.
Community Manager's Report	Verbal report.	
President's Report	Report attached.	
Treasurer's Report	Treasurer's report attached.	Motion made to Accept the 2022 Fiscal Audit made by Sue; seconded by Gloria. Motion carried. Motion made to Approve submission of the 2022 Tax return. made by Sue; seconded by Gloria. Motion carried.
Vice President's Reports	VP's for the following building reported: Olympia - verbal report Winthrop - report attached	

	Cascade - report attached Rainier - report attached Pacific - report attached	
Committee Reports	The following committees reported:  Grounds – reported attached Emergency Readiness – verbal report Welcoming– verbal report	
Umbrella Committee Representative Reports	Verbal reports were provided for the following committees: Pea Patch Safety Committee - No report	
Umbrella Board Representative	Report attached.	
<u>RESIDENT'S REMARKS</u>		
Old Business	<p>Approve the 2024 Budget with a 12.6% increase and a \$500,000 special assessment.</p> <p>Ratify the unanimous email vote of 9/18/23 to invest \$50,000 from the Alliance Reserve account in a 12 month CDAR at Alliance for 5.15% APY interest.</p> <p>Ratify the unanimous email vote of 9/23/2023 to approve Fay Helmon as the Village Representative to the Umbrella Board Safety Committee.</p>	<p>Motion made to approve budget by Sue; seconded by Gloria. Motion carried.</p> <p>Motion to ratify was made by Gloria, seconded by Sue. Motion carried</p> <p>Motion to ratify was made by Sue, seconded by Gloria. Motion carried</p>
New Business	Nominating committee - report attached Creating a committee to work on doing something for Francisco.	
Adjourn		Motion to adjourn made by Gloria; seconded by Christine. Motion carried. Adjourned at 5:39 pm.

President Report:

Washington Village Board of Directors Meeting

October 11, 2023

President's Report, Irene Rice

Garages at Winthrop. The latest report from Rich Niemi at PMO is that the three garages that have been resided have that portion of the project finished. The next step is painting to match the main building. The company that has the contract has been notified and will be starting when the weather cooperates and they are finished with the painting of other buildings in two other villages. The replacement of the seven wood doors with steel garage doors will be the last step. The carports will remain without garage doors.

The garage that collapsed is to be replaced as soon as the City of Issaquah issues the permit. The construction contract has been approved by the insurance company that will be paying for the project. The hope is that it will be done before winter.

Fire panel work at Winthrop I think I reported that the change from the residential fire panels to a totally commercial system at Winthrop was finished. There is still more work to be done. The next steps are the installation of the Low frequency sounders in all the units, the electrical inspection with the L&#38; inspector, the fire alarm pre-test and finally the Fire final inspection with the Fire Department. If there is a fire alarm the low frequency sounders in the units and the horns and strobe lights in the common areas will go off and that is how the residents will be notified. The residents of that building are relieved of their requirement to maintain a Century Link phone line finally. That was about \$50 /month individual expense.

Insulation for the sprinkler pipes. This project had two parts. The broken pipes from 12/23/22 and subsequent damage at Pacific and Rainier buildings was repaired early in the year. The second part was the insulation of the sprinkler pipes at Cascade, Winthrop, and Olympia to prevent them from freezing. The whole project is now finished.

Volunteers for open positions. There are many ways to share in the work of the village. More volunteers are needed for the various committees and a Treasurer.

Insurance changes Hopefully each owner has made the changes to their owner's policy and made sure that information has been reported to Sam at PMO. If anyone still has question about that please call me.

New GM is being welcomed to PP at a reception on Thursday from 4 to 5:30 at Our Place. Having her stay for our Board meeting to learn more about WA Village is much appreciated.

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Treasure Report:

Washington Village Treasurer's Report. Oct 2023

Sue Edson, Treasurer

Bank balances as of Sept month end:

Operating Account = \$131,184.30

Reserves= \$501,648.06

Reserves Special Assessment Account: \$238,486.72

Homestreet Reserves: \$182264.07

Alliance Reserve CD: \$50,068.95

Total Reserves = \$972,467.80

Capital Contribution Fee YTD: \$51,508.38 For Sale: \$4626.96

Reserve Payments:

BBRR, LLC: Broken sprinkler repairs/new insulation for B54: \$2,153.63

The Painter Interior and Exterior LLC: Painting B108 \$3,474.74

Wanda Sherrad: \$1,098.02 for shut off valve replacement.

Meredith Prock: \$868.44 for shut off valve replacement

Marilyn Porter: \$729.96 for shut off valve replacement

Marc Albert: \$729.96 for shut off valve replacement

Diane Prigge: \$1,216.42 for shut off valve replacement

\$50,000 was transferred from Alliance reserves into a CD at Alliance at 5.16% for 11 months per the Board motions. This is a CDARS which is the sweep version for CD; i.e. it is placed at another bank to keep us below the FDIC insurance maximum amount.

At the first budget information meeting in Sept, Dave McHenry asked which items had been paid from the 2023 assessment. The list of those paid so far is below. The remaining money will pay for the rest of the elevator (roughly \$105,000) and the rest of the fire code upgrades at Winthrop (north of \$50K). That will put us over the \$400,000 total with the excess coming from the 'regular' reserve account.

Elevator upgrade electrical work down payment:

Company = 16D Amt: \$27,591.06.

Elevator upgrade down payment: Company = Otis Elevator Company

Amt: \$78,082.92

Olympia and Winthrop garages paint and siding:

Company = Sanderson Construction:

Amt. = \$155,091.10

Total spent so far = \$260,765.08. There is only one owner who hasn't paid and that is being pursued by HOAMCO with late fees and collection fees assessed.

2024 Budget: The proposed budget for 2024 is attached. There are some changes from the one submitted in Sept:

1. The addition of \$2500 of interest income from the Alliance CD purchased in Sept.
2. Revised the estimated interest earned on the Homestreet CDs upward based on current rates.
3. Corrected the amount listed for the Surface Water Management Fee. This reduced the dues increase to 12.6% instead of 13% previously announced.

I appreciate all the input provided at the 3 Budget meetings. The Budget and Finance Committee discussed some additional options for the budget, but decided to stay the course. The special assessment is still \$500,000, due in Feb with the option to make 2 payments in Feb and July. The dues increase, with the corrections mentioned above is at 12.3%.

The 2022 Fiscal Audit and Tax Returns were distributed to the Board for review.

Motion: Accept the 2022 Fiscal Audit.

Motion: Approve submission of the 2022 Tax return.

Motion: Approve the 2024 Budget with a 12.6% increase and a \$500,000 special assessment.

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Vice President's Report:

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The Winthrop Building has two new residents, one unit for sale, and a second unit is for rent. The new siding and retrofitting has been completed on the three carports and garage and new gutters being replaced. We are anxiously awaiting word on when work on the collapsed carport will be started.

Work on the fire alarm system has started with work in the hallways completed and every unit has had the old system removed. Residents have been given the opportunity to complete the removal of the extra boxes and repair the walls, or they can sign up to pay B&W who has done this work before for Providence Point.

Diane Edwards  
Co-VP Winthrop Building

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We have no vacancy. A resident plugged in a new air fryer for the first time and it smoked so badly that it triggered the building fire alarm and an ensuing visit from the firemen. Nothing else to report.

Christine Crowle  
VP Cascade

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Rainier VP Report

There are no units currently on the market. We had a fire alarm go off on Sunday while I and the Alternate VP were gone. It was a good drill and I'll schedule a meeting with the floor captains to follow up.

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Two units are vacant. One will be sold and the other will be rented.

Jane Bird  
Pacific Building VP

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Government Affairs:

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Grounds Report:

Oct. 11, 2023

The Umbrella Grounds Group met Monday, Oct. 9, 2023. One representative from each village; three people from Rich Landscaping, Tim Boone, facilities manager meets monthly by zoom on the second Monday of the month.

All irrigation is off. If anyone sees a sprinkler head anywhere on, please let me know. Blow-outs of the system should be starting soon. Sprinklers may be keep on in newly planted areas until rain becomes reliable. Pea Patch water will remain on until the end of October.

Every year Umbrella board allots some funds (\$10,000 this year) for replacements of trees that are diseased or have died and need replacement. The list is due to Tim Boone by October 31. Planting will begin in approximately 30 days. If trees have been independently purchased, Rich Landscaping can be asked to plant them and barring unusual circumstances they will comply. Tim tries to put in a few flowers or shrubs each year, but the hedges affected by Viburnum beetle are too big a project for that pot of money, so another way to fund them must be found. Send the list to Tim Boone and Josh Avery by Oct. 31 st .

Report from Josh Avery and Josh Richland:

Lawn fertilizing started Monday and will finish by Friday this week. Fertilizer will be spread only on one side of the street at a time. Flags will mark the fertilized areas so pets may be kept off of the fertilized area until it is dry. Fertilizing starts in Forest Village.

Leaf blowing will be next and will go on for several weeks. If extra leaf removal is needed, contact your building representative who will then contact me or Josh Avery, our account manager with Rich Landscaping. You could also put in a work order.

Sandy, the Pea Patch representative reported that each year for the last two years she has asked to have the trees between Winthrop and the Pea Patch window trimmed to allow more light into the Pea Patch. It has not been done. It needs to be done by the arborist as the trees are taller than 20 feet, which is Rich's limit. The Umbrella Board accepted the figure for the new landscaping contract. Rich's contract will be signed for three more years with a 5% increase in January 2024 and a 3% increase in each of the next two years. Although the money part is set, the contract will not be ready for signing until November. The scope of work has not yet been solidified. The representatives have submitted their suggestions, but Tim needs to firm up Rich's suggestions.

Miscellaneous:

Rich Landscaping has hired a new person named Shawn, who will be a layer between Josh Avery and Josh Richland. His purpose will be to work on the management of work orders. Tim is trying to keep Appfolia as a program for work orders. HOAMCO has not been able to give us a program that works.

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## Umbrella Report

### PROVIDENCE POINT UMBRELLA ASSOCIATION

Board of Director's Report  
Washington Village Rep Mary Deraitus

October 11, 2023

#### Umbrella Association Board of Director's Meetings

For September 2023

Resident comments/questions are now on the agenda both before and after the business session.

#### Committees

- The Evaluation committee received comments from four village presidents, which went into a report I edited for the committee, which now has it for review. President Sharon Bernhardt will be submitting it to the new GM, Lesley Millender-Irwin, for future tasks.
- The Umbrella Board held a Town Hall on September 20, which had about 80 people in person and another 90 on Zoom. We answered all the questions that were submitted to the ProvPoint management questions email address (about 50), in our presentations. I will send mine out so you can read it. We had some technical difficulties, which was surprising because the Umbrella Board has been using the Owl for Zoom meetings and wasn't made aware that the microphones made it hard for Zoom attendees to hear. The volunteers who run the Owl and Zoom are looking into solutions. My view is that we need another Will, who left early last year, who was invaluable helping us all for tech solutions.
- Fay Helmon stepped up to be on the Safety Services committee for Washington Village. Because of the years-long issues of getting our courtyard doors locked at night, it's very important for us to have representation on this committee and I thank Fay.
- Committee Charter for the DCC. This is being reviewed and edited, and probably addressed in November.

## Meetings

- Budget Meetings. September was filled with four budget meetings. The Umbrella Association budget was approved, with a 17.4% increase for the Umbrella Association portion of your unit. During one of the meetings, there was a proposal to buy automated external defibrillators (AED); I brought up the Association Safety Policy, from 2017, says that one of these is to be stored in the Safety Services vehicle. Given that the Safety Officers are not allowed to use it, hopefully this will be looked at.
- Candidate Meeting. There was a wonderful meeting, held by the village presidents, to explain and encourage candidates for Umbrella Board officers. I hope we can continue to have productive meetings like these.
- There was an Umbrella Board Work Session, which only had board members and no residents or owners. Please let people know that these are open meetings and that the invitation does go out to every owner. If they are renters, they need to contact the owner to make sure they get notified of any information from PMO.

Ad Hoc Revenue Committee: The UAB received the committee's recommendations report last month. Out of the top four ideas, the Puget Sound Energy grants for EV stations and new shuttle bus is being reviewed by Lesley, and the committee's other ideas will hopefully be looked at in the future.

## OTHER

Bill Eades has stepped up to fill the assistant treasurer role. Paul Koch will not continue as treasurer next year.

There are talks in the works about the officers' roles on the board, which will be announced in the future.

There was a lot of talk on whether or not to sunset the Insurance Committee. I hope, with our new GM, we will have support to continue committees like this.

## Providence Point Town Hall, September 2023

The Town Hall committee received a lot of emails about:

- the long history and good work of our volunteers and committees,
- the proposed changes to committee charter policy, and
- losing the feeling of community here at Providence Point.

I've been a volunteer on many committees, as well as my village board and the umbrella board. It can be frustrating, but it can also be very rewarding. I was inspired to volunteer by the people I met when I moved here. I have to point out one of those volunteers, Gary Ruel, who worked tirelessly on many initiatives for many, many years.

It's crucial to recognize people like Gary, and other, who spend countless hours trying to make improvements in our community. We used to have a volunteer appreciation program, and I hope we bring that back, as well as some kind of support system for our volunteers to make their jobs run more smoothly.

Earlier this year, the umbrella board was told we needed to change our committee charters, based on Washington State Law RCW 24.03A.575. If you want a copy of that, please see me after the meeting. Basically, as of 2021, there are "Committees of the Board" and "Advisory Committees."

The wording is different than what we used to call "Standing Committees" and "Ad-Hoc Committees." We're incorporating the changes into our charters, and I thank Bill Eades for his work to make the wording more inclusive of our volunteers!

Several emails supported the work of the Digital Communications Committee, or DCC. In 2018, we realized our old "brown" website wasn't able to do what residents wanted, like make reservations

and other tasks. Also, there wasn't anyone in our old PMO that had full responsibility for posting updates. After I left that committee to the on the umbrella board, Sandy Hare and the numerous volunteers on the DCC created a new website. There are still problems with posting documents, but I have faith that our new General Manager will work with the volunteers to iron out those issues. We also received emails about how we've lost our sense of community. I agree. COVID definitely played a part in that, but there have been other factors as well. Over the past seven years, we've had six different umbrella presidents and vice presidents, as well as the usual two-year term turnover as new directors were elected. And we've had no continuity or transition training; this is on the list of recommendations from a committee working on current issues.

We also went from being self-managed to being managed by a company. That transition did not go smoothly! This has created confusion and frustration, and lack of communication. Our previous management sent out weekly email blasts to keep us all informed about what was going on, and in the last community-wide survey, 95% of you found those to be effective. We hope to get back to that.

From a personal perspective, it takes more than just a few people in leadership roles to create community. We can't do it all. Do you have ideas? Solutions? Is there an initiative that's important to you? Then you must be willing to become involved! As we move forward into 2024, please make that commitment to bringing back the sense of community we used to have here at

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#### New Business

#### REVISED

#### Washington Village Slate of Officers and Board Members

for 2024

President Irene Rice

Treasurer OPEN

Umbrella Board Director Mary Deraitus Alternate Irene Rice

Secretary Arla Demore

#### Vice Presidents

Winthrop Diane Edwards & Jo Manning Alternate Yvonne Thomason

Olympia Ron Imhoff Alternate Katy Palma

Cascade Christine Crowle Alternate Toni Meyers

Rainier Gloria Rodriguez Alternate MaryAnne Campbell

Pacific OPEN

Respectfully submitted by the Nominating Committee

Christine Crowle, Gloria Rodriguez and Fay Helmon, Chair

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#### Nominating Committee Chair Comments

To the WV Board,

It was very difficult to turn in the slate of nominees for next year without being able to fill the Treasurer and the Pacific VP positions. It is an unusual situation to have two vacancies in the Board nominations for next year.

Please know that the nominating committee and the VPs as well as Sue and Irene have searched diligently for a treasurer. Treasurer is the one position that requires specific skills and experience, so it is the most difficult to fill. We came very close on two separate occasions using two volunteers working together, but in each case one party had to decline. We thank those who stepped forward and tried to make things work.

In Pacific building, I know that Jane and others in her building have tried to find a VP or co-VPs but have been unable to do so. Pacific building suffers from a small number of qualified volunteers because many owners aren't able due to health, age, language barriers or full-time work. And Pacific building isn't the only building that has found themselves in this position or soon will. We need to recognize that our residents are aging as well as our buildings.

As I searched for candidates, there was a recurring theme: willing volunteers are getting hard to find. As you know, I've lived here since 2002 and during those years I've noticed a marked decline in volunteering, especially in leadership positions. There are many causes for this decline and as a village we must find a way to address it.

I want to thank those who have served this year on the Board , and those who have agreed to serve next year, as well as all the building volunteers. Your work is appreciated.

Fay Helmon

## WASHINGTON VILLAGE BOARD MEETING MINUTES

November 8, 2023 - 4pm

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jane Bird, Jo Manning, Sue Edson, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order	after the budget ratification meeting	President called the meeting to order at 4:05 pm.
Quorum Confirmation		Quorum confirmed. Irene Rice
Approval of Agenda		Motion to agenda made by Gloria; seconded by Ron. Motion carried.
Approval of Minutes		Approved by census as posted
Community Manager's Report	Report Attached	
President's Report	Treasurer's report attached.	
Treasurer's Report	Report attached	
Vice President's Reports	Olympia verbal report Winthrop Cascade Rainier Pacific reports attached	
Committee Reports	The following committees reported: Social – no report Grounds – no report Emergency Readiness – reported attached Welcoming – no report Building Maintenance – no report	
Umbrella Committee Representative Reports	Verbal reports were provided for the following committees: Government Affairs - Ron Imhoff - report attached	

Umbrella Board Representative	No reports	
RESIDENT'S REMARKS	Report attached	
Old Business	<p>a. Appointment of Arla DeMore as Secretary in Jan.</p> <p>b. Appointment of Gaily Chumley as DCC Rep., Kathleen Ege as alternate</p> <p>c. Announce gutter cleaning 11/20-28</p>	<p>Motion by Gloria Seconded by Ron</p> <p>Motion by Ron Seconded by Jo</p> <p>Both motions carried.</p>
New Business	Change meeting time to 7 PM on 2nd Wed. or month	<p>Motion by ??, second by Ron.</p> <p>Motion carried.</p>
Adjourn		<p>Motion by Gloria; seconded by Ron.</p> <p>Motion carried. Adjourned at 5:15 pm.</p>

## Agenda

Budget Ratification meeting is to be completed before the start of the

Regular BOD Meeting.

Washington Village III Association of Unit Owners Board of Directors Meeting  
November 8, 2023, 4:00PM, by Zoom and In Person at the NCB

Regular Board Meeting

1. Call to order President Irene Rice
2. Confirm Quorum Jo Manning, Temporary Acting Secretary, Open Position
3. Changes to or approval of the agenda as written Board of Directors
4. Approval of the minutes of the 10/11/23 meeting, President
5. Providence Point General Manager's Report Lesley Millender-Irwin
6. Treasurer's Report Treasurer Sue Edson
7. Vice Presidents' Reports
  - a. Olympia Building VP, Ron Imhoff
  - b. Winthrop Building CO-VP, Jo Manning
  - c. Cascade Building VP, Christine Crowle
  - d. Rainier Building VP, Gloria Rodriguez
  - e. Pacific Building VP, Jane Bird
8. President's Remarks Irene Rice
9. Committee Reports
  - a. Social Open Position
  - b. Grounds Jo Manning
  - c. Emergency Readiness Marcia Colvin
  - d. Welcoming Open position
  - e. Building Maintenance Open Position
  - f. Budget & Finance Sue Edson
- !1. Umbrella Committee Representatives
  - a. Communiversity Barbara Beyer
  - b. Government Affairs Ron Imhoff
  - c. Pea Patch Nora Albert
  - d. PP Foundation Pat Martin
  - e. Safety Committee Fay Helmon
  - f. Digital Communications Kathleen Ege
12. Umbrella Board Representative Mary Deriatus

**13. Residents' Remarks**

Village Residents, please state your name, building, and topic, help us keep the comments to two minutes per resident. Feel free to submit longer comments to the Board in writing.

**14. Unfinished Business**

- a. Appointment of Arla DeMore as Secretary starting in January
- b. Appointment of Gail Chumley as Representative to the Digital Communications Committee. Discuss need for an alternate.
- c. Announce gutter cleaning Nov. 20 to 28, 2023.

**15. New Business**

- a. Discuss meeting at a different time.

**16. Adjournment**

Next Meeting: Plan for December to be determined at this meeting.

Annual meeting of the WA Village Association will be January 10, 2024 by Zoom and In Person at the NCB

## Washington Village Treasurer's Report. Nov 2023

Sue Edson, Treasurer

Bank balances as of Sept month end:

Operating Account = \$123,528.40

Reserves= \$516,528.17

Reserves Special Assessment Account: \$170,287.75

Homestreet Reserves: \$182,907.75

Alliance Reserve CD: \$50,283.29

Total Reserves = \$920,006.97

Capital Contribution Fee YTD: \$51,508.38 For Sale or pending: \$7180.80

Reserve Payments:

BBRR, LLC: Broken sprinkler repairs/new insulation for B54: \$1,665.17

BBRR, LLC: Broken sprinkler repairs/new insulation for B108: \$2,617.52

BBRR, LLC: Broken sprinkler repairs/new insulation for B110: \$2,404.56

Sanderson Construction: B108/54 garage siding: \$82,665.29

The exterior project at Olympia and Winthrop will be completed within the next week with the replacement of the old garage doors at Winthrop. The exception is the rebuild of the garage that collapsed. That is finally moving forward, but is being handled by the Umbrella Board. The start date is Nov 20.

Remaining projects for 2023 include the elevator upgrade (still waiting a start date from the company); fire code upgrades (still waiting on the final invoices) and the interior refurbishment at Winthrop which is waiting on the elevator. Money for these projects is in the reserves.

In December, a Homestreet Bank CD will mature. If there's no Board meeting in Dec, watch for an email vote to approve the new CD. The current amount is \$109,079.97 maturing on 12/16 at a rate of 4.165%.

## Village VP Reports 11/08/2023

### Winthrop: by Diane Edwards

Winthrop is looking forward to having a full house about the middle of November. All units have either been leased or sold. Our Halloween party with trick-or-treating proved to be the highlight of the month. Work continues on the fire alarm system, and we are anxiously awaiting to hear the start date for the elevator shut down.

Diane Edwards, Co-VP Winthrop Building

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### Olympia – verbal report

### Cascade: by Christine Crowle

We have no vacancies. There is nothing more to report.

Christine Crowle

### Rainier: by Gloria Rodriguez

One unit is anticipated to go on the market Friday. Yesterday we experienced a roof leak which set off a third floor fire sensor and the alarm. The sensor wiring had rusted through and water had pooled in the attic. This had happened before in the same area. The roofers are scheduled to be out tomorrow to make repairs and then the sensor and alarm will need to be repaired. I also wanted to let the VPs know that when you submit a work order with a photo, the photo is not forwarded to the contractor who is bidding on the work. Evidently the system cannot do this. That means your WO description has to be very explicit and detailed as any photos are useless. I would prefer that the contractor be put in contact with the VP so the location and work needed can be verified but that isn't done. We could have avoided a significant repair cost had this been done.

### Pacific: by Jane Bird

There are three empty units. Two units are for sale and the other one is a rental. Since Pacific Building doesn't have a candidate for VP for 2024 – 2025, I have created a new email address for Village business for ease of transfer to a new VP. Please start using [wvpacificbldg@gmail.com](mailto:wvpacificbldg@gmail.com) instead of [desertbirdtraveler](mailto:desertbirdtraveler).

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## WA Village Board of Directors Meeting

November 8, 2023

### President's Report

Insurance concerns have continued this month. Each owner needs to be sure they understand their own property policy limitations regarding water damage and in particular sewer backup. The owners of first floor units especially, should be clear what is excluded and what is covered. There are many variations according to insurance companies. Since the collapse of that building in Florida, insurance companies have changed their coverage for condominiums.

Test your water sensors for battery function. You are depending on those gadgets to warn you of water leaks, test them with a few drops of water or even a wet paper towel to see if the water is noticed. At last count 94% of the 181 units in WA Village had water sensors. Water leak damage is the most common cause of insurance claims.

The heavy rain in the last few days has caused problems at three of the buildings. Pacific Building had flooding in the vault (that underground container by the street that has a large metal cover) that led to part needing to be replaced. That part set off the fire alarm and called the fire department twice. Rainier had a roof leak which led water to damage a smoke alarm which set off the fire alarm and another visit by the fire department. Both buildings are now on Fire Watch which means the Safety Service person makes rounds on each floor watching for fire every two hours during the day and every hour from 8 PM to 6AM. The Village is getting a lot of the Safety officer attention. The Fire watch will continue until the fire alarms are functioning correctly. The third building having problems with rain is Winthrop where a blocked gutter is spilling large amounts of water into a puddle in the courtyard to the point the resident is concerned that the water will come in her unit. PMO maintenance department (Tim Boone, Mike Young, Rich Niemi and Francisco Sanchez) has been very helpful with these problems. There have been several after hours calls for assistance.

The replacement of the carport at Winthrop that collapsed will start on November 20 th .

Minutes for the ERC  
(Emergency Readiness Committee)

By Marcia Colvin

The emergency response committee met on Friday October 27 th .

We discussed developing a mission statement and will spend more time on that as a committee.

The city of Issaquah will offer another CERT training in the spring. It is free and everyone is encouraged to attend. It prepares us to handle emergencies on our own until help arrives.

We are working on updating our ERC member manual.

We are also working on standardizing our roles and responsibilities across all the villages.

ERC attempts to keep a supply of emergency food and water in the North and South Community buildings; however residents have been helping themselves to those supplies. We are exploring ways to lock up the supplies and still have them readily available in the case of an emergency.

We discussed communications with Providence Community when certain events occur like the recent earthquake great ShakeOut. Lesley offered to look into setting up a text alert in Providence Point for all residents.

We also talked about a new ERC Charter to comply with the HOAMCO requirement to be either a committee of the board or an advisory committee.

There will be more discussion on this issue in the future.

Susan Matt will be working with Lesley on the overall Providence Point emergency plan.

End of my report.

Government Affairs Committee Report  
November 8, 2023 By Ron Imhoff

Our November meeting was held in person on November 7. Guests included UAB President, Sharon Bernhardt

and new General Manager Lesley Millender-Irwin. Reports and activities were as follows:  
Issaquah School District (ISD) and Providence Heights Development:

The ISD Board is in the process of beginning to plan for an 11/5/2024 Bond. It would include funds for

HS#4, Clean Building modification requirements, enhanced security, transportation & transportation and fleet infrastructure, and athletic field replacement.

WA State Auditor's office has released the financial audit findings criticizing ISD's use of Emergency

Connectivity funds granted from the FCC. The school board is with the Auditor's findings. An accountability

audit report is due in December 2023.

An additional audit of alleged misspending of bond funds is ongoing and the GSC continues to monitor the process.

Permits for Right of Way reconstruction of 228 th Ave SE at the proposed school entrance, and for clearing and grading the site remain in limbo.

Cell Tow Variance Permit Hearing:

The Hearing Examiner approved the Variance with conditions. It was unclear if this decision could be

appealed to Issaquah City Council or King County Superior Court.

The condition of most significance to Providence Point is that, if the new cell tower is built, the [new

cell] tower [shall]be removed should plans to demolish the water tower fail to materialize in the next five

years from the date of this decision.

The GAC recommended two alternative plans of action to the Umbrella Board: a) Do not appeal the

Hearing Examiner's finding, since we believe that, given this condition, this is the best outcome that could be

hoped for, or, b) Approve funds, not to exceed \$3K, from the GAC budget for an attorney consultation on

whether or not to appeal.

In a special meeting, immediately following the GAC's meeting and after substantial and well-considered discussion, the Board voted not to proceed with an appeal.

The GAC will continue to monitor subsequent permit applications for this project and will consider

further opportunities to appeal aspects of these permit approvals that may be suspect. Appeals of these

decisions are administrative and do not involve the City Council or the courts.

Issaquah City Council:

GAC members, and other interested residents, attended a Council candidate forum and spoke with the

candidates and other Council members present. Neither the Council members, nor the candidates were

unaware of the cell tower issue. Many were also unaware of the School District's ~\$100M budget shortfall for the HS#4 project.

The Council is proposing a one tenth% sales tax increase. The GAC will consider recommending to the

UAB that they comment on this proposal on behalf of our residents.

Department of Commerce:

Clean Buildings Program. The Department has clarified that compliance requirements do not apply to

buildings consisting of individually-owned condo units, but only to any community buildings of 20-50K square

feet. We will clarify if any of PP's community buildings fall into that category.

## Providence Point Foundation Presentations

Wednesday, November 15 th, 2023

The team from Worry-Free Wednesdays will present “End of Life Planning” - the things you can do to ensure the end-of-life decisions you want made for yourself or your loved ones are well documented and communicated. Consultants will discuss topics associated with a Living Will, Healthcare Directives and a Durable Power of Attorney for Health Care, Living and Dying with Dementia, and new “greener” options for disposition. They will also offer ideas and tools you can use to have conversations with family, friends and your community about your dying wishes, celebration of life and the legacy you want to leave.

10:00 – 11:30 am: Presentation and Q&A at Our Place

11:30 am - Noon: Free Consultations Available

If you have questions prior to this event, feel free to contact Worry-Free Wednesdays at [info@worryfreewednesdays.com](mailto:info@worryfreewednesdays.com).

Saturday, November 18 th, 2023 and Friday, December 8 th

Judy Sender will provide wisdom for “Surviving the Holidays.” This popular GriefShare program was given for the first time last year, and returns on Saturday, November 18 th and Friday, December 8 th at the NCB from 10 - 12:00 AM.

Thursday, November 30th, 2023

Shirleann Nold is presenting “Everyone Has a Story – People of the Military” at 10:30 AM in the NCB. The nation celebrates the military on Veterans Day, November 11 th so let’s take this opportunity to celebrate the veterans here at Providence Point. Whether you served Germany, Italy, North Africa, Japan, Korea, Vietnam, Guam or ....wherever, come and connect. Bring your pictures, your medals, flags and souvenirs and let’s hear your stories!

Note: The Providence Point Foundation is a 501c(3) non-profit organization, and donations are welcomed to underwrite the costs of offering activities and resources for the Providence Point community. Checks made out to the Providence Point Foundation may be dropped off anytime at PMO. Donations letters will be provided for tax benefits.

Thank you – don’t miss these dynamic presentations!

Caroline Thienes

President, Providence Point Foundation

## Special Umbrella Board

Subject: Whether to proceed with appeal of the most recent decision about the cell tower height variance on the school property.

Government Affairs Committee recommended two possible courses of action: Do nothing or have the Board immediately retain professional counsel to quickly determine whether we have reasonable grounds for appeal, to whom to make such an appeal and the cost of the appeal.

After a motion was made and seconded to support the “do nothing” course of action, there was discussion that revealed the Board was divided about what action to take. I sided with those who wished at least to explore cost of an attorney to get answers about a possible appeal before giving up entirely. Ultimately, the motion to “do nothing” carried 4 to 3 therefore the Association will take no further action to appeal the decision.

Fay Helmon  
WV Umbrella Board Alternate Director

## Resident Comments from Jane Bird

As a resident and soon to be retired VP, I wanted to give some input to Fay's comment about the volunteers in the Village.

I want to start with running the numbers. Pacific Building has 44 residents but we average an attendance of 20 residents to most building events. The rest of the residents have no interest in enacting with others. In an ideal situation, each volunteer would occupy one position. The building needs 13 to 14 residents (6 floor captains, 5 standing committee coordinators (B, G, R, W, and S), treasure, and VP plus one (either co VP / alter or secretary). I would then have 6 or 7 residents to replace volunteers. By the way, the Village needs about 11 volunteers (5 standing committees, Pres, Tres, Sec, Gov, Sec, Dig, Pea, PrPtF and Safety). Which takes two of my volunteers.

We are unique. By Google, nearly 75% of people suffer from speech anxiety. These people will not want to take on a leadership position. As we get older, we tend to take things more personally. Some of us get our feelings hurt from comments. Most of these positions are frustrating because it seems we can really change or fix anything. I watched one of my residents who told me several times she would not volunteer because she is retired. But when given a simple task by the Village, she became extremely anxious and stressed out.

I have heard from several people, we are not an assisted living community. That is correct but I have noticed that recently the owners are children of the residents. They are moving their older parents closer so as they go through cancer treatments or after the heart attack or as they start to show signs of dementia or Alzheimer. They can still dress, bathe, and cook for themselves. They may not qualify for or can afford assisted care. We do not get that person who retired last year with a healthy 401 and wants a leisurely life in their golden years. I am sure this is why I am seeing the sale of units that have been sold before in the last 5 years.

I can't end without passing on what I encounter in a CO-OP community in California. They make it very clear in the bylaws that people need to volunteer. It is pointed out that this will keep costs down and everyone expects to lead a committee or club or the community for some period of time. It might not be their cup of tea but everyone gets a turn so they learn how things work.

It's been a pleasure getting to know you all. I wish you all well but it's time for me to step aside and let someone new lead the building. I will continue to be involved from a distance but I will enjoy being an invisible resident.

## **Washington Village 2024 Budget Ratification Meeting**

**November 8, 2023**

Washington Village held a meeting to ratify the 2024 Washington Village Budget. The meeting was called to order at 4:00 PM. Village President Irene Rice presided over the meeting. There were 12 people present on zoom and two people in person. This meeting requires no quorum. The Umbrella and Villlage CC&Rs require that at least 90% of owners must vote against approving the budget if it is to be rejected. There were not enough owners present to reject the budget, so the budget was ratified.

The meeting was adjourned at 4:04 PM.

Respectfully submitted,

Jo Manning, secretary pro tem

# WASHINGTON VILLAGE ANNUAL MEETING MINUTES

January 10, 2024

## Agenda

- I. Call to Order
- II. Verification of Quorum of Membership
- III. Approval of Minutes of Last Annual Meeting, January 11, 2023
- IV. Providence Point Management Report, Lesley Millender-Irwin
- V. President's Report, Irene Rice
- VI. Treasurer's Report and Un-Audited 2023 Financial Statement, Sue Edson
- VII. Residents Comments
- VIII. Unfinished Business, Results of Elections
- IX. New Business
- X. Adjournment

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:00 pm.
Quorum Confirmation		Quorum confirmed by Lesley Millender-Irwin at 32%.
Approval of Minutes of Last Annual Meeting		Approved by consensus as posted.
Community Manager's Report	Report attached.	
President's Report	Report attached.	
Treasurer's Report	Treasurer's report attached.	
Residents' Comments		No residents commented
Old Business	Results of Elections	<p>Elected Officers are President: Irene Rice Treasurer: Sue Edson Umbrella Director: Mary Deriatus Umbrella Alt: Irene Rice</p> <p>B54 Co-VP: Diane Edwards B54 Co-VP: Jo Manning B54 Alt VP: Yvonne Thomas</p> <p>B108 VP: Ron Imhoff B108 alt VP: Katy Palma</p> <p>B110 VP: Christine Crowle B110 alt VP: Toni Meyers</p> <p>B111 VP: Gloria Rodriguez B111 alt VP: Maryann Campbell</p>

		B112: open B112: alt VP: Don Oleschlager.
New Business	NONE	
Adjourn		Motion to adjourn made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried. Adjourned at 7:24pm.

### **Community Manager Report:**

#### **PMO 2023 Wrap-Up for the Annual Meetings/2024 GM Focus Areas**

**Submitted by Lesley Millender-Irwin, PCAM, General Manager**

I have been with Providence Point for 3 ½ months, and it has been a pleasure to work with the UAB, Village Boards, and various committees to learn about the vibrant, active, and engaged community that is Providence Point. During my 3-month tenure, I have:

- Attended two or more of the seven Village board meetings and provided written or verbal reports to each board. Most of my meeting appearances have been in person.
- Attended two or more UAB Committee meetings and attended PP Foundation and Kiwanis Club meetings.
- Participated in the Garden Club bake sale as a baker.
- Worked with the Pea Patch to weed garden plots and get them ready for the winter.

### **Administration Stats:**

- Onboarded and entered **84** new residents.
- Prepared **5,040** mailers.
- **8** Budgets entered Caliber.
- Tallied **610** Annual Meeting Ballots.
- **111** Alterations Agreement completed.
- 2022/2023 **912** High Risk Component Inspections entered.
- **959** work orders entered by the administrative department.
- Collected **\$435,253.08** of insurance payments from homeowners.
- Implemented a new water loss process.
- Implemented a two-step approval process in strongroom for 2024.

### **Activities Stats:**

- 112 Offsite Bus Trips
- 26 Activities Sponsored Onsite Events
- Assisted with 58 Club, Village & Communiversity Special Events
- 1064 Reservations made for Trips & Events on the Community Website using the RSVP Feature

### **Setups:**

- 232 Regular Club Events
- 224 Umbrella, Village & Committee Meetings
- 424 Communiversity Classes

### **PMO/Board Projects: 2023 Tasks In Progress**

- HOAMCO Service/Contract Alignment
- Channel 8 Transition to YouTube

- Front Entry Landscaping Project/Town Hall Concrete Repairs
- Committee Policy and Charter Revisions
- EV for PP Fleet Vehicles via PSE grant

#### **General Manager Focus: Continued from 2023 to 2024:**

- Attend Village Board Meetings via Zoom or in person.
- Attend Village President Meetings as requested.
- Muffins with the Manager Meetings – February 2024 Start
- Printing the Resident Directory, December 2024 or January 2025
- UAB Welcome Packet Revision
- Communications Plan Rollout
- Master Calendar Creation for PP/Village Meetings
- Working closely with the Activities Department to improve processes, ensure that scheduled activities are fresh and exciting, and contribute to owner enjoyment and satisfaction.
- Working closely with the facilities team on new work order software system
- Review and improve PMO operations and administration processes to ensure efficiency and professional customer service.
- UAB Board Meeting Recaps were sent out by email.
- Working closely with the DCC to consistently update the website with UAB information.
- Continue working with UAB to send out or make information available to PP residents to ensure the owners can access the information they want/need as community members.
- Continue to improve HOAMCO's relationship and service delivery to the PP community

#### **President's Report:**

Since the pandemic is officially over in person meetings are being used again. Since Covid continues to be a reality in our community the zoom meetings will be continued. The convenience and flexibility of the zoom format has been the choice of the most of the Board members. Having an owl camera available from the Activity office improves the visibility in these hybrid meetings. The 7 PM meeting time has been agreed to in the hopes of making it possible for more of the residents who work during the day to attend.

The most dramatic event of 2023 was the collapse of Garage #2 at Winthrop on April 14, 2023. The reconstruction is being paid for by insurance. The work is expected to take about 2 months. The company that is doing the work is ATI Disaster Recovery Services. The addition of trusses for the roof yesterday was an important step in the project.

At this time last year, recovery from frozen sprinkler system pipes in two buildings was the focus. The sprinkler pipes located near the garbage chutes in all 5 buildings have been insulated now.

Exterior painting at the Olympia building and its garages was large project this year. Winthrop garages and carports have been painted and the doors have been brought up to the standard for the village. There was exterior work on the siding of the garages at Cascade and Rainier. The last 13 garage doors to be upgraded from wood to steel will be done at Rainier in 2024. Replacing worn LP siding on the garage buildings will continue. Pacific is next.

The modernization of the elevators has been frustratingly slow due to supply of certain parts. As the elevators are modernized the electrical support system will then be brought up to the new codes. The interior refurbishing can then be done.

Volunteers are needed for the committees of the village. Several have no current chairmen. These positions involve attending meetings once a month to understand what is happening in PP at the Umbrella level and in other villages, then bringing that information back to this village. There are many volunteers in each building. They need chairmen to keep the community connected. These are not huge jobs but they take commitment and communication. Please let me know if you are interested in becoming involved.

Irene Rice, WA Village President

**Treasurer's Report:**

Sue Edson, Treasurer

Our ending reserve balance for 2023 is \$939,020.42

\$320,000 of that amount is the carryover for 2 projects that have been delayed into 2024 (Winthrop's elevator and interior refurb with a little bit of the fire code upgrade).

We are working our way through a backlog of delayed maintenance. At the same time our reserves are too low for our future needs. As a result, we have a long range plan to deal with both issues. The special assessment that is due Feb 1 is part of that solution. We have made good progress, but more needs to be done. The reserve balance has increased from 18% to the current 21% fully funded. I expect that we will be meet the minimum 25% level by the end of 2024.

**Project reports:**

We replaced the last of the 770 old metal windows in resident units. That leaves the common area windows that open, on the first and second floor in Winthrop, Olympia and Cascade. These are not as high of a priority but will be done in the next few years.

Supply chain issues have delayed the completion of the Winthrop elevator/fire code upgrades and interior refurbishment. The fire code changes are mostly done, but the elevator is delayed until the 2nd quarter of 2024 and the interior refurbishment until after that is completed.

The old garage siding at Winthrop and Olympia has been replaced. Much of the garage siding was still the original LP siding. With this replacement, we are now at roughly half of that replaced. Painting was completed at Olympia along with the garage buildings at Winthrop and Olympia. The garage that collapsed is being rebuilt. The garage doors were replaced. Earlier, we thought this would need to wait until 2024 due to an extremely high bid. Rich was able to get a lower price and we moved ahead to replace those in 2023.

New budget needed for 2024: as indicated in the emails every owner/resident should have received from their VP, we have had 2 big hits to the budget that was ratified in mid-November. First, the elevator company has delayed any new projects to a year out, meaning the elevator upgrade at Olympia won't happen until at least Jan 2025. The fire code upgrade should be done at the same time and the interior refurbishment should wait until after the elevator is completed. The result is that 2/3 of our adopted 2024 budget will be delayed into 2025.

Then the roof at Rainier had another leak. An inspection revealed that the roof needs to be replaced now. We also know that the attics need additional ventilation which is best done when the roof is replaced. However, we can't spend any money on a roof if it's not in the budget. So, we need a new budget for 2024. The roof and Olympia's interior refurb are roughly the same amount of money, so we are proposing a simple swap of those 2 items. The interior refurb will still be done, but since it is delayed to 2025, we will use 2025 dollars instead of 2024.

The first bid for the replacement roof came in at just under \$156,000. My original estimate (based on the reserve study estimate) was \$200,000. There should be plenty of room in that budget to pay for a consultant to evaluate the ventilation needs. Excess heat in the attic, plus the higher temps outside shorten the lifespan of a roof so this is something we need to address. The ventilation issue was discovered as a result of fire alarms going off in both Pacific and Rainier when the attic temps were high enough to set off the fire alarms. The arial view of the roof doesn't show any of those square vents on top of the roof. Pacific and Olympia both have them so hopefully, the issue isn't as urgent at the other buildings. We have a roof inspection planned for all the other buildings this year.

Another challenge this year was inflation. Utilities and other costs were much higher than expected and the Operating fund became dangerously low. \$100,000 was transferred from the reserve account which means we now have to pay that amount back. Part of the special assessment due Feb 1 is designated for that task.

And finally, a reminder on that special assessment. It is due in full by Feb 1, or in 2 payments due Feb 1 and July 1. You all received a bill from Hoamco that might have been confusing with a due date of Jan 1 in one location. That is incorrect, but that bill does include your account number which you will need when you pay. Payment can be made online, by mail or you can give the check (with account number) to Barb at PMO.

# WASHINGTON VILLAGE BOARD MEETING MINUTES

January 10, 2024

## Agenda

1. Call to order President Irene Rice
2. Confirm Quorum Secretary Arla DeMore
3. Changes to or approval of the agenda as written Board of Directors
4. Approval of the minutes of the 11/8/23 meeting, Emergency Executive meeting 12/13/23 President
5. Unfinished Business
  - a. Ratify the unanimous email vote of 11/9/23 to approve an Alterations Agreement for a change to hard flooring for Unit #312 in the Olympia Building.
  - b. Ratify the unanimous email vote of 12/11/23 to approve the renewal of a Home Street Bank CD for \$109,453.38 at 4.65% APY for 18 months.
  - c. Ratify the unanimous email vote of 12/15/23 to approve the Alterations Agreement for a retractable screen door for Unit #312 in the Cascade Building.
6. New Business  
Determine plan for the Village FHA review
7. Adjournment

**BOARD MEMBERS PRESENT:** Irene Rice, Sue Edson, Christine Crowle, Ron Imhoff, Jo Manning, Don Oleschlager, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:35 pm.
Quorum Confirmation Acting Secretary Ron Imhoff		Quorum confirmed.
Approval of Agenda	Added the following to New Business: Executive Session Budget Revision	Motion to approve agenda with additions made by Ron Imhoff; seconded by Jo Manning. Motion carried.
Approval of Minutes of 11/8/23 meeting and 12/13/23 Executive meeting		Motion to approve minutes made by Jo Manning; seconded by Ron Imhoff. Motion carried.
Old Business	Ratify the unanimous email vote of 11/9/23 to approve an Alterations Agreement for a change to hard flooring for Unit #312 in the Olympia Building.  Ratify the unanimous email vote of	Motion to ratify the unanimous email vote of 11/9/23 to approve an Alterations Agreement for a change to hard flooring for Unit #312 in the Olympia Building and the unanimous email vote of 12/15/23 to approve the Alterations Agreement for a retractable screen door for Unit #312 in the Cascade Building

	<p>12/15/23 to approve the Alterations Agreement for a retractable screen door for Unit #312 in the Cascade Building</p> <p>Ratify the unanimous email vote of 12/11/23 to approve the renewal of a Home Street Bank CD for \$109,453.38 at 4.65% APY for 18 months.</p>	<p>made by Ron Imhoff; seconded by Jo Manning. Motion carried.</p> <p>Motion to ratify the unanimous email vote of 12/11/23 to approve the renewal of a Home Street Bank CD for \$109,453.38 at 4.65% APY for 18 months made by Sue Edson; seconded by Jo Manning. Motion carried.</p>
New Business	<p>Determine plan for the Village FHA review</p> <p>Budget Revision</p> <p>Adjourned to Executive Session at 8:14pm. Reconvened at 8:48 pm.</p>	<p>Motion to request Umbrella Association to engage consultant for Washington Village to renew FHA certification prior to deadline of February 22, 2024 made by Gloria Rodriguez; seconded by Jo Manning. Motion carried.</p> <p>Motion to approve the Revised Budget sent out to owners on December 30, 2023 made by Sue Edson; seconded by Jo Manning. Motion carried.</p> <p>President reported that the board took action.</p>
Adjourn		<p>Motion to adjourn made by Gloria Rodriguez; seconded by Don Oleschlager. Motion carried.</p> <p>Adjourned at 8:49pm</p>

# WASHINGTON VILLAGE BOARD ORGANIZATIONAL MEETING MINUTES

January 10, 2024

## Agenda

- I. Call to Order
- II. Confirm Quorum
- III. Approval of Minutes of January 11, 2023 Organizational Meeting
- IV. New Business
  - a. Adoption of Resolution Regarding Bank Signatories
  - b. Adoption of Resolution Setting the Date, Time and Place of Regular Board Meetings
- V. Introduction of the 2024 Umbrella Board Members
- VI. Set a date, time and place for the Board Orientation Workshop
- VII. Adjournment

**BOARD MEMBERS PRESENT:** Irene Rice, Sue Edson, Christine Crowle, Ron Imhoff, Jo Manning, Don Oleschlager, Gloria Rodriguez

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:25 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Minutes of January 11, 2023 Organizational Meeting		Approved by consensus as posted.
New Business	<p>Adoption of Resolution Regarding Bank Signatories</p> <p>Adoption of Resolution Setting the Date, Time and Place of Regular Board Meetings</p>	<p>Motion was made by Gloria Rodriguez and seconded by Jo Manning that the bank signatories will remain the same, Sue Edson, Irene Rice, Christine Crowle and Gloria Rodriguez. Motion carried.</p> <p>Motion was made by Ron Imhoff and seconded by Jo Manning that the regular board meetings will be held on the 2<sup>nd</sup> Wednesday of each month at 7pm at the North Community Building and on zoom. Motion carried.</p>
	Introduction of the 2024 Board Members	
	Set a date, time and place for the Board Orientation Workshop	Still Pending: Feb 3 or Feb 10 (Saturday)
Adjourn		Motion to adjourn made by Gloria Rodriguez; seconded by Jo Manning. Motion carried. Adjourned at 7:35 pm.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

February 14, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jo Manning, Sue Edson, Gloria Rodriguez, Don Oelschlager, Diane Edwards, Arla DeMore.

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:00 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda	Addition under New Business to fill the vacancy of the Umbrella Board Rep.	Motion to approve the agenda with additions made by Ron Imhoff; seconded by Christine Crowle. Motion carried.
Approval of Minutes		Motion to approve the minutes for the ___ board meeting made by Sue Edson; seconded by Gloria Rodriguez. Motion carried.
Community Manager's Report		Report attached.
President's Report		Report attached.
Treasurer's Report	The financial statements and written report were distributed to the board in advance of the meeting.	Report attached.  Motion to purchase a \$250,000 CDAR at Alliance Association Bank for a term of 6 months yielding 5.25% interest made by Sue Edson; seconded by Ron Imhoff. Motion carried.
Vice President's Reports	VP's for the following building reported: Olympia Winthrop Cascade Rainier Pacific	See attached. See attached. See attached. See attached. No report.
Committee Reports	The following committees reported: Grounds	See attached.

	Emergency Readiness	See attached.
Umbrella Committee Representative Reports	Government Affairs Pea Patch PP Foundation Safety Committee Digital Communications	See attached. Nothing to report. No Report See attached. No report.
Umbrella Board	Report attached.	Report attached.
RESIDENT'S REMARKS	No remarks.	
Old Business	<p>Ratification of emails votes of 1/29/24</p> <p>Ratification of email votes of 2/2/24</p>	<p>Motion to ratify the email vote to accept Sanderson Construction as a single source for siding work to be done in WA village made by Gloria Rodriguez; seconded by Christine Crowle. Motion carried.</p> <p>Motion to ratify the email vote of 1/29/24 to accept Sanderson Construction's bid of \$43,251.68 to replace siding on the garages at the Cascade Building made by Sue Edson; seconded by Jo Manning. Motion carried.</p> <p>Motion to ratify the email vote of 2/2/24 to accept The Painter's bid to paint Cascade Building and garages for \$56,001.93 made by Sue Edson; seconded by Christine Crowle. Motion carried.</p> <p>Motion to ratify the email vote of 2/2/24 to approve an Alterations Agreement request to replace carpet with vinyl flooring in the entry of Unit #309 Rainier Building made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.</p>

New Business	<p>Revision of Motion to accept revisions.</p> <p>Reserve allocation for Grounds projects discussed.</p> <p>The resignation of the WA Village representative to the Umbrella Board and process for replacing her was discussed.</p>	<p>Motion made by Sue Edson to revise the WA Village financial Management Policy as proposed; seconded by Jo Manning. Motion carried.</p> <p>The grounds committee needs to organize a plan with details of costs then bring it to the Board for approval.</p> <p>Motion to accept the resignation of Mary Deraitus as Washington Village Representative to the Umbrella Board made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.</p> <p>Ron Imhoff volunteered to draft a letter to go out to all VP's to recruit volunteers for the vacancy of WA Village Representative to the Umbrella Board.</p>
Adjourn	Adjourned at 8:54pm	Motion to adjourn made by Gloria Rodriguez; seconded by Christine Crowle. Motion carried.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

March 13, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Jo Manning, Sue Edson, Gloria Rodriguez, Don Oelschlager, Sheila Couey, Diane Edwards, Arla DeMore, and General Manager Leslie Millender-Irwin

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:00 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda		Motion to approve the agenda with additions made by Ron Imhoff; seconded by Sue Edson. Motion carried.
Approval of Minutes		Motion to approve the minutes for the Budget ratification meeting 2/14/24 and the BOD meeting 2/14/24 made by Ron Imhoff; seconded by Sue Edson. Motion carried.
Community Manager's Report	Reported	See attached.
Treasurer's Report	Reported  The financial statements report were distributed to the board in advance of the meeting.	See attached
President's report	Reported	See attached.
Vice President's Reports	VP's for the following building reported: Olympia; Ron Imhoff Winthrop; Diane Edwards Cascade; Christine Crowle Rainier; Gloria Rodriguez Pacific, Don Oelschlager	
Committee Reports	The following committees reported: Grounds; Jo Manning Emergency Readiness; Marcia Colvin	
	Government Affairs; Ron Imhoff Pea Patch; Nora Albert	

	Building Maintenance; included in President's Report Digital Communications; Kathleen Ege	
Umbrella Board Representative	Reported	Ratification of the unanimous email votes of 2/20/24 to appoint Sheila Couey to the Umbrella Board Representative position. made by Gloria Rodriguez; seconded by Ron Imhoff. Motion carried.
RESIDENT'S REMARKS		
Old Business	Ratifications of email votes.	Ratification of the unanimous email votes of 2/15/24 to change the deposit voted on in the 2/14/24 BOD meeting to deposit \$250,000 to the Alliance Association Bank CDAR account at 5% interest for 6 months made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.  Ratification of the unanimous email vote of 2/21/24 to approve an Alterations Agreement for installation of a screen door for Unit #106 in Building 108 made by; Gloria Rodriguez; seconded by Sue Edson. Motion carried.  Ratification of the unanimous email vote of 3/7/24 for an Alterations Agreement for building 111, unit 103 for final flooring in the entry and hall. Ron Imhoff; seconded by Gloria Rodriguez.

New Business	<p>Safety precautions needed for the use of digital locks on the Unit front doors. A key must be available for emergency situations.</p> <p>Discussion of Yolink Water Link Sensor system.</p> <p>Set a date and time for BOD workgroup to discuss ethics and conflict of interest and set 2024 goals.</p>	<p>Discussed</p> <p>Discussion will be taken back to building meetings by the VP's.</p> <p>Motion made by Ron Imhoff to accept Jo Manning and Nora Albert as co-chairs of the Village Grounds Committee; seconded by Don Oelschlager.</p> <p>Time and date set for March 21, 2024, 7:00pm via Zoom.</p>
Adjourn	Adjourned at 8:56pm	Motion to adjourn made by Gloria Rodriguez; seconded by Christine Crowle. Motion carried.

### **General Manager/PMO Reporting - March 2024**

**Submitted by Lesley Millender-Irwin, PCAM, AMS**

- **Mobile Speed Sign Purchase** ○ Received sign information from Frank Pineau and ordered the new sign on Amazon. We will meet with the Safety Committee once the sign is received to determine the placement/rotation schedule.
- **WIFI Access Point Installation Update: SCB Router Upgrade** ○ The WIFI router in the SCB needs to be replaced, as it is not connecting properly with the new access points. PMO is working with POA to install and obtain a new router.
- **Village and UAB FHA Renewals and Insurance Broker Information – Update** Financial information for all Villages has been assembled, and questionnaires are close to completion. The Partners Group, the association's insurance broker, reviewed an email forwarded to them by the PMO regarding FHA recertification and owner HO6 insurance requirements. TPG determined that there were no issues with PP requirements, that owners carry a \$100k policy, and that this requirement would not prevent PP from being recertified.
- **Board and Committee Email/Storage Accounts Update** All email addresses and temporary passwords have been received from POA.  
PMO will forward these emails and the training link to village leaders next week.

- **Work Order Software Acquisition Review by PMO: Update** LIMBLE, the prospective CMMS work order software vendor, has been contacted and provided with our technical questions. PMO has requested an additional software demo from LIMBLE, focusing on the technical questions we have (data migration, etc.). Klina has been invited to this demo, which is pending scheduling. An email is also being sent to Village leaders inquiring about their “pain points” with our current work order system. This feedback once received will be shared with LIMBLE.
- **Stripe/Website Reservation System Review: PMO Update** o Lorri and I met with Ken Limbert (DCC) last week to review the integration of Stripe and the existing reservation system on the website. Based on that meeting and a follow-up meeting, PMO has determined that Stripe and the website reservation system will allow us to set up “campaigns” to allow direct purchasing by owners of event/activity tickets. Lorri and I are working on a formal policy to govern the online reservation/payment process. We are also revising the “signup day” process, which will be sunset at the end of 2024.
- **Distribution of New Committee Policy to Committees: PMO Update** o The Committee Policy has been distributed to all active committee/club leaders by the PMO. All active committees/clubs have been advised they have 60 days to update their Charters and forward them to the PMO for initial review. The PMO will provide the updated charters to the board officers for secondary review before they are forwarded to the full UAB for review and approval.
- **Small Board Communications Group: Meeting Scheduled for 3/19/24.**
  - o Meeting to discuss the distribution of information to community members.
- **Radius Water Leak Software: UAB President Discussion Item/Village Presidents** o Discussion of Radius, water leak detection software and proposed installation/access to it by Safety Services.
- **UAB and Local Government Communications: UAB President Discussion Item** o Discussion of communications with city government leaders.
- **Facilities Labor Shortage and Plan to Address/Mitigate: PMO Update** o An email will be sent to Village Presidents/Grounds leadership to address our current labor shortage at the EOB today. Due to medical reasons and one facility's role being unfilled, we are labor challenged. We will need to re-prioritize some facilities and functions and use outside vendors to assist us with some tasks when one team member returns from medical leave and can perform without restrictions.

**Board Orientation Meeting on 3/2: President's Comments & Feedback** o Update on successful 2024 when UAB orientation on 3/2/24.

- **HOAMCO Corporate Review of GL 2701 Reconciliation: PMO Update** o PMO will meet with Michael Franciosi, VP of HOAMCO finance on 3/12/24, to review this GL related to insurance payables. GL 2701 requires audit and reconciliation.
- **Landscaping Plan Review & 2024 Projects** o Town Hall Concrete Repairs

Re-landscaping of Front Entry/Clubhouse

**Washington Village Treasurer's Report.**  
**March 2024 Sue Edson, Treasurer**

Bank balances as of Feb 13, 2024:

Operating Account = \$134,990.76  
Alliance Reserves = \$644,768.21  
Reserves Special Assessment Account: \$222,422.43  
Reserves Spec Assessment CD: \$250,268.07  
Homestreet Reserves: \$185,532.08  
Alliance Reserve CD: \$51,128.72  
Total Reserves = \$1,354,119.51  
Capital Contribution Fee YTD: \$2858.64

Sold or pending, but not recorded yet: \$12,196.68,  
Listed = 11597.16  
Total: \$26,652.48

Reserve Payments:

Sanderson Construction: \$8650.43 From Special Assessment account for the Cascade exteriors project.

Carolyn Rider: Misc Reserves for garage door mechanics: \$733.21

Reserve Projects update:

1. Cascade exteriors: The remaining old garage siding has been replaced by Sanderson's Construction. Total cost is \$43,252.13. Bid was \$43,251.68

Next up is painting. There is some siding on the main building that needs to be replaced before it can all be painted. The bid from Sanderson hasn't arrived yet.

Budget: \$110,000

2. Rainier Roof replacement; We have 2 bids with at least 4 more companies who declined to bid. We have been expecting a third bid for several weeks. The report from Evolution Architecture on the attic ventilation issues still hasn't arrived. Once the attic report arrives, we will move forward on the roofing contract with the bids we have at that time.

Special Assessment account: We collected \$361,000 of the \$500,000 special assessment in Jan and Feb. Most of the remaining amount will come in July when the second payment is due.

However, there are 10 owners who did not pay any for a total of about \$28,000. In the financial statement, the remaining amount owed is listed under 1210 - A/R Special Assessment.

Electric Bill: Here are the electric bills for this year and last. The meter is read very early in the month, so this bill will not reflect any changes made after the discussion at the Feb Board meeting. Pacific's bill reflects roughly half before the heat was turned down. Rainier is pretty darn high. As stated last month, please be aware that the thermostats are inaccurate and a setting of 60 degrees likely results in an actual temperature in the mid-70's.

Building Electric Usage

2022-3	December	January	February	March
Rainier (3175)	\$1006.00	\$985.00	\$992.00	\$1038.00

<b>Winthrop (3167)</b>	\$775.00	\$898.00	\$869.00	\$931.00
<b>Cascade (4516)</b>	\$652.00	\$684.00	\$711.00	\$817.00
<b>Pacific (3183)</b>	\$563.00	\$679.00	\$628.00	\$719.00
<b>Olympia (4722)</b>	\$572.00	\$591.00	\$570.00	\$596.00
<b>2023-4</b>				
<b>Rainier (3175)</b>	\$857.75	\$764.37	1006.01	
<b>Winthrop (3167)</b>	\$682.08	\$607.28	867.19	
<b>Cascade (4516)</b>	\$730.41	\$754.45	806.24	
<b>Pacific (3183)</b>	\$739.85	\$908.80	903.57	
<b>Olympia (4722)</b>	\$574.78	\$542.87	662.82	

**Washington Village BOD Meeting, March 13, 2024**

**President's Report**

The Board has been working on two items in particular this month that the VPs plan to share with you at the building meetings.

1. How to reach out to new owners with information about the volunteer nature of the village associations. It generally takes some time after move in for new owners to realize that the maintenance overview of the 5 buildings and the governance are all done by volunteer owners. The best time to reach our new members is right after the closing of the sale. The VP has a Welcome form to give them and a flyer about volunteering.
2. The second issue has been discussion of water leak sensors that report to phones. The next To the Point will have an article about the Yolink system written by Paul Koch of Garden Village. Five of the seven Village Associations have decided to either encourage or require the use of that system. Some villages pay for part of the cost. In addition to the sensors that report to the phone there is a device that automatically turns off the main shut off valve to the unit. That device is triggered by the water leak sensors. It stops the water much faster than any person can respond to the alarms whether they are audible alarms or phone notification. The device requires the lever type shut off valve. In WA Village one half of the units have changed to the easier to use lever shut off. 92 of 181 units. The Winthrop building's 41 owners have all replaced their shut off valves since this project started in 2018. Preventing damage from water leaks is an

important action that each owner can do to assist with efforts to demonstrate to our insurance provider that they should continue to work with PP.

Irene Rice, WA Village President

### Building/Committee Reports

### Vice President's reports

**Olympia Ron Imhoff** One unit is unoccupied and is for sale. A second unit recently went up for sale and is now pending.

We had an unplanned fire drill Sunday afternoon. A meal cooking on the stove was left unattended and the smoke set off the alarm. Discovered various issues: 1) if shelter in place, don't leave the unit. 2) use emergency stairs. 3) batteries in walkie-talkies dead. 4) Rosters missing or out of date

We continue to work on the landscape plan for the northeast corner of our building. Special appreciation to Colleen Lewis, Nora Albert, Debbie Bayer, Jo Manning for their help in getting it prepared and into the approval process.

**Pacific** Don Oelschlager No vacancies.

**Winthrop**: Diane Edwards. Winthrop building has a one bedroom which is on sale due to a death of one of our longtime residents.

The family of a resident put on a surprise 85<sup>th</sup> birthday party, we had bingo and we are planning on a March birthday celebration.

Our social chair, who has been with us for three years, has stepped down and a new resident has stepped into the position already looking for recruits and happenings.

Our maintenance chair has stepped down, after three years, and we are looking for a replacement.

Our carport rebuild looks almost finished with painting done last week. Hopefully by the time this report comes out it will be completed with gutters and a clean floor and our residents can start using their parking space.

**Rainier:** Gloria Rodriguez One unit has sold and is expected to close by the end of the month. We continue to deal with an ant problem but Paratex finally sprayed the perimeter of the building and all common areas so hopefully that problem will resolve.

**Cascade** Christine Crowle One unit is on the market and one unit is being renovated preparatory to being put on the market; otherwise no vacancy. One of our residents left to go to Spokane for assisted living, and another recently passed away.

## Committee Reports

## Social Open Position

## **Grounds Open Position**

Emergency Readiness Marcia Colvin

The ERC held their monthly meeting on February 23rd.

Susan and Alice met with Leslie and Klina on February 15th. They discussed the Providence Point emergency plan, specifically:

1. There is no 24/7 emergency coverage at Providence Point. Kline will check to see what the HOAMCO contract says about this.
2. Who will be our Incident Commander in case of emergency?

3. We need a backup for Jim Riley, our Communications specialist.
4. We discussed the emergency guidebook for residents. Leslie will get them printed as soon as it is finalized.
5. Leslie would like to get CERT training for Providence Point. How would we schedule that and how much interest would there be from residents? Would residents be interested in certification which would be available at a charge.
6. Leslie is finalizing an SMS texting system for Providence Point and we will incorporate it into our Communications drill in April.

We still need volunteers for the ERC. So far efforts to recruit have been unsuccessful.

The Providence Point wide Communications drill will be April 24th from 10:00 a.m. till noon. Jim Riley will work on some PR for the event.

There will be a 2-hour resident training in May to educate residents about emergency preparedness.

Responsibilities of Safety Committee versus the ERC: Safety should be focusing on preventing emergencies. Is there a way that ERC can partner with them?

Road conditions in cold Icy weather. Providence Point does not salt or plow cul-de-sacs. Who is or should be responsible? We will explore this further.

Welcome to Alice Erskine who is taking over the chair position for the ERC.

Our next meeting will be Friday March 22nd at 10:00 a.m. at Town Hall.

**Welcoming** Open Position

**Building Maintenance** Open Position

**Umbrella Committee Representative Sheila Summary of Providence Point Umbrella Association Board Meeting of February 27, 2024**

The Umbrella Board met Tuesday, 2/27/24 for its regularly scheduled monthly meeting.

This is my first attempt at providing a brief summary of the PPUAB meeting. I hope you find this helpful and easy enough to follow.

Items discussed:

- President, Kline Dupuy, reminded PPUAB members of the duty of care to the fiduciary health of the entire community and reminded all members of the importance of representing our entire Villages and support for the decisions made by the Board.
- Need Committees to update existing Charters in 60 days rather than the previously proposed 30 days.
- Resignations from Mary Deraitus, Bruce Drum and Susan Matt were accepted.
- Tim Boone reported on the progress of the research for the new Work Order Software program. The new program would meet our goals for better and more efficient communications between PMO and the Village and the Unit Owner.
- Rich Landscape will continue with the contract for our Grounds and Landscaping maintenance.
- Suggestion was made that the USB Treasurer meet with the village Treasurers.
- GAC report – new school – Grade School is on Hold due to ISD budget constraints
  - Verizon Cell Tower near Hilltop Village is still actively being opposed by PPUAB
- ERC Report

- Planning an Emergency drill in April.
- Purpose: recruit volunteers, improve the reliability and reach of radio & cellphone communications
- PMO – wifi access point project -complete
  - NEW HOAMCO Accountant
  - Mobile speed limit sign to monitor speeding in PP - approved
  - Cameras (2 new) for back entrance approved – vender will schedule installation
  - Survey of members/owners re: Channel 8 replacement -usage?
  - Common Area Lighting needs – will be addressed due to emails & calls of concern

**Communiiversity** Barbara Beyer – no report

**Government Affairs** Ron Imhoff Issues and activities discussed were as follows:

### **ISD/Providence Heights**

Bond advisory committee meetings 1/24 & 2/24: The bond issue will focus on seeking taxpayer funding as state funding remains insufficient, emphasis will be on safety and security including upgraded cameras, fencing, electronic access. ES #17 postponed, HS #4 “still needed.”

State Accountability Audit 9/1/21-8/31/22: The Audit found that ISD “did not have adequate internal controls in place to ensure it complied with state law” and that bond funds were used for other than their intended purpose.

\$46M was spent without Board resolutions or itemized specifics as to where money went.

ISD Classroom permanent capacity discrepancies: Between the 2019 and 2020 ISD Capital Facilities Plans (CFPs), 456 high school students (~15-20 classrooms worth) “disappeared” without explanation. Further investigation is necessary.

Legislation: The three bills introduced in this year’s legislative session aimed at reducing the 60% majority requirement for passage of Bond issues appear to have died in committee. Further information will be sought once the Legislative session ends.

Verizon Wireless Compound Appeal: With much appreciated help from attorney Rick Aramburu, Verizon’s motion to dismiss the appeal of the site permit was successfully defeated on 5 of the 7 issues. The hearing is scheduled for 9:00am 4/23/24 at Tibbets Manor and on Zoom. There will be no public comment. Next step is to submit a legal brief by 3/29/24. See addendum for further details.

Clearing and Grading permit: The permit fees have now been paid and the status shows “ready to issue.” No answer has yet been found to the question of whether or not a separate permit would be required for the demolition of the water tower.

### **Old Business**

Forest Trail: There is no funding in current Issaquah City budget, however, it continues to show up in future plans. The updated Parks plan will be reviewed when it is issued.

Issaquah Council: New fire codes were adopted which will impact Washington Village and may impact other PP villages as well.

Meeting with Council member: A meeting is planned with Council member Hall for informal discussions of ISD bond planning and Laughing Jacobs Creek Trail.

**Sammamish Council:** Their regional agenda includes reference to collaborating with King County to complete Emerald Necklace Trail. Their transit plan includes co-locating affordable housing at the South Sammamish P&R. In the future, members of the public who wish to make comments during the allotted meeting time need to notify the city clerk by 3:00pm the day of a regular meeting or 2 hours before start time of a special meeting.

**Safety Committee:** No trespassing signs are being installed; more are on order. There are funds in the UAB budget for fence repair. A mobile speed sign is on order. AEDs will be installed in Town Hall, Clubhouse and the security building. A meeting with Securitas will be held to discuss updated post orders.

**GAC website:** Postings of our activity reports are now current through January 2024.

**New Business:**

GAC has been asked to submit an annual report to the Umbrella Board.

GAC will begin work on our charter update as soon as the new requirements are distributed.

The ISD superintendent will be invited for a follow up meeting; the date depends on her availability.

**Members time** – The CCARE Political Action Committee is being relaunched. It was clarified that the Umbrella board may contribute funds to support (or oppose) election issues, but not to support individual candidates. Fundraising efforts will begin shortly and residents will be asked to contribute at Prov Pt meetings and functions to defeat the upcoming Bond proposal, if it includes funds to fill the \$100,000,000 gap in ISD's currently available funding to complete the High School project as currently planned.

Addendum to Verizon Wireless Compound Report

GAC members continue working hard to preserve a large portion of the forested hillside immediately behind Hilltop Village, which the planned Verizon project would clear cut and grade. This space would provide for a 3600 sq ft compound (housing primarily four small buildings, an emergency generator, and the concrete base of the cell tower) surrounded by three feet of cleared and disturbed area, an entrance driveway and extra space for parking, and a five-foot-wide strip stretching all the way from 228<sup>th</sup> Avenue along the Loop Road to the compound to accommodate a conduit for each of the four anticipated wireless carriers on the tower.

Through a long battle in 2022, Providence Point succeeded in having this stretch of land legally preserved as an important buffer from the still-planned Issaquah District school project. Yet, ignoring this apparent legal commitment, and other code requirements, the City granted the Verizon project an Administrative Site Development Permit, to allow for the siting and development of the entire project on the same piece of land. Following an Appeal of this permit, the City and Verizon filed a Motion to Dismiss the Appeal on Feb. 2; the Hearing Examiner denied the Motion (a substantial victory for Providence Point!). As a result, the appeal will proceed to a public hearing, to be held at Tibbets Manor (and remotely) on April 23, at 9:00 AM. The appeal is not an opposition to cell towers and wireless communication; it is an opposition to the particular location of this project, and recognition of the many technically better, less harmful locations on the property, including Verizon's present facility on the existing water tower.

**Pea Patch** Nora Albert

Saturday, March 16th, Weeding Party 10:00-12:00

Saturday, April 6th, Hetty's Gardening Class, All gardeners invited, learning and fun experience

**PP Foundation** Open position

**Safety Committee** Fay Felmon

The Committee sent their Advisory Report on "Safety Policy Issues at PP" to Umbrella Board for action. The report calls for changes to Safety Services post orders and Umbrella Safety policy. General Manager, Lesley Millender-Irwin will follow through on these.

I have been advised by a WV resident about two incidents when she and her dog came close to being hit by a car. One was in the driveway/garage area in front of Olympia and the other was near the collapsed garage on 226th Place SE. Please be careful around our garages where there are often people nearby as well as blind corners.

Each month the Safety Committee has a column in To The Point newsletter on various safety issues. Do you find this column useful?

The Safety Committee did not meet in March. Meetings will resume in April. If you have any safety concerns or questions for the Committee, please let me know.

**Digital Communications** Gail Crumbley, Kathleen Ege co chairmans  
Met February 22 at 10:00

Umbrella Board President, Klina, invited the members to meet with her so she could meet everyone and see how she can help the committee and we can help her know more about the committee's workings.

Each member introduced themselves and explained their position on the committee.

At Sandy Hare's resigning Milt Moorhouse is waiting to be approved by the board to chair that committee.

Some of the items that were discussed was the computer lab located in South Community Center. And the needs there including volunteers, and need of a point person.

There was a discussion about the Message board – doing a splash , E Blast and the different special events would be broadcast on the website.

Not much can be accomplished until Our chairman is approved and meeting date and time of our meetings are established.

The next meeting is scheduled for March 28 which is the 4th Thursday of the month at 10:00 AM.

## **Washington Village BOD Workshop**

**March 21, 2024 at 7 until 7:45 PM by Zoom**

### **What was it about:**

1. Review of the Code of Ethics and Conflict of Interest in relation to being a Board member. The Community Associations Institute publications on the subject were sent out ahead of time and briefly reviewed. There is a current WA Village policy resolution on these subjects that has been reviewed by the Board members. No changes were needed at this time.
2. Develop Goals for the Board for 2024..

### **Who was there:**

Board Members: Sheila Couey, Christine Crowle, Sue Edson, Diane Edwards, Ron Imhoff, Jo Manning, Irene Rice. Village Representatives: Nora Albert and Fay Helmon.

## **Washington Village Board of Directors** **2024 GOALS & OBJECTIVES**

- 1. GOAL: To ensure Washington Village maintains safe, well-maintained buildings for the enjoyment of residents and the preservation of property values, the Board of Directors will implement the following 4 objectives during 2024.**

Objective 1: The Treasurer and Budget and Finance Committee will develop a plan for Board adoption to build reserves to reach and maintain the required 25% reserve by 2027 to ensure proactive, timely maintenance of Village buildings.

Objective 2: Prior to the initiation of the 2025 Reserve Study, conduct one board training on the reserve study process to increase understanding of how the study findings should be used.

Objective 3: Recruit a volunteer coordinator by June 2024 to establish an ongoing water leak prevention program to educate owners about their role in preventing leaks and increase adoption of prevention measures to 80% of owners this year.

Objective 4: Increase the number of owners providing their updated property insurance information and annual renewal to PMO from 69 owners (38%) to 136 owners (75%) by sending 3 quarterly reminders during the remainder of the year.

**2. Goal: Increase resident interest and participation in Village governance as measured in 2025 by all vacant positions filled and an 80% increase in resident attendance at Village Board Meetings.**

Objective: Establish an ad hoc committee of 6-8 residents to study the problem of declining resident interest and participation in Village governance, and to report to the Board by July 2024 its recommendations for actionable steps to reverse that trend by 2025.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

April 10, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Don Oelschlager, Jo Manning, Sue Edson, Gloria Rodriguez, Sheila Couey, Arla Demore, Diane Edwards.

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 7:00 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda		Motion to approve agenda made by Ron Imhoff and seconded by Christine Crowle. Motion carried.
Approval of Minutes		Motion to approve Minutes for 3/13/24 BOD meeting and 3/21/24 Board Workshop meeting with corrections made by Ron Imhoff; seconded by Don Oelschlager. Motion carried.
Community Manager's Report	Report attached.	
President's Report	Report attached.	
Treasurer's Report	Reported The financial statements report was distributed to the board in advance of the meeting.	See attached.  Motion made by Sue Edson to approve the bid from Sanderson Construction in the amount of \$13,718.46 for siding repair at Cascade; seconded

		by Ron Imhoff. Motion carried.
Vice President's Reports	VP's for the following building reported: Olympia Winthrop Cascade Rainier Pacific	See attached. See attached. See attached. See attached. See attached.
Committee Reports	The following committees reported: Grounds  Emergency Readiness	See attached.  Motion made by Jo Manning to approve \$500 for the project at Olympia NE side of building; seconded by Ron Imhoff. Motion carried.  See attached.
Umbrella Committee Representative Reports	Verbal reports were provided for the following committees: Government Affairs - Pea Patch Safety Committee ERC Committee	See attached. See attached See attached See attached
Umbrella Board Representative	Report attached.	See attached
RESIDENT'S REMARKS		
Old Business	Ratification of email votes of 3/22/2024  Ratification of email votes of 3/26/2024	Motion to ratify the email vote to accept the bid from Chinook Roofing to replace the roof at Rainier made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.  Motion to ratify the email vote to accept

		the bid from Chinook Roofing to repair the roofs on buildings #54 Winthrop, #108 Olympia, #110 Cascade, and #112 Pacific for \$16,069.49 made by Ron Imhoff; seconded by Gloria Rodriguez. Motion carried.
New Business	<p>Discuss the 7 PM Board meeting time after 3 months experience.</p> <p>Discuss the compliance with rule to provide a fence to screen AC units.</p>	<p>Meeting day and time will remain the same for the time being.</p> <p>Discussed.</p>
Adjourn		<p>Motion to adjourn made by Gloria Rodriguez; seconded by Christine.</p> <p>Motion carried.</p> <p>Adjourned at 8:40PM</p>

**Washington Village Treasurer's Report. April 2024 Sue Edson, Treasurer**

Bank balances as of March 31, 2024:

Operating Account = \$139,755.45

Alliance Reserves = \$678,643.72

Reserves Special Assessment Account: \$192,385.69

Homestreet Reserves: \$186,224.03

Alliance Spec Assess CD: \$251,309.56

Alliance Reserve CD:

\$51,347.60 Total Reserves =  
\$1,359,910.60

Capital Contribution Fee YTD:

0 in March \$10,516.44 sold  
but not recorded yet.

For Sale or pending:

\$16,806.12

Reserve Payments:

B110 Garage siding repair: Sanderson Construction. \$4325.61

Reserve Projects:

1. Cascade exteriors: Budget: \$110,000  
The garage portion is done.

Actual cost for siding = \$39,681.21 Bid = \$43,251.68 Painting for just the garages is \$3025.11.  
Garage total = \$42,706.32

Remaining: Siding repair on the main building: Sanderson's bid is \$13,718.46. The  
Painter bid: \$56,001.93 for both the main building and the garages.

Total so far = \$56,424.78. Remaining Painting = \$52,976.82

Motion: I move to approve the bid from Sanderson Construction in the amount of \$13,718.46  
for siding repair at Cascade.

2. Rainier Roof replacement: Budget = \$200,000

The Board voted (via email) to approve the bid from Chinook roofing. In addition, the  
inspections for the other buildings came in with a grade of D, including a D- for Cascade. 3 of  
the 4 were listed as needing to be replaced in 2024. However, with some patching, we can get a  
few more years out of the roofs. That patching totaled a little over \$16,000 for all 4 roofs. The  
Board approved and the work has already been completed. We are now waiting for attic  
inspections on the other 4 buildings. That will require access to the attic via each 3rd floor unit.  
It is very helpful to have somebody on hand to expedite access. More info when this is  
scheduled.

We met with Rich Niemi to discuss the various issues with the roofs and the attic inspections.

Bottom line: we need an additional \$130K this year for the insulation and other issues that came  
up from the attic inspection at Rainier plus patching the roofs at the other buildings. If the attic  
inspections at the other buildings show the same results, we would need another \$470K. Once  
the reports are in, the Budget and Finance committee will meet to discuss all of this and make a  
recommendation to the Board.

Now some good news: PSE offers rebates for attic insulation. It is the same program that we used to get \$80K in rebates on our window replacement. Thanks to Fay Helmon for bringing this to my attention. Based on a very rough estimate, this might be \$25,000+/building. There are pre-approval requirements so finding out about this now is essential.

Elevators: The Olympia elevator and fire code upgrades are delayed indefinitely by the company. PMO staff are working on options, but I think the \$400K budgeted for that project in this year's budget can be used for the roof issues.

Hopefully, we will have the necessary information so we can move forward in time for the 2025 Budget discussions.

Next steps: With the vote to approve the Chinook bid, we can start moving forward on Rainier's roof. The priority is to get a watertight roof. Next step is to then work on the attic issues. The same priority holds for the other buildings: patch the roof to stop any leaks etc. (done), then get the attics inspected and finally fix any issues found.

PSE has another program with some potential savings for us. This is their Flex program. I received a flyer in the mail and Diane Edwards forwarded the email version. That was very helpful. My first look at the information had me wondering if we qualified, but the email version said it applied to multi-family buildings. The Flex program depends on the user having smart thermostats and electric meters that can be read remotely. I think we have the latter. They are offering a \$50/thermostat incentive for signing up and then \$10 each annually plus some discounts (up to \$75) via the PSE marketplace. I am looking into whether the financial incentives will essentially pay for new thermostats. We have 60+ or so. The program allows the company to automatically cut back our heat or AC if the raw power grid is under strain. They will pay us \$1/KwH for the electricity saved plus a few other smaller incentives. Using Pacific building as a model; the heat was turned down in Feb by 5 or so degrees, reducing the average daily KwH usage by 61. I think this is pretty similar to what a Flex situation might be and that would result in a savings of \$61 for one day. Multiply by 5 buildings and more days and this could really add up.

I am still trying to get more information and am running into people on vacation (spring break for schools) so hope to have more info on this for our next meeting.

Reserve Study: The contract with the company that produces our reserve studies is up this year. I'd like to ask our Umbrella Rep (Sheila) to propose that this contract be put out to bid rather than just renew it. Please make sure to include the Treasurers in setting the criteria for the contract bid. This is an Umbrella responsibility, so it needs to happen at the Umbrella level. The Treasurers met and we are all unhappy with the work provided by the current company and will also be discussing this. The quality of the reports we have received is pretty low.

Electric Bill: Below is the chart showing the electric bill for each building in the winter months. The numbers in parentheses are the last 4 digits of the account number for each building. Note that the meters are read very early in the month, so the March bill is for the electric use in Feb.

Building Electric Usage				
2023-4	Nov	Dec	Jan	Feb
Rainier (3175)	\$857.75	\$764.37	1006.01	908.77
Winthrop (3167)	\$682.08	\$607.28	867.19	673.65
Cascade (4516)	\$730.41	\$754.45	806.24	673.13
Pacific (3183)	\$739.85	\$908.80	903.57	719.24
Olympia (4722)	\$574.78	\$542.87	662.82	601.41

#### General Manager/PMO Report – April 2024

#### Submitted by Leslie Millender-Irwin, PCAM,AMS

Electronic Access Control/Cameras, Clubhouse o PMO is interviewing vendors who are able to provide electronic access control and cameras for the first phase/beta test in the Clubhouse. A presentation on this issue will be made at the May working session meeting by PMO. • ERC: SMS Texting Test, Process: PMO and ERC Update o PMO is working with the ERC on the 4/24 communications test. PMO will assist with the SMS texting aspect of the communications test. An e-blast will be sent out this week and next to encourage owners to check their mobile numbers to ensure they are correct and confirm if owners would like to participate in the texting test. • New State of WA Fire Grill Requirements o Our insurance broker has advised us that the new State of WA open flame/BBQ law has been reversed. Ryan Stewart of the Partners Group advised us that the State adopted the new law, which had a ban on BBQs on decks. This law was supposed to go into effect on 3/14. Ryan stated that the State reversed the new law at the last minute as they did not intend to ban BBQs. The new law was banned five days before it was to be implemented, but unfortunately, the State had already given directives to fire departments/fire authorities on the new law. Current Umbrella and Village policies related to open flame devices are still in effect. • Committee Reports: Distribution to Community and UAB Ahead of Board Meetings o new process will be effective in May – committee reports will be distributed to PP residents as part of the working session and regular UAB board meeting agendas. This will allow PP residents and UA board members to review committee reports before these meetings. • White Elephant Sale: Update on the first committee meeting that took place two weeks ago. WE sale is scheduled in July 2024. • Mobile Speed Sign Purchase of Safety committee has determined location/placement of new mobile sign, which will be installed on a maintenance vehicle once deployed. • Village and UAB FHA Renewals and Insurance Broker Information – Update of The WAV FHA recertification is still pending. FHA requested 2/29/24 income and balance sheet for review, which have been provided. • Work Order Software Acquisition Review by PMO: Update on LIMBLE, the prospective CMMS work order software vendor, has been contacted and provided with our technical questions. PMO has forwarded additional info regarding “pain points” from village leaders. This information has been sent to LIMBLE for response. • Stripe/Website Reservation System Review: PMO Update o Lorri is finalizing the new Stripe payment policy and online

reservation process, which will be utilized for the May rollout of the first activity/event that can be reserved and paid for online.

### **President's Report**

The report from PMO at the March Meeting indicated that only 69 of the 181 owners in WA Village have reported their property insurance information. This could indicate that owners have not asked their insurer to notify PP of the annual renewal of the property insurance. It is much easier to have the insurance company send the notice than it is for the owner to deliver a copy to PMO each year. Or it may mean that the owner has not increased their property insurance coverage from \$25,000 to \$100,000 as notified last year at this time. If the second reason is true then the owners are at great risk of having an inadequate amount of property insurance on their unit. Please discuss this situation at the building meetings.

There are projects in 5 of the 7 villages to install Yolink water leak sensors that report to the owner's smartphones. This Board has not adopted a plan for Yolink. There are several owners in the Cascade building who have purchased another water leak sensor system that sends alarms to phones, Govee. Sheila Couey and her husband Steve have expressed interest in exploring how this village might have a Yolink project.

The Preventative Maintenance Inspections were completed last year and the Building Maintenance representatives in each of the 5 buildings will be asking owners for their updated information. That will not involve inspecting inside units unless that inspection was not completed last year. There is a form to update about the number of water leak sensors being used, changes to the main shut off valve and installation of new water heaters. The purpose of this review is to demonstrate to the insurance company that we are paying attention to the prevention of the costly source of claims.

The report of the inspection of the attic at Rainier building indicated that the insulation is deficient. As a result, Rich Niemi has been asked to arrange similar inspections of the attics in the other 4 buildings. Those inspections involve entrance into units on the third floor where the openings to the attic are located. Advanced notice will be given. The Evolution Architects inspection took a whole day for one building. The replacement of the roof at Rainier and the repairs to the other four building roofs is the first step. The schedule of when Chinook Roofing will be doing the work is not available yet.

There has been a change in the WA State fire code restricting the use of BBQs with open flames on decks effective July 1. There must be an overhead sprinkler. The decks in this village do not have overhead sprinklers. Our policy needs to be rewritten.

There are goals for 2024 that hopefully the Board will approve at this meeting. One is to increase resident interest and participation in village governance. The VPs have worked this month to provide more information about the volunteer nature of the village governance to

new owners. Fay Helmon is willing to Chair the ad hoc committee of residents to talk about how to increase interest.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

May 8, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Katy Palma, Don Oelschlager, Jo Manning, Sue Edson, Gloria Rodriguez, Arla Demore, Diane Edwards.

	<b>DISCUSSION</b>	<b>MOTION/ACTION</b>
Call to Order		President called the meeting to order at 7:00 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda	Additions: <i>Old Business</i> Progress on the Goals <i>New Business</i> Attic inspections. Arla Demore's resignation	Motion to approve with additions made by Don Oelschlager; seconded by Gloria Rodriguez. Motion carried.
Approval of Minutes		Motion to approve minutes for April 10, 2024 BOD meeting made by Gloria Rodriguez; Seconded by Christine Crowle. Motion carried.
By Community Manager's Report	Report attached.	
President's Report	Report attached.	
Treasurer's Report	Treasurer's report attached.	
Vice President's Reports	VP's for the following building reported: See committee reports attached Olympia Pacific Winthrop Rainier Cascade	
Committee Reports	The following committees reported: Emergency Readiness – reports attached.	

Umbrella Committee Representative Reports	Pea Patch Safety Committee Digital Communications	
Umbrella Board Representative	Report attached	
RESIDENT'S REMARKS		Nora Albert gave a summary of the plans for the White Elephant Sale.
Old Business	<p><i>Progress on Goals</i></p> <p><b>Village Board of Directors</b></p> <p><b>2024 GOALS &amp; OBJECTIVES</b></p> <p><b>1. GOAL: To ensure Washington Village maintains safe, well-maintained buildings for the enjoyment of residents and the preservation of property values, the Board of Directors will implement the following 4 objectives during 2024.</b></p> <p>Objective 1: The Treasurer and Budget and Finance Committee will develop a plan for Board adoption to build reserves to reach and maintain the required 25% reserve by 2027 to ensure proactive, timely maintenance of Village buildings.</p> <p>Objective 2: Prior to the initiation of the 2025 Reserve Study, conduct one board training on the reserve study process to increase understanding of how the study findings should be used.</p> <p>Objective 3: Recruit a volunteer coordinator by June 2024 to establish an ongoing water leak prevention program to educate owners about their role in preventing leaks and increase adoption of prevention measures to 80% of owners this year.</p>	<p>.</p> <p>No action.</p> <p>GM Leslie Millender-Irwin will look into getting together a work class on reserve study.</p> <p>Christine Crowle reported that 12-unit owners are using the Govee water leak sensors that report to apps on their smartphones. Sheila Couey reported on exploration of the</p>

	<p>Objective 4: Increase the number of owners providing their updated property insurance information and annual renewal to PMO from 69 owners (38%) to 136 owners (75%) by sending 3 quarterly reminders during the remainder of the year.</p> <p><b>2.Goal: Increase resident interest and participation in Village governance as measured in 2025 by all vacant positions filled and an 80% increase in resident attendance at Village Board Meetings.</b></p> <p>Objective: Establish an ad hoc committee of 6-8 residents to study the problem of declining resident interest and participation in Village governance, and to report to the Board by July 2024 its recommendations for actionable steps to reverse that trend by 2025.</p> <p>Revisit time on future board meetings.</p>	<p>Yolink system at Olympia. The number of owners reporting their property insurance has increased to 108, 80 of those are correct. Sam Mathysse at PMO will be contacting those needing to make corrections.</p> <p>Ad Hoc Committee formed, called Team Builders. Board unanimously accepted as chair: Fay Helmon</p> <p>Motion made by Gloria Rodriguez; seconded by Sue Edson. to return to the 4PM board meeting time, exclusively on Zoom on the usual meeting day, the second Wednesday of the month.</p>
New Business	<p>Attic Inspections</p> <p>Arla Demore resignation</p>	<p>No one has volunteered to fill the position. If there are no volunteers by the June meeting. Diane Edward has agreed to take the minutes. If there is a meeting in July and no one has volunteered, Gloria</p>

		Rodriguez will take the minutes.
Adjourn		Motion to adjourn made by Gloria Rodriguez; seconded by Christine. Motion carried. Adjourned 8:25PM.

## **Presidents report May 8, 2024**

A reminder to apply for Property Tax reduction if you are eligible. The Senior exemption is for those 61 years old or older. There is an income limit that has recently been raised to \$87,000. The information is on the back of the Official Property Value Notice that is sent to owners annually by the King County Assessor. There is phone number and email address, 206 296 3920, [taxrelief.kingcounty.gov](http://taxrelief.kingcounty.gov). You can file for the last three years that you have paid tax on that property. Then they review the information every four years. The savings are substantial.

Another reminder to notify PMO of the annual renewal of your property insurance. It is easy to have your insurance company do that for you. The number of owners in this village who have provided documentation of the increase to \$100,000 property insurance is still well below half.

Preventative Maintenance updates are underway in each of the five buildings by the Building Maintenance Representative. The short form can be completed by the owners.

The repairs to the siding at the Cascade building are close to completion. Once that step is finished then painting can begin.

Chinook Roofing will be starting the replacement of the roof on Rainier building on 5/20. The repairs to the other four building roofs have been completed. Attic inspections in those four buildings are to be scheduled once the bids have been approved. Insulation of the sprinklers in the attic is essential to prevent the damaging leaks that have occurred in two other villages when there was freezing weather.

The schedule for the elevator modernization at Winthrop is still waiting for word from Otis Elevators. There was a hint of September, but nothing confirmed. The

carport that collapsed has been completed and is being used again. The insurance companies continue to negotiate the final payment.

**General Manager/PMO Reporting - May 2024**  
**Submitted by Lesley Millender-Irwin, PCAM, AMS**

- **AED's: Update** All four AEDs have been installed in the Clubhouse, Town Hall, South Community Room, and Safety Services. Communiversity is working with several resident volunteers to create a training class on how to use the AEDs. Villages with fitness centers should consider purchasing an AED and installing it in the center as a precautionary measure (SB 5592, goes into effect on 6/6/24).
- **Electronic Access Control/Cameras, Clubhouse** PMO is still interviewing vendors who can provide electronic access control and cameras for the first phase/beta test in the Clubhouse. A presentation on this issue will be made at the May working session meeting by PMO.
- **Committee Reports: Distribution to Community and UAB Ahead of Board Meetings** New process will be effective in May – committee reports will be distributed to PP residents as part of the working session and regular UAB board meeting agendas. This will allow PP residents and UA board members to review committee reports before these meetings.
- **Mobile Speed Sign** The new mobile speed sign was placed in the common area street on Monday, 5/6. The mobile speed sign will be rotated every week or so to areas identified as problematic speeding areas. **Village and UAB FHA Renewals – Update** The WAV FHA certification is still pending. Village leaders were contacted to assist with answering additional questions from FHA, which have been submitted for review.
- **Work Order Software Acquisition Review by PMO: Update** LIMBLE, the prospective CMMS work order software vendor has provided all requested information to PMO. PMO will make a formal recommendation to the UAB on acquiring the new work order software.
- **Stripe/Website Reservation System Review: PMO Update** Acvies has advised that the new Stripe/RSVP feature on the website is being used and is being well-received by the community. PMO would like to reiterate that PP residents who do not want to pay the 2.9 percent Strip convenience fee can still write checks if they would like.
- **Channel 8: Survey Results** The website and paper surveys for Channel 8 have all been returned to PMO. The paper surveys will be reviewed, and information obtained from

them will be added to the electronic Survey Monkey document. The final report on the survey will be provided to the UAB at their 5/28 board meeting.

- **RCL: Meeting with Village Treasurers re Level Three RS Update** The PMO invited Village treasurers to attend a webinar with RCL, the association's reserve study vendor, for the firm's owner to review the electronic form RCL uses for the Level Three reserve study update, which is a paper-only update, with no onsite inspection/visits. All Village treasurers have been asked to send their contact information to RCL so they can receive the electronic update form by May 20<sup>th</sup>.
- **Village Welcome Committee Meeting** The PMO has invited all Village Welcome Committee chairs/members to meet with us on May 9<sup>th</sup> to discuss how we can better support the welcome process for their Villages. We will discuss information sharing between the PMO and the Village WCs, confidently, and the updated Umbrella welcome binder.

#### **Washington Village Treasurer's Report. May 2024**

Sue Edson, Treasurer

Bank balances as of April 30, 2024:

Operating Account = \$132,040.00

Alliance Reserves = \$587,755.99

Reserves Special Assessment Account: \$197,369.42

Homestreet Reserves: \$186,896.20

Alliance Spec Assess CD: \$252,321.58

Alliance Reserve CD: \$51,560.31

Total Reserves = \$1,3275,903.31

Capital Contribution Fee YTD: \$13,545.840.

Sold but not recorded yet: \$3,394.92

For Sale or pending: \$16,283.16

#### Reserve Payments:

B110 Garage painting: \$3,025.11. The Painter

Siding repair: \$2,743.69 Sanderson Construction

Roofs: Inspections: Total \$16,084.88. Chinook Roofing & Gutters \$5,459.85+\$3,741.20+\$4,179.27+\$2,704.56

Attic Inspection: \$2670.00 Evolution Architecture, LLC.

B108 Painting 2023: \$2752.50. Sanderson Construction. This was a repair to a damaged deck flooring. The Painter spilled something that discolored the deck. Sanderson's did the repair work and we paid them for the work. The Painter's insurance then reimbursed us for this expense.

Reserve Projects:

1. Cascade exteriors: Budget: \$110,000

Moving forward with siding repair by Sanderson Construction. Some additional rot has been found and is being dealt with.

2. Rainier Roof replacement: Budget = \$200,000

Chinook Roofing is set to start on the roof May 20. Once the roof is watertight, we will then work on addressing the issues found in the attic inspection.

3. Other Roofs: The roofs at the other 4 buildings have been patched. Next up is the attic inspection to see what, if any, issues need to be addressed.

4. Winthrop elevator: this long delayed project now has some movement. Communication from the company is still not ideal, but things seem to be moving forward.

Winthrop garage repair: This project is complete but paying for it is still being sorted out. Our insurance company paid us up front to get the project moving. We paid our \$25,000 deductible (this year, it would have been \$100,000). The bills have now come in and exceed the amount paid by the insurance company. The 2 insurance companies are now negotiating who will pay. If it is decided that the other party was fully at fault, we should be reimbursed the full amount, including our deductible. They could decide we are partly at fault and we would then get a percentage of what we paid.

PSE rebates: We do not qualify for PSE's Flex program. It is limited to multi-family buildings with 4 or fewer units. There is a program for larger buildings, but the savings won't pay the full cost so we will let this go for now. We will, however, pursue rebates for attic insulation.

Electric Bill: Below is the chart showing the electric bill for each building the winter months. The numbers in parentheses are the last 4 digits of the account number for each building. Note that the meters are read very early in the month so the March bill is for the electric use in Feb.

Based on these numbers, the additional cost to keep the hallways at 70+ degrees vs the mid-60's is close to \$9,000. If the warmer temps are wanted, we will need to build that into the budget for next year and it will add 1.5% to any dues increase. This will be in addition to any rate increase from PSE.

#### Building Electric Usage

2023-4 November December January February March

Rainier (3175) \$857.75, \$764.37, 1006.01, 908.77, 548.55

Winthrop (3167) \$682.08, \$607.28, 867.19, 673.65, 541.40

Cascade (4516) \$730.41, \$754.45, 806.24, 673.13, 594.51

Pacific (3183) \$739.85 \$908.80 903.57 719.24 512.81

Olympia (4722) \$574.78 \$542.87 662.82 601.41 466.84

## Building/Committee Reports May 2024

### **Vice President's reports**

#### **Olympia: Katy Palma** Alternate VP.

In April two new owners moved in. This month we expect renters to move into a unit. Another unit is being refurbished for either renting or owner occupancy. Another unit was put on the market yesterday.

Landscape enhancements were recently planted at the Northeast corner of our building to improve what had been mostly dirt and ivy. Stop by to see the results

#### **Pacific: Don Oelschlager** Two vacant units.

#### **Winthrop: Diane Edwards**

The Winthrop building is finally fully occupied. Our latest resident will move in later this month.

After some problems with getting the new fire alarm system to work, 16D Fire Alarm Company is re-installing the fire alarms in all units and the hallways.

Our elevator has been evaluated by Otis to determine exactly what needs to be done when it is worked on. The last Rich from PMO heard was the six week shutdown will start in September.

#### **Rainier: Gloria Rodriguez**

One unit remains on the market. The new roof will be installed from May 20<sup>th</sup> through June 14<sup>th</sup>. It will be taking up most of our front parking lot and staging on the back of building (223<sup>rd</sup> Place). Caution needs to be used when coming to our building during this time. The recycling bins will need to be placed on the street on Mondays/Tuesdays and there will also be a moving van on the street during the last week of May. Caution will need to be taken when driving on the street those days.

### **Cascade Christine Crowle**

One unit is on the market, one unit is pending and the other one is being renovated. Building repairs are underway and when they're finished, our eagerly anticipated painting hopefully will begin.

### **Committee Reports**

#### **Grounds** no report

#### **Emergency Readiness Marcia Colvin**

The ERC met on April 26th in the multi-purpose room of town hall.

1. There was a lot of discussion about lessons learned during the communications drill. There was some miscommunication among the Village reps about the expectation from contacts within the villages. And reaching those contacts was semi successful. As a note: only two contacts in Washington Village were reachable by walkie-talkie. Two were reached by phone and one was unreachable.
2. Our ERC Representatives continue to dwindle. We are still in need of a second rep for Washington Village.

3. The ERC continues to work on our Charter. There was a lot of discussion about our role during an emergency. Are we only to gather and share information or are we expected to organize residents who can assist others in an emergency? More discussion to follow.
4. We will be developing a subcommittee to ensure emergency supplies are adequate in the North and South Community buildings. We need to organize, clean and standardize our supplies. We are looking for a CERT trained person and a healthcare professional to advise this subcommittee. If you know of anyone who might be interested, please ask them to contact me or Alice Erskine, the ERC chair.
5. We are starting to work on this year's Emergency Fair. If you would be interested in helping, contact me or Susan Matt.
6. We continue to work on a handbook for ERC members, a resident guide to emergencies, a Providence Point wide shakeout/emergency Communications drill, and a strategy to lock up the supplies to avoid resident access during non-emergencies. Residents are reminded that these supplies are for emergency use only and not for everyday consumption.
7. The next meeting of the ERC is May 24th at 10:00 a.m. in the multi-purpose room in town hall. Interested residents are welcome to attend.

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### **Umbrella Committee Representatives Reports**

The Umbrella Board met Tuesday, 4/24 for its regularly scheduled monthly meeting.

President, Kлина Dupuy, opened the meeting with comments from Owners/Residents.

Treasurer, Dave Miller, gave the financial report.

General Manager's report:

- AED'S purchased have been delivered to PMO. They will be installed soon.
- New Work Order Software – next steps – getting references from LIMBLE curr clients.
- Safety Committee is working with Securitas on a keyless program for the Club House
- Emergency Readiness Committee will be doing Test of Texting System April 24. Individuals have the option to "opt out."
- Channel 8 Surveys are in with results.

Motions made and approved:

- Asphalt work performed near Buildings #70 & #39
- Bad Debt write off.
- Condo Law as our community Preferred Legal Council

Workshop for PPUAB Goals II set for 4/30/24.

### **Government Affairs** no report

### **Pea Patch**

Nora Albert Pea Patch WV Rep

A new shipment of Compost has been delivered. The next Weeding Party is Saturday, May 18th 1:00-3:00. Please come to help.

### **Digital Communications** Kathleen Edge

Kathleen Ege reported that neither of the representatives were notified of the meeting. She has spoken to the Chairman about the contact information. Gail Chumbley will be attending the meetings and Kathleen will report to WA Village.

**Safety Committee** Fay Felmon

Umbrella Safety Committee Report 05-08-2024

The speed warning sign is now in use. It will be moved around to different locations. PMO continues to work with vendors on proposals for Clubhouse restricted access.

Lesley continues to work with Securitas on changes to the post orders.

Fay shared with the Committee a review of an Umbrella Gate Report written in 2017 that has recommendations about gate management relevant to the Committee's current work.

The Committee is still taking suggestions from residents and Securitas for areas that need improved lighting.

**Interim Report from Ad hoc Committee "Team Builders" on resident participation 5-8-24**

We have had two meetings and discussed reasons for lack of participation then began thinking of action steps to address those reasons. We will begin testing different steps soon. When action steps involve building residents, we will coordinate with building VPs.

To help explain what the Committee is about, we have chosen the name Team Builders.

**Umbrella Board: Representative Sheila Summary of Providence Point Umbrella Association Board Meeting of April 24, 2024**

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President, Klina Dupuy, opened the meeting with comments from Owners/Residents.

Treasurer, Dave Miller, gave the financial report.

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## WASHINGTON VILLAGE BOARD MEETING MINUTES

June 12, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Christine Crowle, Ron Imhoff, Don Oelschlager, Jo Manning, Sue Edson, Gloria Rodriguez, Diane Edwards

AGENDA ITEM	DISCUSSION	MOTION/ACTION
Call to Order		President called the meeting to order at 4:00 pm.
Quorum Confirmation		Quorum confirmed.
Approval of Agenda		Motion to approve made by Gloria; seconded by Don. Motion carried.
Approval of Minutes		Motion to approve last May's minutes made by Sue seconded by Gloria. Motion carried
Community Manager's Report	Report attached.	
President's Report	Report attached.	
Treasurer's Report	Treasurer's report attached. Transfer the \$31,257.25 + interest 13 mo CD at Homestreet Bank into a 7 month CD at Homestreet Bank yielding 5% APY or best available rate.	Motion made by Sue and seconded by Gloria. Motion carried.
Vice President's Reports	Report attached for VP's for the following building reported: Olympia Winthrop Cascade Rainier Pacific	
Committee Reports	The following committees reported: Emergency Readiness – reported attached	
Umbrella Committee Representative Reports	Report attached for the following committees: Government Affairs Safety Committee	

Umbrella Board Representative	Report attached.	
RESIDENT'S REMARKS		
Old Business	<p>Ratify an email vote of 5/9/24 to approve a contract with Evolution Architects for \$14,900 for attic Inspections in 4 buildings.</p> <p>Discussion of the scheduling of the attic inspections. Move this to an executive session after notifying the residents.</p>	Motion to ratify Evolution Architects email vote made by Gloria ; seconded by Christine. Motion carried.
New Business	<p>Standing Committees Policy review. The report is not ready yet.</p> <p>Approval of the Village Advisory Committees roster. The list of residents who fill the positions for the Village has been sent to all Village VP to review. The VP should email the list of the volunteers for the committee.</p> <p>Update of the Village Parking Policy.</p>	<p>Motion to approve the list of volunteers for the standing committee made by Sue and seconded by Ron. Motion carried.</p> <p>Motion to approve the parking policy as written made by Christine and seconded by Diane. Motion carried by 4.</p>
Adjourn		Motion to adjourn made by Gloria; seconded by Ron. Motion carried. Adjourned at 6:15 pm.

**Presidents report:** Irene Rice, Village President

Two big maintenance projects are starting this week, the exterior painting on the Cascade building and the roof replacement on the Rainier building. The roof replacement is expected to take about a month. It may be harder to find a parking place with workers and equipment around those two buildings. Your patience is appreciated. The third long awaited project, the elevator modernization at Winthrop building, is expected to begin in September. An exact start date still is not available.

There was a very positive meeting last week with Jamie Nelson, the Assistant Director from

HOAMCO. She was here to ask the residents of PP how we felt things were going with HOAMCO and our current General Manager. It was not a formal performance review but an opportunity for the Community members to give feedback. There were glowing reports of the work that Lesley Millender-Irwin is doing. Kline Dupuy, the Umbrella President reminded us that Our Associations are Corporations, businesses, and the investors in the business are the owners and the product of the business is the property. The Boards of Directors are managing businesses.

The 2024 review of the 2023 Preventative Maintenance Inspection is almost finished. Placing a water leak sensor on the floor under where ever water comes into your unit is a very cheap way to prevent expensive water damage. Water Heaters have a shorter life span than they did in the past. If yours is 14 years old without needing replacement that is remarkable. Reduce your risk by replacing it. Think about how hard it is to reach the unit shut off valve. If you need to use it in a hurry you will want an easy to reach and easy to use lever shut off.

The White Elephant Sale Committee is asking for suggestions about where the proceeds should be applied. They expect to make about \$10,000. Where do you think that should be used?

Our list of volunteers here in WA Village has grown. Check out the number of individuals who have taken on a committee position. We have someone willing to be Social Co Chair and someone willing to take the Secretary position until the end of the year. Think about taking the other part of the Social Co chair position.

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### **General Manager / PMO report:** Lesley Millender-Irwin, PCAM, AMS

#### **Village and UAB VA Certification: Update**

The PMO was asked to confirm whether an update to VA certification for home loans was necessary and whether there were Villages that currently had the certification.

Kim Stratton of KSB Consulting, Providence Point's FHA consultant, advised the PMO that the Veterans Administration (VA) must approve condominium properties or projects to be VA-certified. VA certification allows approved condominium projects to be listed on the official VA list of approved housing for lenders and those seeking VA loans. Once VA certification is given, it remains with the project without the need to recertify.

Villages not certified/approved with the VA can pay a \$500.00 fee to KSB to obtain VA certification. If a Village is shown as a "rejected" VA project, KSB can resubmit missing/incomplete documentation to VA to change the rejected status to approved for \$250.00.

#### **Electronic Access Control/Cameras, Clubhouse: Update**

- Two bid proposals for the Clubhouse project from Verkada and Securitas, access control and camera service vendors, have been received. PMO has reviewed these bid proposals, provided feedback, and requested additional information from both vendors to support them. Pacific Office Systems (POA), the Association's IT vendor, is in the process of obtaining the third and final competitive bid for this project from Brivo.
- Estimated Timeline for the Clubhouse Electronic Access Control and Camera

**Project:**

- o Mid-June: Obtain bid proposal from Brivo. Complete the bid spreadsheet with all additional information received from Verkada and Securitas.
- o July: Meet with the Safety Committee to review bid proposals received, address questions or concerns from the Committee. PMO will provide the Safety Committee with our recommendation for the winning bid and ask for their endorsement.
- o July: Review bid proposals with the UAB Officers and provide feedback/recommendations from the Safety Committee. Place an item regarding the PMO recommendation on vendor selection on the July working session agenda and the July UAB meeting. Invite the Safety Committee Chair to the WS meeting to share their insights with the UAB. The board to vote on the bid proposals, resulting in the selection of the winning bid.
- o July/August: Advise the winning bid vendor of the UAB decision. Coordinate installation of the new access control and camera system with the vendor, with specific timelines for inspections, installations, etc.

**Square: Credit Card Payment System for PMO/Activities**

The PMO has obtained Square credit card readers for use in the PMO and in the Activities department. The Square credit card reader system will allow Providence Point residents to use their credit cards to purchase items such as vehicle transponders, fitness center keys, and, in the future, key fobs or key cards. As far as Activities are concerned, they can utilize Square readers and Stripe (only available online) to accept credit card payments for events and activities.

The White Elephant Sale Committee has requested that the PMO obtain Square readers for their WES next month. Square readers will allow the WES Committee to process payments quickly via credit cards.

There is a 2.6 percent convenience fee for using Square, which the credit card user pays on transactions.

The Square readers (3) have been ordered for the WES Committee. They, along with docking stations and charger cords, cost \$339.00.

The Square handheld terminal, charger cord, and extra receipt tape for the PMO are \$343.00.

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**Washington Village Treasurer's report:** Sue Edson, Treasurer

The financial statements are delayed this month due to the wedding of our accountant. I will

send them out when they are received.

Reserve Payments:

B110 Garage painting: \$3,030.60. The Painter

Siding repair: \$1,1125.06+ \$9620.37+12,563.17 Sanderson Construction

Reserve Projects:

1. Cascade exteriors: Budget: \$110,000

Siding repair has been completed on the main building and painting starts June 11 and should take a month and a half.

2. Rainier Roof replacement: Budget = \$200,000

Chinook Roofing is set to start on the roof June 12. Once the roof is water tight, we will then work on addressing the issues found in the attic inspection.

3. Winthrop elevator: this long delayed project now has some movement. Communication from the company is still not ideal, but things seem to be moving forward. Expected start date is September, but nothing more specific than that.

Special Assessment payment due July 1.

Please remind owners that their second payment (if not paid in full in Feb) is due July 1.

CD renewal:

One of the Homestreet Bank CDs is maturing on June 16. This one was originally \$30,000 and we have earned \$1257.25 as of May 31. The Homestreet CDs are our emergency fund and will be the last money to be spent if needed. We have another Homestreet CD for \$40K maturing in August. There are 2 at Alliance: The \$250,000 one will mature in August and a \$50K one in Sept. The latter two will be available if needed for the elevator/Winthrop interiors/roof etc.

**Motion: Renew the \$31,257.25 + interest 13 mo CD at Homestreet Bank into a 7 month CD at Homestreet Bank yielding 5% APY.**

Umbrella Budget and Finance Committee (aka the Village Treasurers) meeting:

The Village Treasurers are meeting once a month and the discussion last month was on the Reserve Study. We are agreed that the current reserve studies are, essentially, worthless and have asked the Umbrella Board to ask for additional bids as well as a second opinion on RCL's decision to remove items from the Reserve Study.

The issue: If a project is spread out over years so that different buildings are painted or re-sided (for example) each year, RCL designates it as an operating expense and removes those items from the reserve study. The law stipulates that anything in excess of 1% of the budget (\$3500 for WA Village) needs to be included in the reserve study. In addition, until this year, the law also included a list of the major items and painting and siding were both listed. RCL dug further into the legal requirements and is citing a paragraph that mentions the word "frequency" to justify their interpretation.

The Village Treasurer's agree that removing large expenses make the resulting document worthless. The fully funded amount is reduced; for WA Village it was about \$1 million dollars (which they put back in at my insistence). As a result, the reserve account % of the fully funded amount was much higher than reality (12% points). This makes the HOA look good, but is not reality. The funding recommendations are based on that reduced fully funded amount and ignores that extra million dollars of expenses sitting over in the operating budget.

The reason for the reserve study was to make sure owners are fully informed as to the financial status of their HOA's reserves. Prior to that, there were too many HOAs that were not adequately funding their reserves resulting in some really large special assessments when the roofs, etc, had to be replaced. This interpretation by RCL provides incomplete information and gives owner's a false sense of security. We need a full and complete reserve study that tells us what we need to hear, not what they think we want to hear.

## **Building/Committee Reports**

June 12, 2024

### **Vice President's reports**

#### **Olympia:** Ron Imhoff

Renters moved into a unit in May. One unit is currently on the market. Another unit is being refurbished for either renting or owner occupancy.

#### **Winthrop:** Diane Edwards

Presently Winthrop has all units occupied. Our newest resident moved in earlier this month, two of three of our part time residents are here visiting.

We've had several changes in our major volunteer positions: social, emergency prep and treasurer.

Our courtyard tables have been set up and already in good use.

#### **Cascade:** Christine Crowle

One unit is pending and the other one is being readied to put on the market. The painting process of our building should start tomorrow.

#### **Rainier:** Gloria Rodriguez

One unit remains on the market. The roofing has begun today and is expected to take a month. Please exercise caution when visiting our building during this time.

#### **Pacific:** Don Oelschlager, Alternate VP

One unit remains vacant. Don will be on vacation until July and Scott Broyles will be handling building issues.

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### **Committee Reports**

#### **Emergency Readiness :** Marcia Colvin

Jim Jensen and Barry Crabtree from the Trilogy Community were guest speakers. They spoke about Trilogy's emergency preparedness plan.

Trilogy has 1522 homes near Redmond. Jim is the block facilitator who coordinates all their block leaders. Their committee is sponsored by Redmond Emergency Operations Management.

- a. During a disaster, residents have OK/HELP signs to post outside their doors.
- b. Their website has a form for Block leaders to complete re their experience.
- c. Their Clubhouse has yet to be approved as a shelter. Currently residents are expected to accept evacuees into their homes.
- d. Their website has a map showing Meetup sites, block leaders, CERT service and medical support. They have a central point of distribution for emergency supplies.
- e. Their committee has a medical team, a group of retired and semi-retired healthcare

providers, who volunteer to provide first aid care only.

f. They offer CERT, CPR and Stop the Bleed training regularly.

g. There was a short discussion regarding radio communications systems.

Committee business:

- a. Committee members will meet with Klina, Leslie and Sara to discuss the committee Charter to ensure compliance with the Providence Point Committee Policy.
- b. Communications: the command radios need to be tested. We need to purchase six more command radios. Jim continues to troubleshoot the repeater.
- c. Nancy Terry and Wendy Lapitz will work on an Emergency Guidebook for Residents.
- d. Emergency Fair: This year's emergency fair is scheduled for September 20th from 3:00 to 5:00 p.m. in Collin Hall. If you are interested in helping with the Emergency Fair, please contact Marcia Colvin or Susan Matt.
- e. The Great Shakeout will be on October 17th. More details to follow.

The next meeting of the ERC will be June 28 at 10:00 a.m. in the multi-purpose room. Anyone who is interested is welcome to attend.

If you have any questions please contact Marcia Colvin.

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**Umbrella Committee Representatives Reports:** Sheila Couey

See PMO report for most of Umbrella report. Sheila's unit is up for sale. We will be looking for a replacement.

**Government Affairs:** Ron Imhoff

Our June Meeting was held on June 4 via Zoom.

A full Activity Report will be posted here: <https://www.providencepointliving.com/gac-activity-reports/>

Highlighted issues and activities discussed were as follows:

Issaquah School District (ISD) Board meeting, 5/23/24

Bond resolution #1223 for \$642,345,000 was passed unanimously to be placed on the November 2024 ballot. It includes an additional \$182,700,000 for High School #4 completion and \$130,645,000 for Clean Bldgs. Act upgrades. If this Bond issue were to pass, it would bring the total cost of the High School project to nearly \$300,000,000.

Resolution #1222 to repurpose \$44,000,000 from the 2022 Capital Improvement Levy was passed unanimously. The funds will be used for High School security vestibules - \$7.6M, Early Learning Center - \$20M, Fire System upgrades - \$14.4M, and \$2M for land acquisition for a new transportation facility.

The Board is developing a FAQ page to explain the Bond Levy to the public.

ISD/Sammamish Council joint meeting, 5/21/24

The School Board made a PowerPoint presentation supporting the need for HS#4. Their charts showed decreased enrollment projections until 2031-32. Councilmember Amy Lam asked pointed questions about the cost of the bond for residents, whether consideration had been given to remodeling or additions to the existing high schools, and she expressed concern about the amount of debt that the ISD was carrying from previous bonds. Her questions were not answered very well.

Verizon Site Development Permit Appeal issue - The Hearing Examiner's decision has been published. The site development permit has been remanded back to Issaquah's staff 6/11/24, 5:53 PM Gmail - board report - GAC

<https://mail.google.com/mail/u/0/?ik=cb4a0d95dc&view=pt&search=all&permthid=thread-f:1801594982857235912&simpl=msg-f:1801594982857235912 1/2>

for an easement agreement between ISD and Verizon, as well as a lease agreement. This represents a partial victory for the appeal.

Next Meeting – Our next meeting will be July 2 at 1:30pm. All are encouraged to attend.

**Safety Committee:** Fay Helmon

The next meeting will be Friday 6/14/24 at 10 am in the SCB. Residents are welcome. Our agenda includes:

Update on proposed changes to Safety Services post orders;  
Proposals from vendors for clubhouse restricted access;  
Review of monthly reports generated by the speed warning sign;  
Review of Safety Services incident report for all Villages dated 6/7/24, and  
Possible further action on lighting for improved safety.

## WASHINGTON VILLAGE BOARD MEETING MINUTES

September 11, 2024

**BOARD MEMBERS PRESENT:** Irene Rice, Ron Imhoff, Don Oelschlager, Jo Manning, Sue Edson, Gloria Rodriguez, Christine Crowle, Cindy Hamilton

**OTHERS PRESENT/GUESTS:** Jane Bird, Terrie Nixdorff, Katy Palma, Fay Helmon, Nora Albert, Evelyn Johnston, Amanda Burton, Kathleen Ege

AGENDA ITEM	DISCUSSION	MOTION/ACTION
<b>Call to Order</b>		President Irene Rice called the meeting to order at 4:02 PM
<b>Quorum Confirmation</b>		Quorum confirmed
<b>Approval of Agenda</b>	Irene Rice added an agenda item, which was discussion of the Nominating Committee.	Motion to approve the agenda as amended made by Gloria Rodriguez; seconded by Ron Imhoff. Motion carried.
<b>Approval of Minutes</b>		Ron Imhoff moved to approve the July 10, 2024 minutes. Seconded by Christine Crowle. Motion carried.
<b>Community General Manager Report</b>	The Community Manager Report will be provided later.	Community Manager was unable to join due to travel.
<b>President's Report</b>	<b>Report attached</b>	
<b>Treasurer's Report</b>	<b>Report attached</b>	Sue Edson moved to Transfer the \$52,441.66 (+ interest) from the maturing 12 mo CDAR paying 5.15% interest at Alliance, plus an additional \$25,000 from reserves into a 12 mo CDAR paying 4.4% interest, or the best available rate

	<p>from Alliance Bank. Jo Manning seconded. Motion carried.</p> <p>Sue Edson moved to invest \$75,000 from reserves into a 6 mo CDAR paying 4.75% interest, or the best available rate from Alliance Bank. Gloria Rodriguez seconded. Motion carried.</p>	
<b>Vice President/Committee Reports</b>	<p>VPs for the following building reported: Olympia Winthrop Cascade Rainier Pacific Umbrella Committee</p> <p><b>Reports attached</b></p>	
<b>Umbrella Board Representative</b>	<b>Report attached</b>	
<b>Village Committee Reports</b>	<p>Budget &amp; Finance Buildings Emergency Readiness Grounds Social Committee Welcome</p> <p><b>Report Attached</b></p>	
<b>Village Representatives to Umbrella Committees</b>	<p>Government Affairs Safety Committee Emergency Readiness Pea Patch Digital Communications</p> <p><b>Report Attached</b></p>	
<b>RESIDENT'S REMARKS</b>	No resident remarks were given	
<b>Unfinished Business</b>	a. Committee Policy Review	<p>a. Ron Imhoff moved to accept the Committee Policy as amended.</p>

		Christine Crowe seconded. Motion carried.
	b. Report from Fay Helmon – Team Builders	b. Jo Manning moved to accept the Team Builders report. Christine Crowle seconded. Motion passed.
		BOD will consider an October workshop to discuss Team Builders more completely.
	c. Alternation Agreement #201 Cascade	c. Gloria Rodriguez moved to approve the Alt agreement for #201. Ron seconded. Motion carried
	d. Ratify CD	d. Gloria Rodriguez moved to ratify the CD. Ron Imhoff seconded. Motion carried.
	e. 2023 Village Audit and Tax Return	e. Gloria Rodriguez moved to ratify email vote of Aug 12 to accept the 2023 tax return and file the return with the IRS. Ron Imhoff seconded. Motion carried.

	<p>f. Ratify vote for Rainier garage doors</p> <p>g. Ratify vote for Rainier elevator</p>	<p>f. Gloria Rodriguez moved to ratify email vote of Aug 16. for 13 Rainier garage doors. Ron Imhoff seconded. Motion carried.</p> <p>g. Jo Manning moved to ratify Aug 29 email vote for Rainier elevator. Christine Crowle seconded. Motion carried.</p>
New Business	<p>a. Accept resignation of Glen Cramer</p> <p>b. Approve reserve expense of \$6035.62 to B &amp; W remodeling for courtyard expansion joint repair</p> <p>c. Approve reserve expense of \$4,168 for plumbing repair at the Olympia Building</p>	<p>a. Gloria Rodriguez moved to accept the resignation of Glen Cramer, Ron Imhoff seconded. Motion carried.</p> <p>b. Approved reserve expense for Pacific Bldg. – no motion needed. Approved by President and Treasurer</p> <p>c. Approved reserve expense for Olympia Bldg. – no motion needed. Approved by President and Treasurer</p>

	<p>d. Revision of the Maintenance and Safety Responsibilities Policy</p> <p>e. Request for discussion by Christine Crowle of use of parking spaces for second vehicles once the unit garage space is taken by the owner's first car.</p> <p>f. Nominating Committee</p> <p>.</p>	<p>d. Gloria Rodriguez moved to accept the Safety Policy as amended. Jo Manning seconded. Motion carried</p> <p>e. Discussion held. No action required.</p> <p>f. Christine Crowle agreed to serve as Nominating Chair. Ron Imhoff agreed to serve on the committee. Ballot with names and biographical info due by 10/11/24.</p>
Adjourn	Meeting adjourned at 6:16	Gloria Rodriguez moved to adjourn. Christine Crowle seconded. Meeting adjourned.

**Respectfully submitted: Cindy Hamilton, Village Secretary**

**NEXT MEETING: October 9, 2024 4:00 PM via Zoom**

**BUDGET MEETINGS by Zoom**

- September 19, 2024 4:00 PM
- September 23, 2024 7:00 PM
- September 25, 2024 4:00 PM



## WASHINGTON VILLAGE

Issaquah, Washington

Level 3 Reserve Study Update without a Site Visit

### 2025 FUNDING RECOMMENDATIONS

Issued July, 2024

Revised August, 2024

Prepared by:

**Mahria Sooter**, Reserve Specialist

Next Update: **Level 2** study by July 2025





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### ABBREVIATION KEY

<b>EA</b>	each
<b>BLDG</b>	building(s)
<b>FIXT</b>	fixture(s)
<b>LF</b>	linear foot
<b>LS</b>	lump sum
<b>SF</b>	square feet
<b>SQ</b>	roofing square
<b>SY</b>	square yard
<b>ZN</b>	zone



## EXECUTIVE SUMMARY

**This Reserve Study meets the requirements of the Washington Condominium Act and the Washington Uniform Common Interest Owner Act for a Level 3 Reserve Study Update without a Site Visit, and was prepared by an independent Reserve Study Professional.**

Washington Village is a 181-unit residential community located along Providence Point Drive SE in Issaquah, Washington. Construction of Washington Village was completed from 1989-1995. The community consists of five wood framed buildings that are three stories each with detached garages and enclosed carports. The buildings have fiber cement board siding with wood trim. All buildings are topped with asphalt composition shingle roofing.

### WASHINGTON VILLAGE RESERVE FUND STATUS

WASHINGTON VILLAGE'S FISCAL YEAR	a calendar year
PROJECTED RESERVE ACCOUNT BALANCE ON <b>DECEMBER 31, 2024</b>	\$750,000 <sup>1</sup>
FULLY FUNDED BALANCE @ FISCAL YEAR-END 2024	\$3,315,284 <sup>2</sup>
PERCENT FUNDED BALANCE @ FISCAL YEAR-END 2024	23% <sup>3</sup>
FUNDING STATUS - RISK OF SPECIAL ASSESSMENT @ FISCAL YEAR-END	Highest Risk
2024 PLANNED OR IMPLEMENTED SPECIAL ASSESSMENT	\$500,000
COMPONENT INCLUSION THRESHOLD VALUE	\$4,370

### WASHINGTON VILLAGE CURRENT AND RECOMMENDED RESERVE CONTRIBUTIONS

CURRENT BUDGETED ANNUAL CONTRIBUTION TO RESERVES	\$350,566
<b>2025 RECOMMENDED ANNUAL CONTRIBUTION RATE</b>	<b>\$500,000 <sup>4</sup></b>
2026 RECOMMENDED SPECIAL ASSESSMENT	\$500,000
2025 AVERAGE CONTRIBUTION PER UNIT PER YEAR	\$2,762
2025 AVERAGE CONTRIBUTION PER UNIT PER MONTH	\$230
2025 BASELINE FUNDING PLAN CONTRIBUTION RATE	\$365,800
2025 FULL FUNDING PLAN CONTRIBUTION RATE	\$478,300

<sup>1</sup> The actual or projected total reserve fund balance presented in the Reserve Study is based on information provided by the Association representative and was not audited by RCL.

<sup>2</sup> The fully funded balance for each reserve component is calculated by multiplying the current replacement cost of that reserve component by its effective age, then dividing the result by that reserve component's useful life. The sum of all reserve components' fully funded balances is the association's fully funded balance as defined by Washington State law. The fully funded balance changes from year to year.

<sup>3</sup> The percent fully funded acts as a measuring tool to assess an association's ability to absorb unplanned expenses. These expenses could be emergency repairs not covered by insurance, or expenses that differ from the existing Reserve Study in terms of timing or cost.

<sup>4</sup> To help ensure there are appropriate funds for the anticipated expenses over the next 30 years, we recommend that the annual reserve contribution be adjusted to \$600,284 in 2037. A special assessment of \$500,000 is needed to adequately fund for the maintenance planned in 2026.

**FULLY FUNDED BALANCE CALCULATION @ FISCAL YEAR END 2024**


FULLY FUNDED BALANCE = THE SUM OF  $\frac{\text{REPLACEMENT COST} \times \text{EFFECTIVE AGE}}{\text{USEFUL LIFE}}$  FOR ALL RESERVE COMPONENTS

**FINANCIAL OVERVIEW FOR 2025**

<b>\$750,000</b> 2025 Estimated Starting Balance	<b>28%</b> 2025 Estimated Percent Funded w/the Recommended Funding Plan	<b>\$227,135</b> 2025 Estimated Reserve Expenditures
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**RESERVE CONTRIBUTION COMPARISON 2024 VS 2025**


## ASSOCIATION OVERVIEW

Washington Village is a 181-unit residential community located along Providence Point Drive SE in Issaquah, Washington. Construction was completed from 1989-1995. The community consists of five wood framed buildings that are three stories each with detached garages and enclosed carports. The buildings have fiber cement board siding with wood trim. All buildings are topped with asphalt composition shingle roofing.

Refer to the Component List on the following page for a complete list of Washington Village's common components that are included in the reserve study analysis.

The 2024 Board Treasurer was identified as a representative who provided the information used to complete the reserve study analysis. A site visit was not completed with this reserve study update. Photos included in the report were taken at the last site visit.

### COMMUNITY MAINTENANCE

According to The 2024 Board Treasurer, Washington Village does not have a preventative maintenance manual. It was reported that major and minor maintenance is regularly completed.

### PROFESSIONAL INSPECTIONS

The 2024 Board Treasurer reported that Washington Village had a professional inspection completed. We understand that a roof inspection and attic inspections were completed in 2024. Findings from the inspections have been considered when setting the maintenance cycles and budgets for the reserve components included in this reserve study analysis.



## COMPONENT LIST

Each reserve component is evaluated to determine the current condition, the remaining useful life, and the estimated replacement cost. Reserve studies for condominiums are required to include roofing, painting, paving, decks, siding, plumbing, windows, and any other reserve component that would cost more than one percent of the annual budget for major maintenance, repair or replacement (RCW 64.34.382). While the law defines the inclusion threshold to be 1% of the operating budget, or \$4,370 (1% of \$437,000), components valued less than the legal threshold may be included to better capture reserve funding for Washington Village. The current replacement cost represents the total component cost in today's dollar value.

The component list is based on information provided by Washington Village. Reserve Consultants LLC does not provide legal interpretations of governing documents. It is the responsibility of Washington Village to ensure that the component list is complete and complies with their governing documents. Many factors may influence the actual costs that an association will experience. The quality of replacement materials of items can significantly impact cost, as well as the timing between replacements. The use of consultants to specify and oversee work may also cause additional expenses. Remaining balances due for Year 0, (2024) appear in the list, but do not impact the fully funded balance.

COMPONENT DESCRIPTION	MAINT. CYCLE	REMAINING USEFUL LIFE	NEXT MAINT. YEAR	CURRENT REPLACEMENT COST
2.2.1 Landscaping - Major Project	15	1	2025	\$5,500
3.3.1 Concrete Patio - Repair	10	5	2029	\$17,150
3.3.2 Concrete Walkways - Contingency	10	6	2030	\$3,900
5.4.1 Wood Rails - Replace	25	8	2032	\$33,900
6.1.1 Decks - Resurface & Repair	10	2	2026	\$40,470
6.2.1 Building 54 Garage Siding - Replace	35	0	2024	\$0
6.2.2 Exterior Siding & Trim- Repair Phase 1	10	9	2033	\$112,870
6.2.3 Exterior Siding & Trim- Repair Phase 2	10	0	2024	\$112,870
6.2.4 Exterior Siding & Trim- Repair Phase 3	10	2	2026	\$141,090
6.2.5 Exterior Siding & Trim- Repair Phase 4	10	5	2029	\$141,090
6.2.6 Exterior Siding & Trim- Repair Phase 5	10	7	2031	\$141,090
7.3.1 Gutters & Downspouts - Replace	6	6	2030	\$21,950
7.4.0 Residential Roofs - Inspections/Major Maintenance	5	0	2024	\$28,520
7.4.1 Residential Roofs - Replace Phase 1	30	0	2024	\$190,110
7.4.2 Residential Roofs - Replace Phase 2	30	13	2037	\$190,110
7.4.3 Residential Roofs - Replace Phase 3	30	14	2038	\$190,110
7.4.4 Residential Roofs - Replace Phase 4	30	15	2039	\$190,110
7.4.5 Residential Roofs - Replace Phase 5	30	16	2040	\$190,110
7.5.0 Garage Roofs - Repair	10	5	2029	\$33,810
7.5.1 Garage Roofs - Replace Phase 1	30	22	2046	\$111,590
7.5.2 Garage Roofs - Replace Phase 2	30	23	2047	\$111,590

## COMPONENT LIST CONTINUED

COMPONENT DESCRIPTION	MAINT. CYCLE	REMAINING USEFUL LIFE	NEXT MAINT. YEAR	CURRENT REPLACEMENT COST
7.5.3 Garage Roofs - Replace Phase 3	30	24	2048	\$111,590
8.5.1 Windows - Replace Phase 1	35	29	2053	\$291,750
8.5.2 Windows - Replace Phase 2	35	32	2056	\$291,750
8.5.3 Windows - Replace Phase 3	35	33	2057	\$291,750
8.5.4 Windows - Replace Phase 4	35	34	2058	\$291,750
8.5.5 Windows - Replace Phase 5	35	6	2030	\$291,750
8.5.6 Windows Common Area - Replace	35	1	2025	\$43,210
9.8.1 Exterior Siding & Trim - Paint Phase 1	10	9	2033	\$158,620
9.8.2 Exterior Siding & Trim - Paint Phase 2	10	0	2024	\$158,620
9.8.3 Exterior Siding & Trim - Paint Phase 3	10	2	2026	\$158,620
9.8.4 Exterior Siding & Trim - Paint Phase 4	10	5	2029	\$158,620
9.8.5 Exterior Siding & Trim - Paint Phase 5	10	7	2031	\$158,620
10.3.1 Chimney Chase - Major Repair	20	10	2034	\$81,970
10.4.1 Signs - Replace	20	6	2030	\$13,120
12.6.1 Interiors Major Upgrade Project - Phase 1	30	0	2024	\$175,000
12.6.2 Interiors Major Upgrade Project - Phase 2	30	2	2026	\$175,000
12.6.3 Interiors Major Upgrade Project - Phase 3	30	3	2027	\$175,000
12.6.4 Interiors Major Upgrade Project - Phase 4	30	4	2028	\$175,000
12.6.5 Interiors Major Upgrade Project - Phase 5	30	27	2051	\$175,000
12.6.6 Interiors - Maintenance/Upgrades	5	5	2029	\$25,000
14.1.1 Building 112 Elevator - Upgrade	30	27	2051	\$233,680
14.1.2 Building 54 Elevator - Upgrade	30	0	2024	\$233,680
14.1.3 Building 110 Elevator - Upgrade	30	3	2027	\$233,680
14.1.4 Building 108 Elevator - Upgrade	30	2	2026	\$233,680
14.1.5 Building 111 Elevator - Upgrade	30	4	2028	\$233,680
15.1.1 Pressure Regulating Valves (PRV) - Rebuild	30	2	2026	\$21,450
15.2.1 Plumbing System - Contingency	10	1	2025	\$58,410
15.2.2 Plumbing-Install Water Shut-Off Valves (Building)	40	32	2056	\$84,070
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	1	1	2025	\$6,390
15.6.1 AC Wall Units - Replace	15	1	2025	\$4,630



COMPONENT LIST CONTINUED

COMPONENT DESCRIPTION	MAINT. CYCLE	REMAINING USEFUL LIFE	NEXT MAINT. YEAR	CURRENT REPLACEMENT COST
15.6.2 Exterior AC Units - Replace	7	5	2029	\$56,600
16.3.1 Electrical Meter Bases - Replace Phase 1	1	1	2025	\$14,300
16.3.2 Electrical Meter Bases - Replace Phase 2	40	43	2067	\$62,930
16.6.1 Exterior Lighting - Replace	20	4	2028	\$89,570
17.8.1 Fire Panels - Replace	20	23	2047	\$62,440
17.8.2 Fire Alarm System Bldg. 54 - Code Upgrade	20	0	2024	\$99,310
17.8.3 Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2	2026	\$175,250
17.8.4 Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4	2028	\$175,250
17.8.5 Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3	2027	\$122,330
18.1.1 Common Doors & Hardware - Major Maintenance	10	1	2025	\$25,470
18.1.2 Push Button Assist - Major Maintenance	15	7	2031	\$58,570
18.3.1 Garage Doors - Replace	5	1	2025	\$22,610
18.3.2 Garage Doors Building 54 - Replace	25	0	2024	\$0
18.7.1 Intercoms - Replace	20	4	2028	\$20,090
7.4.1a Residential Roofs - Attic Inspection	1	1	2025	\$40,000

## COMPONENTS EXCLUDED FROM THIS STUDY

Unless specifically noted, the components included within this study have an anticipated remaining useful life within 30 years from the time the field observations used in preparing the study was performed. Components that individual unit owners are responsible to maintain, repair, and/or replace are not included in the study or funding projections. We recommend that common interest properties establish a clear definition of these components, as well as policies and processes regarding maintenance of these "owner responsibility" items.

### OPERATING BUDGET

The following components may qualify for inclusion in the Reserve Study, but are excluded because the Association elects to maintain them with funds from the operating budget:

- fire sprinkler maintenance
- garbage chutes
- lighting motion and time sensors
- mailboxes
- wall heaters
- landscaping maintenance
- wood railing repairs
- select window replacement
- routine elevator maintenance

### UNIT OWNER RESPONSIBILITY

There are items that individual unit owners are responsible to maintain and pay for, including, but not limited to:

- interior finishes within individual residences
- damage by residents or their pets

## ADJUSTMENTS TO COMPONENT RESERVE RECOMMENDATIONS

This reserve study provides updated information on the components from prior reserve studies. All cost estimates were adjusted to reflect the actual inflation rate for construction work in Washington State, and costs actually experienced by Washington Village or others in the area. To complete the report, we were provided with a record of recent expenditures on reserve components.

We use those figures, where applicable, for updating component cost projections, applying an appropriate inflation factor. Where updated figures from actual work performed are not available, cost projections from the previous reserve study are updated for inflation and rounded to the nearest \$10, using the RS Means 2023 to 2024 inflation figure of 2.7% for construction work.



## SIX YEARS AT A GLANCE (2024 - 2029)

Below is a comprehensive list of reserve funded expenses that are expected to occur this fiscal year and the following five years at Washington Village.

2024 (YEAR 0) COMPLETED / ANTICIPATED MAINTENANCE	ESTIMATED COST
6.2.3 Exterior Siding & Trim- Repair Phase 2	\$68,000
7.4.0 Residential Roofs - Inspections/Major Maintenance	\$19,000
7.4.1 Residential Roofs - Replace Phase 1	\$350,000
9.8.2 Exterior Siding & Trim - Paint Phase 2	\$62,000
12.6.1 Interiors Major Upgrade Project - Phase 1	\$175,000
14.1.2 Building 54 Elevator - Upgrade	\$233,680
17.8.2 Fire Alarm System Bldg. 54 - Code Upgrade	\$99,310
<b>Total Estimated Expenses for 2024</b>	<b>\$1,006,990</b>
2025 (YEAR 1) ANTICIPATED MAINTENANCE	ESTIMATED COST
2.2.1 Landscaping - Major Project	\$5,865
8.5.6 Windows Common Area - Replace	\$44,506
15.2.1 Plumbing System - Contingency	\$60,162
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	\$6,582
15.6.1 AC Wall Units - Replace	\$4,769
16.3.1 Electrical Meter Bases - Replace Phase 1	\$14,729
18.1.1 Common Doors & Hardware - Major Maintenance	\$26,234
18.3.1 Garage Doors - Replace	\$23,288
7.4.1a Residential Roofs - Attic Inspection	\$41,200
<b>Total Estimated Expenses for 2025</b>	<b>\$227,135</b>
2026 (YEAR 2) ANTICIPATED MAINTENANCE	ESTIMATED COST
6.1.1 Decks - Resurface & Repair	\$43,143
6.2.4 Exterior Siding & Trim- Repair Phase 3	\$150,409
9.8.3 Exterior Siding & Trim - Paint Phase 3	\$169,097
12.6.2 Interiors Major Upgrade Project - Phase 2	\$186,559
14.1.4 Building 108 Elevator - Upgrade	\$249,115
15.1.1 Pressure Regulating Valves (PRV) - Rebuild	\$22,867
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	\$6,812
16.3.1 Electrical Meter Bases - Replace Phase 1	\$15,245
17.8.3 Fire Panel & Alarm System Bldg. 108 - Code Upgrade	\$186,825
<b>Total Estimated Expenses for 2026</b>	<b>\$1,030,072</b>



## SIX YEARS AT A GLANCE (2024 - 2029) CONTINUED

2027 (YEAR 3) ANTICIPATED MAINTENANCE	ESTIMATED COST
12.6.3 Interiors Major Upgrade Project - Phase 3	\$193,088
14.1.3 Building 110 Elevator - Upgrade	\$257,834
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	\$7,050
16.3.1 Electrical Meter Bases - Replace Phase 1	\$15,778
17.8.5 Fire Panel & Alarm System Bldg. 110 - Code Upgrade	\$134,974
<b>Total Estimated Expenses for 2027</b>	<b>\$608,724</b>
2028 (YEAR 4) ANTICIPATED MAINTENANCE	ESTIMATED COST
12.6.4 Interiors Major Upgrade Project - Phase 4	\$199,846
14.1.5 Building 111 Elevator - Upgrade	\$266,858
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	\$7,297
16.3.1 Electrical Meter Bases - Replace Phase 1	\$16,330
16.6.1 Exterior Lighting - Replace	\$102,287
17.8.4 Fire Panel & Alarm System Bldg. 111 - Code Upgrade	\$200,132
18.7.1 Intercoms - Replace	\$22,942
<b>Total Estimated Expenses for 2028</b>	<b>\$815,692</b>
2029 (YEAR 5) ANTICIPATED MAINTENANCE	ESTIMATED COST
3.3.1 Concrete Patio - Repair	\$20,270
6.2.5 Exterior Siding & Trim- Repair Phase 4	\$166,761
7.4.0 Residential Roofs - Inspections/Major Maintenance	\$33,709
7.5.0 Garage Roofs - Repair	\$39,962
9.8.4 Exterior Siding & Trim - Paint Phase 4	\$187,481
12.6.6 Interiors - Maintenance/Upgrades	\$29,549
15.2.3 Plumbing-Install Water Shut-Off Valves (Units)	\$7,553
15.6.2 Exterior AC Units - Replace	\$66,898
16.3.1 Electrical Meter Bases - Replace Phase 1	\$16,902
<b>Total Estimated Expenses for 2029</b>	<b>\$569,085</b>



**PROJECTED RESERVE ACCOUNT BALANCE**  
FOR EACH FUNDING PLAN OVER NEXT 5 YEARS

<b>\$500,000 RECOMMENDED (THRESHOLD) FUNDING PLAN</b>					
YEAR	ANNUAL RESERVE CONTRIBUTION	SPECIAL ASSESSMENT	YEAR END RESERVE BALANCE	PERCENT FUNDED	SPECIAL ASSESSMENT RISK LEVEL
1 (2025)	\$500,000	\$0	\$1,031,729	28%	Moderate Risk
2 (2026)	\$517,500	\$500,000	\$1,038,543	33%	Moderate Risk
3 (2027)	\$535,613	\$0	\$990,482	32%	Moderate Risk
4 (2028)	\$554,359	\$0	\$750,644	26%	Moderate Risk
5 (2029)	\$573,762	\$0	\$774,145	27%	Moderate Risk

<b>\$350,566 CURRENT FUNDING PLAN</b>					
YEAR	ANNUAL RESERVE CONTRIBUTION	SPECIAL ASSESSMENT	YEAR END RESERVE BALANCE	PERCENT FUNDED	SPECIAL ASSESSMENT RISK LEVEL
1 (2025)	\$350,566	\$0	\$881,548	24%	Highest Risk
2 (2026)	\$362,836	\$500,000	\$734,261	23%	Highest Risk
3 (2027)	\$375,535	\$0	\$516,513	17%	Highest Risk
4 (2028)	\$388,679	\$0	\$97,074	3%	Highest Risk
5 (2029)	\$402,283	\$0	(\$69,728)	-2%	Highest Risk

<b>\$365,800 BASELINE FUNDING PLAN</b>					
YEAR	ANNUAL RESERVE CONTRIBUTION	SPECIAL ASSESSMENT	YEAR END RESERVE BALANCE	PERCENT FUNDED	SPECIAL ASSESSMENT RISK LEVEL
1 (2025)	\$365,800	\$0	\$896,858	25%	Moderate Risk
2 (2026)	\$378,603	\$500,000	\$765,918	24%	Highest Risk
3 (2027)	\$391,854	\$0	\$565,485	18%	Highest Risk
4 (2028)	\$405,569	\$0	\$164,371	6%	Highest Risk
5 (2029)	\$419,764	\$0	\$17,293	1%	Highest Risk

<b>\$478,300 FULL FUNDING PLAN</b>					
YEAR	ANNUAL RESERVE CONTRIBUTION	SPECIAL ASSESSMENT	YEAR END RESERVE BALANCE	PERCENT FUNDED	SPECIAL ASSESSMENT RISK LEVEL
1 (2025)	\$478,300	\$0	\$1,009,920	28%	Moderate Risk
2 (2026)	\$495,041	\$500,000	\$999,700	31%	Moderate Risk
3 (2027)	\$512,367	\$0	\$927,130	30%	Moderate Risk
4 (2028)	\$530,300	\$0	\$661,348	23%	Highest Risk
5 (2029)	\$548,860	\$0	\$657,404	23%	Highest Risk

## PERCENT FUNDED

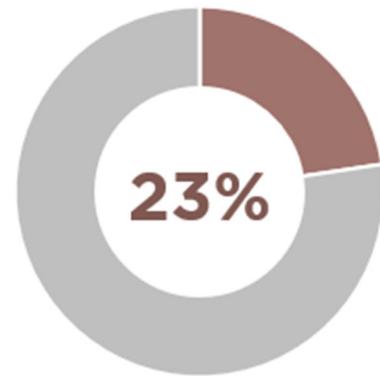
The "percent funded" is a measure of how much the Association should have saved in their reserve account compared to the projected cost for all the components the Association is responsible for and relates to the level of deterioration compared to the cost to repair or replace the component.

We typically recommend a contribution rate to meet a minimum reserve account balance (threshold) goal instead of a 100% funded rate.

We usually recommend that an association consider a threshold equal to the recommended annual reserve contribution because this is the average maintenance expense over the thirty years. However, each association must judge their unique risk tolerance.

The Fully Funded Balance for Washington Village is \$3,315,284 . The actual current funding is \$750,000 . The Association is approximately 23% funded.

This means that based on a straight-line savings for each reserve component, the Association saved 23% of the accumulated depreciation of the reserve components.



At 23% percent funded, Washington Village is considered to be at **Highest Risk for a special assessment.**

## EXAMPLE OF PERCENT FUNDED FOR ROOF REPLACEMENT

SCENARIO	ANALYSIS
<p><b>For a deck membrane that lasts 10 years and costs \$100,000 to replace:</b></p> <ul style="list-style-type: none"> <li>• Save \$10,000 each year, for 10 years</li> <li>• Year 2, the membrane has deteriorated 20%.           <ul style="list-style-type: none"> <li>◦ If you have \$20,000 saved it is fully funded.</li> <li>◦ If you have \$10,000 saved it is 50% funded.</li> </ul> </li> <li>• Year 8, the membrane has deteriorated 80%.           <ul style="list-style-type: none"> <li>◦ If you have \$80,000 saved it is fully funded.</li> <li>◦ If you have \$20,000 saved it is 25% funded. If you have \$10,000 saved it is 13% funded.</li> </ul> </li> </ul>	<p>A. In effect, the percent funded is a measure of how well an association can withstand the risk of unexpected expenses. Such unexpected expenses include: emergency expenses not covered by insurance, expenses that are higher than predicted, and expenses that are required earlier than anticipated.</p> <p>B. A higher percent funded means more money is in the bank which lowers the risk of special assessment if something unexpected occurs. A poorly funded Association has less cash on hand, therefore much higher risk of special assessment for unplanned expenses.</p> <p>C. By analyzing deterioration cycles and cash flow needs, we determine how much money should be steadily contributed, over a 30 year period, to fund the repair and replacement needs of the components included in the study. Budgeting to maintain a minimum balance, or threshold, helps to ensure that a special assessment will not be required if an unexpected expense arises.</p>

## DEFICIT OR SURPLUS IN RESERVE FUNDING

RCW 64.90.550 §2(l) requires that the reserve study include the amount of any current deficit or surplus in reserve funding expressed on a dollars per unit basis. This is calculated by subtracting the community's reserve account balance as of the date of the study from the fully funded balance, and then multiplying the result by the fraction or percentage of the common expenses of the community allocable to each unit.

**The fully funded balance calculates** how much money should be saved for future maintenance based on the age of each component and the cost for future maintenance. In other words, the fully funded balance assumes that money will be saved every year for the next maintenance of a component to ensure special assessments are not required to fund future maintenance. The intent of RCW 64.90.550 §2 (l) is to show each unit's "share" of the surplus or deficit in reserve funding.

### If the reserve account balance is:

- **equal to** the fully funded balance, Washington Village would be considered as 100% fully funded. There would be neither a surplus nor deficit.
- **less than** the fully funded balance, there is a deficit meaning Washington Village would be thought behind on saving for future maintenance.
- **more than** the fully funded balance, there is a surplus meaning Washington Village would be deemed ahead on saving for future maintenance.

**The Recommended Funding Plan** is based on Threshold Funding, a reserve contribution rate that is constant (increasing annually with inflation) to provide funds for all anticipated reserve expenses for the life of the study but leaving a minimum level of reserves (the "threshold") at all times. The threshold provides a monetary cushion in the reserve account to help ensure that a special assessment is not required for the duration of the study, even in years when there are significant withdrawals from the reserve account. Primary consideration is given to cash needed to cover expenses and the threshold; the percent funded is typically targeted to be 80%.

### SUMMARY

PROJECTED RESERVE ACCOUNT BALANCE AS OF DECEMBER 31, 2024	\$750,000
CURRENT FULLY FUNDED BALANCE	\$3,315,284
RESERVE FUND (DEFICIT)	(\$2,565,284)
NUMBER OF UNITS	181
AVERAGE (DEFICIT) PER UNIT	(\$14,173)



RESERVE FUND (DEFICIT) PER UNIT

UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT	UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT	UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT
54-101	0.3300%	(\$8,465)	108-107	0.6000%	(\$15,392)	110-206	0.5900%	(\$15,135)
54-102	0.3300%	(\$8,465)	108-108	0.6200%	(\$15,905)	110-207	0.6000%	(\$15,392)
54-103	0.4100%	(\$10,518)	108-110	0.4100%	(\$10,518)	110-208	0.6200%	(\$15,905)
54-104	0.4100%	(\$10,518)	108-111	0.4100%	(\$10,518)	110-209	0.3300%	(\$8,465)
54-105	0.4100%	(\$10,518)	108-112	0.5900%	(\$15,135)	110-210	0.4100%	(\$10,518)
54-106	0.5900%	(\$15,135)	108-113	0.6000%	(\$15,392)	110-211	0.4100%	(\$10,518)
54-107	0.6000%	(\$15,392)	108-114	0.6400%	(\$16,418)	110-212	0.5900%	(\$15,135)
54-108	0.6200%	(\$15,905)	108-201	0.7600%	(\$19,496)	110-213	0.6000%	(\$15,392)
54-110	0.4100%	(\$10,518)	108-202	0.5100%	(\$13,083)	110-214	0.6400%	(\$16,418)
54-111	0.4100%	(\$10,518)	108-203	0.6700%	(\$17,187)	110-301	0.7600%	(\$19,496)
54-112	0.5900%	(\$15,135)	108-206	0.5900%	(\$15,135)	110-302	0.5100%	(\$13,083)
54-113	0.6000%	(\$15,392)	108-207	0.6000%	(\$15,392)	110-303	0.6700%	(\$17,187)
54-114	0.6400%	(\$16,418)	108-208	0.6200%	(\$15,905)	110-306	0.5900%	(\$15,135)
54-201	0.3300%	(\$8,465)	108-209	0.3300%	(\$8,465)	110-307	0.6000%	(\$15,392)
54-202	0.3300%	(\$8,465)	108-210	0.4100%	(\$10,518)	110-308	0.6200%	(\$15,905)
54-203	0.4100%	(\$10,518)	108-211	0.4100%	(\$10,518)	110-309	0.3300%	(\$8,465)
54-204	0.4100%	(\$10,518)	108-212	0.5900%	(\$15,135)	110-310	0.4100%	(\$10,518)
54-205	0.4100%	(\$10,518)	108-213	0.6000%	(\$15,392)	110-311	0.4100%	(\$10,518)
54-206	0.5900%	(\$15,135)	108-214	0.6400%	(\$16,418)	110-312	0.5900%	(\$15,135)
54-207	0.6000%	(\$15,392)	108-301	0.7600%	(\$19,496)	110-313	0.6000%	(\$15,392)
54-208	0.6200%	(\$15,905)	108-302	0.5100%	(\$13,083)	110-314	0.6400%	(\$16,418)
54-209	0.3300%	(\$8,465)	108-303	0.6700%	(\$17,187)	111-101	0.7800%	(\$20,009)
54-210	0.4100%	(\$10,518)	108-306	0.5900%	(\$15,135)	111-102	0.5100%	(\$13,083)
54-211	0.4100%	(\$10,518)	108-307	0.6000%	(\$15,392)	111-103	0.6800%	(\$17,444)
54-212	0.5900%	(\$15,135)	108-308	0.6200%	(\$15,905)	111-106	0.5900%	(\$15,135)
54-213	0.6000%	(\$15,392)	108-309	0.3300%	(\$8,465)	111-107	0.6000%	(\$15,392)
54-214	0.6400%	(\$16,418)	108-310	0.4100%	(\$10,518)	111-108	0.6200%	(\$15,905)
54-301	0.3300%	(\$8,465)	108-311	0.4100%	(\$10,518)	111-110	0.4200%	(\$10,774)
54-302	0.3300%	(\$8,465)	108-312	0.5900%	(\$15,135)	111-111	0.4200%	(\$10,774)
54-303	0.4100%	(\$10,518)	108-313	0.6000%	(\$15,392)	111-112	0.5900%	(\$15,135)
54-304	0.4100%	(\$10,518)	108-314	0.6400%	(\$16,418)	111-113	0.6000%	(\$15,392)
54-305	0.4100%	(\$10,518)	110-101	0.7600%	(\$19,496)	111-114	0.6400%	(\$16,418)
54-306	0.5900%	(\$15,135)	110-102	0.5100%	(\$13,083)	111-201	0.7800%	(\$20,009)
54-307	0.6000%	(\$15,392)	110-103	0.6700%	(\$17,187)	111-202	0.5100%	(\$13,083)
54-308	0.6200%	(\$15,905)	110-106	0.5900%	(\$15,135)	111-203	0.6800%	(\$17,444)
54-309	0.3300%	(\$8,465)	110-107	0.6000%	(\$15,392)	111-206	0.5900%	(\$15,135)
54-310	0.4100%	(\$10,518)	110-108	0.6200%	(\$15,905)	111-207	0.6000%	(\$15,392)
54-311	0.4100%	(\$10,518)	110-110	0.4100%	(\$10,518)	111-208	0.6200%	(\$15,905)
54-312	0.5900%	(\$15,135)	110-111	0.4100%	(\$10,518)	111-209	0.3400%	(\$8,722)
54-313	0.6000%	(\$15,392)	110-112	0.5900%	(\$15,135)	111-210	0.4200%	(\$10,774)
54-314	0.6400%	(\$16,418)	110-113	0.6000%	(\$15,392)	111-211	0.4200%	(\$10,774)
108-101	0.7600%	(\$19,496)	110-114	0.6400%	(\$16,418)	111-212	0.5900%	(\$15,135)
108-102	0.5100%	(\$13,083)	110-201	0.7600%	(\$19,496)	111-213	0.6000%	(\$15,392)
108-103	0.6700%	(\$17,187)	110-202	0.5100%	(\$13,083)	111-214	0.6400%	(\$16,418)
108-106	0.5900%	(\$15,135)	110-203	0.6700%	(\$17,187)	111-301	0.7800%	(\$20,009)
COLUMN TOTAL	22.24%	(\$570,519)	COLUMN TOTAL	25.67%	(\$658,508)	COLUMN TOTAL	25.54%	(\$655,173)



RESERVE FUNDING (DEFICIT) PER UNIT CONTINUED

UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT	UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT	UNIT NUMBER	ALLOCATED INTEREST	(DEFICIT) PER UNIT
111-302	0.5100%	(\$13,083)	112-108	0.6200%	(\$15,905)	112-213	0.6000%	(\$15,392)
111-303	0.6800%	(\$17,444)	112-110	0.4100%	(\$10,518)	112-214	0.7000%	(\$17,957)
111-306	0.5900%	(\$15,135)	112-111	0.4200%	(\$10,774)	112-301	0.7800%	(\$20,009)
111-307	0.6000%	(\$15,392)	112-112	0.5900%	(\$15,135)	112-302	0.5100%	(\$13,083)
111-308	0.6200%	(\$15,905)	112-113	0.6000%	(\$15,392)	112-303	0.6800%	(\$17,444)
111-309	0.6000%	(\$15,392)	112-114	0.7000%	(\$17,957)	112-306	0.5900%	(\$15,135)
111-310	0.4200%	(\$10,774)	112-201	0.7800%	(\$20,009)	112-307	0.6000%	(\$15,392)
111-311	0.4200%	(\$10,774)	112-202	0.5100%	(\$13,083)	112-308	0.6200%	(\$15,905)
111-312	0.5900%	(\$15,135)	112-203	0.6800%	(\$17,444)	112-309	0.6000%	(\$15,392)
111-313	0.6000%	(\$15,392)	112-206	0.5900%	(\$15,135)	112-310	0.4200%	(\$10,774)
111-314	0.6400%	(\$16,418)	112-207	0.6000%	(\$15,392)	112-311	0.4200%	(\$10,774)
112-101	0.7800%	(\$20,009)	112-208	0.6200%	(\$15,905)	112-312	0.5900%	(\$15,135)
112-102	0.5100%	(\$13,083)	112-209	0.3400%	(\$8,722)	112-313	0.6000%	(\$15,392)
112-103	0.6800%	(\$17,444)	112-210	0.4200%	(\$10,774)	112-314	0.7000%	(\$17,957)
112-106	0.5900%	(\$15,135)	112-211	0.4200%	(\$10,774)			
112-107	0.6000%	(\$15,392)	112-212	0.5900%	(\$15,135)			
COLUMN TOTAL	<b>9.43%</b>	<b>(\$241,906)</b>	COLUMN TOTAL	<b>8.89%</b>	<b>(\$228,054)</b>	COLUMN TOTAL	<b>8.41%</b>	<b>(\$215,740)</b>
			GRAND TOTAL	<b>100.18%</b>	<b>(\$2,569,901)</b>	(including columns from previous page)		

## FUNDING PLANS

THRESHOLD FUNDING PLAN <b>\$500,000</b>	BASELINE FUNDING PLAN <b>\$365,800</b>	FULL FUNDING PLAN <b>\$478,300</b>
Special Assessment \$500,000 in 2026 Contribution Accelerator Years 2 -10 : 0.0% Years 11 - 30 : 0.0% Contribution Adjustment \$600,284 in 2037	Special Assessment \$500,000 in 2026 Contribution Accelerator Years 2 -10 - None Years 11 - 30 - None Contribution Adjustment None	Special Assessment \$500,000 in 2026 Contribution Accelerator Years 2 -10 - None Years 11 - 30 - None Contribution Adjustment None
RECOMMENDED	OPTIONAL STRATEGY	100% FUNDED BY YEAR 30
initial annual contribution of \$500,000	initial annual contribution of \$365,800	initial annual contribution of \$478,300
meets yearly projected reserve expenses	meets annual reserve expenses with no minimum balance requirement	most flexibility for cost variables and unplanned expenses
maintains minimum reserve balance equal to annual contribution amount	less flexibility with cost variables and unplanned expenses	lowest risk for special assessment

The Threshold Funding Plan is the **RECOMMENDED FUNDING PLAN** for Washington Village, balancing cashflow and anticipated expenses over 30 years while maintaining a minimum reserve account balance of one year's contribution to reserves and the percent funded above 26%. Cost projection accuracy decreases into the distant future. Assumptions should be reconsidered and updated with each revision of the study.

## ALTERNATIVE FUNDING STRATEGIES

In addition to an annual contribution to reserves that increases every year to keep up with inflation, a variety of funding strategies are available. These strategies are not typically employed but are options that provide additional flexibility in developing a custom funding plan to fit the unique needs of a community.

**Special assessments** – additional lump-sum contributions to either cover the cost of anticipated expenses, or to help increase the reserve account balance.

- Recommended special assessment: \$500,000 in 2026

**Contribution accelerators** – an additional increase to the annual reserve contribution above the applied inflation rate. Our system can accommodate up to two rates. The ranges are grouped with the same percentage increase in Years 2 - 10 and in Years 11 - 30.

- Budgeted accelerator in Years 2 -10 : 0.0%
- Budgeted accelerator in Years 11 - 30 : 0.0%

**Contribution adjustments** – stepped increase or decrease in the reserve contribution to provide appropriate funding over the 30-year span of the report.

- Allocated contribution adjustments: \$600,284 in 2037

## COMPARISON OF FULLY FUNDED BALANCE AND FUNDING PLANS

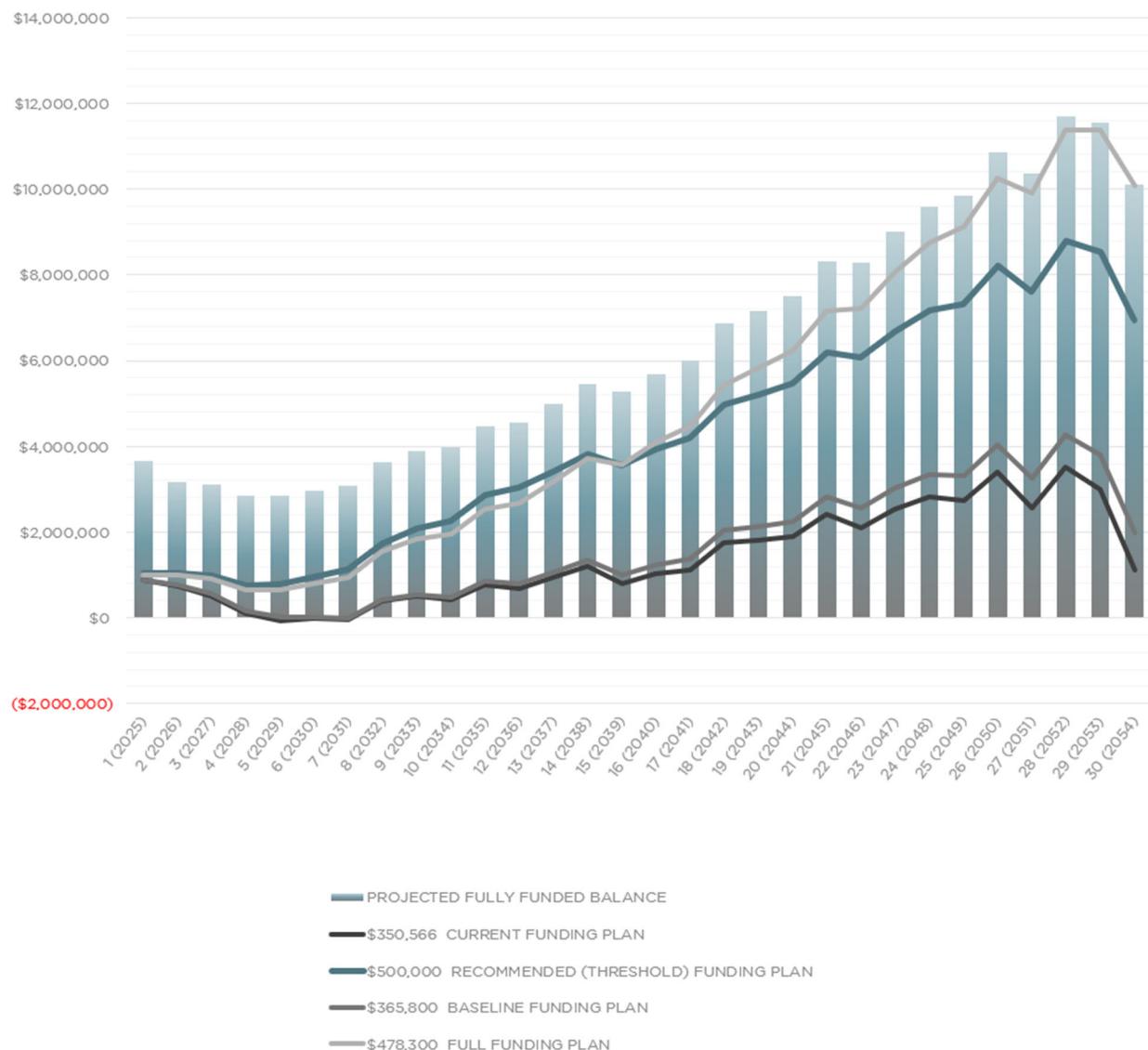
The following graph illustrates the projected Fully Funded Balance, along with the

- Current Budgeted Contribution to reserves (Current Funding Plan)
- Recommended Funding Plan (Threshold Funding Plan)
- Baseline Funding Plan
- Full Funding Plan

**If any of the following special funding strategies are employed:**

- **Special assessments** are calculated in all the funding plans.
- **Contribution accelerators** are only applied to the Recommended (Threshold) Funding Plan.
- **Contribution adjustments** are only applied to the Recommended (Threshold) Funding Plan.

Note: If the funding plans are similar or identical, only one line will be visible on some parts of the graph where the lines intersect.



## PROJECTED RESERVE ACCOUNT BALANCES

FOR FUNDING PLANS OVER 30 YEARS

Per RCW 64.90.550 §2 (j) of the Washington Uniform Common Interest Ownership Act (WUCIOA), the projected reserve account balance for each of the funding plans over the next 30 years is provided, along with the current funding plan projections. The values in the Recommended Funding Plan include the previously mentioned recommended adjustment(s) in the annual reserve contribution, if applicable.

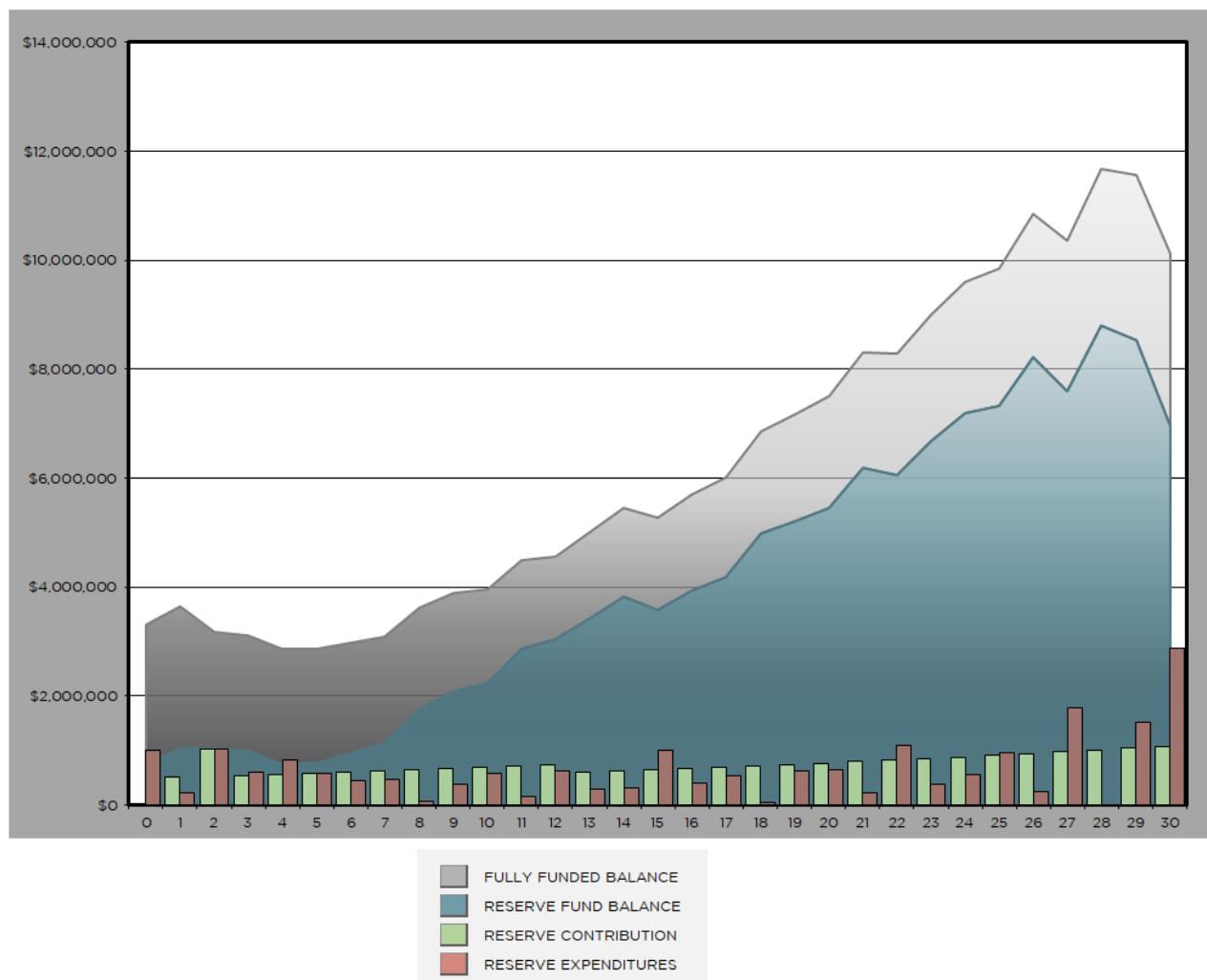
FISCAL YEAR END	\$500,000 RECOMMENDED (THRESHOLD) FUNDING PLAN	\$350,566 CURRENT FUNDING PLAN	\$365,800 BASELINE FUNDING PLAN	\$478,300 FULL FUNDING PLAN
1 (2025)	\$1,031,729	\$881,548	\$896,858	\$1,009,920
2 (2026)	\$1,038,543	\$734,261	\$765,918	\$999,700
3 (2027)	\$990,482	\$516,513	\$565,485	\$927,130
4 (2028)	\$750,644	\$97,074	\$164,371	\$661,348
5 (2029)	\$774,145	(\$69,728)	\$17,293	\$657,404
6 (2030)	\$949,212	(\$23,689)	\$12,060	\$803,458
7 (2031)	\$1,127,760	(\$30,786)	\$151	\$951,355
8 (2032)	\$1,746,588	\$398,135	\$417,914	\$1,537,819
9 (2033)	\$2,084,059	\$502,659	\$543,244	\$1,841,139
10 (2034)	\$2,247,674	\$420,530	\$483,151	\$1,968,736
11 (2035)	\$2,861,327	\$775,077	\$861,022	\$2,544,422
12 (2036)	\$3,034,425	\$675,124	\$785,736	\$2,677,521
13 (2037)	\$3,418,487	\$928,767	\$1,065,451	\$3,176,651
14 (2038)	\$3,822,939	\$1,197,038	\$1,361,263	\$3,703,387
15 (2039)	\$3,566,356	\$798,281	\$991,579	\$3,576,635
16 (2040)	\$3,933,206	\$1,016,726	\$1,240,698	\$4,081,214
17 (2041)	\$4,187,011	\$1,115,645	\$1,371,962	\$4,481,002
18 (2042)	\$4,972,466	\$1,739,470	\$2,029,877	\$5,421,069
19 (2043)	\$5,208,352	\$1,806,717	\$2,133,034	\$5,820,585
20 (2044)	\$5,460,214	\$1,882,651	\$2,246,780	\$6,245,504
21 (2045)	\$6,176,082	\$2,415,012	\$2,818,935	\$7,144,277
22 (2046)	\$6,062,764	\$2,110,306	\$2,556,093	\$7,224,151
23 (2047)	\$6,684,827	\$2,532,788	\$3,022,597	\$8,050,149
24 (2048)	\$7,179,769	\$2,819,633	\$3,355,716	\$8,760,246
25 (2049)	\$7,315,205	\$2,738,119	\$3,322,823	\$9,122,552
26 (2050)	\$8,211,474	\$3,408,236	\$4,044,009	\$10,257,920
27 (2051)	\$7,593,602	\$2,554,648	\$3,244,043	\$9,891,912
28 (2052)	\$8,801,699	\$3,517,089	\$4,262,767	\$11,365,194
29 (2053)	\$8,536,577	\$2,995,982	\$3,800,716	\$11,379,157
30 (2054)	\$6,934,229	\$1,126,911	\$1,993,593	\$10,070,395

## RESERVE STUDY PROJECTIONS USING INFLATED DOLLAR VALUES

The recommended contribution to reserves is primarily based on cashflow over thirty years to ensure that there will be enough funds in reserves to cover anticipated expenses without the need of a special assessment. Monitoring the Fully Funded Balance helps anticipate future financial liabilities and the community's potential risk for a special assessment. The inflated scenario includes annual increases in the reserve contribution to keep up with inflation.

- **Teal Area Graph:** The fiscal year-end running reserve fund balance is shown as a line graph in teal.
- **Grey Area Graph:** The anticipated fully funded balance is shown as a line graph in grey.
- **Mint Green Bars:** The annual reserve fund contributions are shown as mint green bars.
- **Brick Red Bars:** The anticipated yearly reserve expenditures are shown as brick red bars, depicting the anticipated expenses over the next 30 years.

### RECOMMENDED FUNDING PLAN STARTING AT \$500,000





## RESERVE 30 YEAR SUMMARY AT THE RECOMMENDED FUNDING PLAN STARTING AT \$500,000

INFLATION & INTEREST ASSUMPTIONS <sup>1</sup>						SPECIAL ASSESSMENT RISK			
	CONTRIBUTION INFLATION	COMPONENT INFLATION	INTEREST						
Years 0-1	0.0%	3.0%	1.0%						
Years 2-10	3.5%	3.5%	2.5%						
Years 11-30	3.5%	3.5%	2.5%						
FISCAL YEAR END	FISCAL YEAR BEGINNING RESERVE BALANCE	RECOMMENDED ANNUAL RESERVE CONTRIBUTION <sup>2</sup>	AVERAGE CONTRIBUTION PER UNIT PER MONTH <sup>3</sup>	PROJECTED RESERVE EXPENDITURES	SPECIAL ASSESSMENT	PROJECTED INTEREST EARNED	FISCAL YEAR END RESERVE BALANCE	PROJECTED FULLY FUNDED BALANCE	PERCENT FUNDED
1 (2025)	\$750,000	\$500,000	\$230	(\$227,135)	\$0	\$8,864	\$1,031,729	\$3,647,290	28%
2 (2026)	\$1,031,729	\$517,500	\$238	(\$1,030,072)	\$500,000	\$19,386	\$1,038,543	\$3,178,004	33%
3 (2027)	\$1,038,543	\$535,613	\$247	(\$608,724)	\$0	\$25,050	\$990,482	\$3,119,131	32%
4 (2028)	\$990,482	\$554,359	\$255	(\$815,692)	\$0	\$21,495	\$750,644	\$2,864,957	26%
5 (2029)	\$750,644	\$573,762	\$264	(\$569,085)	\$0	\$18,825	\$774,145	\$2,853,972	27%
6 (2030)	\$774,145	\$593,843	\$273	(\$440,052)	\$0	\$21,276	\$949,212	\$2,970,165	32%
7 (2031)	\$949,212	\$614,628	\$283	(\$461,721)	\$0	\$25,642	\$1,127,760	\$3,084,729	37%
8 (2032)	\$1,127,760	\$636,140	\$293	(\$52,798)	\$0	\$35,486	\$1,746,588	\$3,628,756	48%
9 (2033)	\$1,746,588	\$658,405	\$303	(\$368,225)	\$0	\$47,292	\$2,084,059	\$3,884,840	54%
10 (2034)	\$2,084,059	\$681,449	\$314	(\$571,312)	\$0	\$53,478	\$2,247,674	\$3,964,206	57%
11 (2035)	\$2,247,674	\$705,299	\$325	(\$154,721)	\$0	\$63,074	\$2,861,327	\$4,480,956	64%
12 (2036)	\$2,861,327	\$729,985	\$336	(\$629,674)	\$0	\$72,787	\$3,034,425	\$4,559,485	67%
13 (2037)	\$3,034,425	\$600,284	\$276	(\$295,887)	\$0	\$79,666	\$3,418,487	\$4,993,847	68%
14 (2038)	\$3,418,487	\$621,294	\$286	(\$306,243)	\$0	\$89,400	\$3,822,939	\$5,453,028	70%
15 (2039)	\$3,822,939	\$643,040	\$296	(\$990,849)	\$0	\$91,226	\$3,566,356	\$5,264,347	68%
16 (2040)	\$3,566,356	\$665,546	\$306	(\$391,283)	\$0	\$92,587	\$3,933,206	\$5,690,025	69%
17 (2041)	\$3,933,206	\$688,840	\$317	(\$535,284)	\$0	\$100,250	\$4,187,011	\$6,008,746	70%
18 (2042)	\$4,187,011	\$712,949	\$328	(\$40,575)	\$0	\$113,080	\$4,972,466	\$6,856,250	73%
19 (2043)	\$4,972,466	\$737,903	\$340	(\$627,706)	\$0	\$125,689	\$5,208,352	\$7,170,008	73%
20 (2044)	\$5,208,352	\$763,729	\$352	(\$643,578)	\$0	\$131,711	\$5,460,214	\$7,503,429	73%
21 (2045)	\$5,460,214	\$790,460	\$364	(\$218,249)	\$0	\$143,658	\$6,176,082	\$8,299,258	74%
22 (2046)	\$6,176,082	\$818,126	\$377	(\$1,082,541)	\$0	\$151,097	\$6,062,764	\$8,284,952	73%
23 (2047)	\$6,062,764	\$846,760	\$390	(\$382,075)	\$0	\$157,378	\$6,684,827	\$8,997,832	74%
24 (2048)	\$6,684,827	\$876,397	\$403	(\$552,623)	\$0	\$171,168	\$7,179,769	\$9,593,290	75%
25 (2049)	\$7,179,769	\$907,071	\$418	(\$950,585)	\$0	\$178,950	\$7,315,205	\$9,840,786	74%
26 (2050)	\$7,315,205	\$938,818	\$432	(\$234,237)	\$0	\$191,687	\$8,211,474	\$10,843,474	76%
27 (2051)	\$8,211,474	\$971,677	\$447	(\$1,784,673)	\$0	\$195,124	\$7,593,602	\$10,362,057	73%
28 (2052)	\$7,593,602	\$1,005,686	\$463	(\$0)	\$0	\$202,411	\$8,801,699	\$11,680,795	75%
29 (2053)	\$8,801,699	\$1,040,885	\$479	(\$1,520,059)	\$0	\$214,053	\$8,536,577	\$11,559,092	74%
30 (2054)	\$8,536,577	\$1,077,316	\$496	(\$2,870,662)	\$0	\$190,998	\$6,934,229	\$10,117,159	69%

<sup>1</sup> The long term nature of this study requires that certain assumptions and predictions be made about future events. Since there can be no guarantee that these future events will occur as assumed, this analysis must be viewed in light of the circumstances under which it was conducted. Reasonable effort has been made to ensure that the conclusions of this report are based on reliable information and sound reasoning.

<sup>2</sup> The Recommended Annual Reserve Contribution includes inflation and any applicable recommended adjustments.

<sup>3</sup> The Average Contribution Per Unit Per Month reflects the Recommended Annual Reserve Contribution divided by the total number of units in the community.



## PURPOSE OF A RESERVE STUDY

The purpose of a Reserve Study is to recommend a reasonable annual reserve contribution rate made by a common interest community to its reserve account. Reserve accounts are established to fund major maintenance, repair, and replacement of common elements, including limited common elements, expected within the next thirty years. A Reserve Study is intended to project availability of adequate funds for the replacement or major repair of any significant component of the property as it becomes necessary without relying on special assessments. It is a budget planning tool which identifies the current status of the reserve account and a stable and equitable Funding Plan to offset the anticipated future major shared expenditures. Each reserve component is

evaluated to determine the current condition, the remaining useful life, and the estimated replacement cost. This information is combined into a spreadsheet to determine funding requirements and establish the annual contribution rate needed to minimize the potential for special assessments. All costs and annual reserve fund balances are shown with adjustments for annual inflation and interest earned. Ideally, an even level of contributions is established that maintains a positive balance in the reserve account over the timeline the study examines. Annual updates are key to keeping up with current trends in component pricing, inflation and interest rates, actual timing of maintenance experienced and the community's risk tolerance.

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A Reserve Study also calculates a theoretical "Fully Funded Balance". Fully Funded Balance is the sum total of the reserve components' depreciated value using a straight-line depreciation method.

To calculate each component's depreciated value:

$$\text{Depreciated Value} = \text{Current Replacement Cost} \times \frac{\text{Effective Age}}{\text{Expected Useful Life}}$$

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By comparing the actual current reserve fund balance, to the theoretical Fully Funded Balance a Percent Fully Funded is derived.

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## OUR APPROACH TO A RESERVE STUDY

Reserve Consultants LLC employs a "Reasonable Approach" when evaluating reserve components to draft a study that is of greatest value to our clients. This means we attempt to predict, based on the costs involved and the client's objectives, what a reasonable person will decide to have done when maintenance, repairs, or replacement become necessary. For example, a reasonable person will not replace a fence when it only

needs to be repainted. The benefit of this is that reserve contributions are minimized to allow for what is most likely to occur. Our studies are not based on a worst-case scenario, but rather on what we expect is most likely to occur. Our approach assumes minor repairs will be completed as they occur before they become major problems.

## LEVELS OF RESERVE STUDIES

**Level 1:** The first level, an initial Reserve Study, must be based upon a visual site inspection conducted by a Reserve Study Professional. This is also known as a full Level 1 Reserve Study with a site visit.

**Level 2:** Thereafter at least every three years, an updated Reserve Study must be prepared, which again is based upon a visual site inspection conducted by a Reserve Study Professional. This is also known as a Level 2 update with a site visit.

**Level 3:** As noted earlier, the Association is required to update its Reserve Study every year. However, in two of the three years, the annual updates do not require a site visit. This is also known as a Level 3 update without a site visit.

**Level 4:** The Community Associations Institute defines a Level 4 reserve study for communities under construction as a Preliminary, Community Not Yet Constructed reserve study.

This study  
is a Level 3  
Reserve Study  
Update without a  
Site Visit

The next required update  
for Washington Village is  
a **Level 2 study by July,  
2025.**

## SOURCES USED IN COMPILED THIS REPORT

Reserve Consultants LLC has provided reserve studies and construction services since 1992 and base component repair and replacement costs on this extensive experience and information provided by the Association. Sources used include:

- Review of previous reserve study report(s)
- Input provided by The 2024 Board Treasurer
- Review of a list of components the community is responsible for
- Generally accepted construction, maintenance, and repair guidelines

Measurements and take-offs used in the report are collected using a variety of methods. Our preference is to collect information from as-built drawings. If drawings are not available, measurements are taken from Google Earth and on-site; quantities of components are confirmed on-site. For updates, Washington Village is considered to have deemed previously developed component quantities as accurate and reliable.

Information provided by Washington Village regarding ongoing maintenance or repair being performed is included in the component summary notes. This information impacts estimated costs, maintenance cycles and useful life for the components.

The current replacement cost is an estimate and actual costs may vary. Material selection, timing of the work, and requirements for Architectural services or construction management can impact cost projections. Expenses related to common interest communities are typically higher than other multi-family construction types, often due to the elevated insurance requirements contractors must carry. All estimates assume that a licensed and bonded contractor will be utilized to complete the work due to liability issues. Regional cost factors are applied as appropriate.

## GOVERNMENT REQUIREMENTS FOR A RESERVE STUDY

The Washington State government requires that the following disclosure be included in every Reserve Study (RCW 64.34.382§3 & RCW 64.38.070§3):

**"This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require you to pay on demand as a special assessment your share of common expenses for the cost of major maintenance, repair, or replacement of a reserve component."**

The requirements of RCW 64.34 (Condo Act) and RCW 64.38 (Homeowners' Association Act) can be found on the Washington State Legislature's website. Effective July 1, 2018, the Washington Uniform Common Interest Ownership Act (WUCIOA) has impacted all common interest communities. Our reserve studies also comply with WUCIOA. WUCIOA requires the following disclosure in every Reserve Study (RCW 64.90.550 § 3):

**"This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require the association to (1) defer major maintenance, repair, or replacement, (2) increase future reserve contributions, (3) borrow funds to pay for major maintenance, repair, or replacement, or (4) impose special assessments for the cost of major maintenance, repair, or replacement."**

We understand that common interest properties are to follow the budget ratification process outlined in RCW 64.90.525. Specifically,

"Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget. Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present."

RCW 64.90.525 §2 states that the copy of the budget must include:

- (d) the current amount of regular assessments budgeted for contribution to the reserve account;
- (e) A statement of whether the association has a reserve study that meets the requirements of RCW 64.90.550 of this act and, if so, the extent to which the budget meets or deviates from the recommendations of that reserve study; and
- (f) The current deficiency or surplus in reserve funding expressed on a per unit basis.

Reserve Consultants will prepare a Reserve Disclosure that covers the requirements of RCW 64.90.525 §2 (d) – (f) **if requested within one year of when the draft report of the Reserve Study was issued.** Once Washington Village has **provided the required information in RCL's format**, the Reserve Disclosure will be compiled at no additional charge for inclusion with the budget ratification package.

## LIMITATIONS AND ASSUMPTIONS OF A RESERVE STUDY

This Reserve Study is not a report on the condition of the assets maintained by Washington Village, or a detailed report of necessary maintenance to the assets. It is also not an investigation into or comment on the quality of construction of the reserve components, or whether the construction complies with the building code or the requirements of Washington State requirements common interest properties, including the Washington Uniform Common Interest Ownership Act (WUCIOA).

The component list is based on information provided by Washington Village. Reserve Consultants LLC does not provide legal interpretations of governing documents or auditing services on account information provided.

Material issues that are not disclosed to Reserve Consultants LLC could cause a distortion of Washington Village's reserve fund standing. Furthermore, Reserve Consultants LLC can only be aware of preventative maintenance plans or programs that have been disclosed by Washington Village. An audit or evaluation of any maintenance plan or maintenance contract is outside the scope of services performed by a Reserve Specialist.

Necessary corrective maintenance costs and timing will be incorporated into the report if the most recent structural or other professional inspection reports are provided.

The observations made by Reserve Consultants LLC are limited to a visual inspection of a sample of the reserve components. Unless informed otherwise, our assumption is that the components are constructed in substantial compliance with the building code and to industry standards, and that it will receive ordinary and reasonable maintenance and repair by Washington Village. These assumptions include that most reserve components will achieve their normal useful lives for similar components in the Pacific Northwest, and that they will be replaced when necessary to prevent damage to other reserve components.

Conditions may exist that are outside the scope of work for a Reserve Specialist. When conditions outside the reserve study scope of work are noted, Reserve Consultants LLC will make a recommendation regarding further investigations by another professional in the Association Overview and/or Component Summary.

This Reserve Study assumes that the assets will be maintained to keep a good level of appearance, with a special emphasis on retaining the original appearance of the assets to the greatest possible extent. The analysis also assumes that Washington Village will replace materials as they are required with good quality materials, installed by qualified, licensed, contractors. We further assume that the assets will experience the full typical useful life for the new materials installed.

The long-term nature of this study requires that certain assumptions and predictions be made about future events. Since there can be no guarantee that these future events will occur as assumed, this analysis must be viewed considering the circumstances under which it was conducted. A reasonable effort has been made to ensure that the conclusions of this report are based on reliable information and sound reasoning.

This report should be updated annually with actual repair costs, reserve fund balances, etc. Every three years it should be updated with a site inspection and professional review. Regular updating will allow changes based on actual occurrences and adjustments for the cost of repairs to be incorporated into the annual reserve contributions. This will allow any savings or additional costs to be properly allocated among unit owners.

## INFLATION AND INTEREST RATE PROJECTIONS

**When making estimates on the future inflation and interest rates, we use a staggered approach for more flexibility in reflecting future economic projections. Inflation and interest rate projections are updated annually.**

**For inflation**, we have historically followed the construction industry inflation rates published by RS Means, which differ from the consumer inflation index. For 2024 we have adjusted the RS Means published inflation index to reflect values that are more representative of inflation experienced in the Pacific Northwest, as indicated by recent construction bids and by publications by local contractors. The average annual construction inflation increase since 1993 is 3.47%.

We do not apply inflation to the recommended reserve contribution in Year 1 since this is the first year at the recommended contribution rate. Inflation applied to the components on the inflated spreadsheet is compounded annually; the values are listed for each year at the bottom of the inflated spreadsheet.

**For interest rates**, we analyze the historical data provided by the Board of Governors of the Federal Reserve. The average annual interest rate since 1993 is 2.48%. The interest for common interest properties is typically lower than average due to conservative investing options that are usually employed by common interest properties.

### CONTRIBUTION & EXPENSE INFLATION AND INTEREST PROJECTIONS

YEARS APPLIED	CONTRIBUTION ACCELERATOR	RESERVE CONTRIBUTION INFLATION	RESERVE EXPENSE INFLATION	INTEREST RATE
Year 0 (2024)	0%	0%	0%	1.0%
Year 1 (2025)	0%	0%	3.0%	1.0%
Year 2 (2026) through Year 10 (2034)	0%	3.5%	3.5%	2.5%
Year 11 (2035) through Year 30 (2053)	0%	3.5%	3.5%	2.5%

A contribution accelerator applies an additional annual increase to the reserve contribution above the inflation rate assumption to help increase the reserve fund balance without the need for a special assessment. This is not a strategy that is typically employed.

## DISCLOSURES

1. Reserve Consultants LLC also provides construction inspection services for common interest properties and does design and construction oversight for major repair projects, including roofing, decks and building envelope replacement.
2. No shareholder or employee of Reserve Consultants LLC has any interest in, or obligation to, any construction company, management company, or development entity that creates common interest properties; nor is there any involvement with Washington Village which could result in a conflict of interest.
3. Reserve Consultants LLC has been a member of the Community Associations Institute since about 1993, and has worked with a variety of management companies, common interest properties, and other types of clients in Washington State.
4. This report and analysis are based upon observations of the visible and apparent condition of the building and its major components on the date of the inspection. Although care has been taken in the performance of this inspection, Reserve Consultants LLC (and/or its representatives) make no representations regarding latent or concealed defects which may exist, and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and appliances. Predictions of life expectancy and the balance of useful life are necessarily based on industry and/or statistical comparisons. It is essential to understand that actual conditions can alter the useful life of any item. The previous use or misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, acts of God, and unforeseen circumstances make it impossible to state precisely when each item would require replacement. The client herein should be aware that certain components within the above referenced property may function consistent with their purpose at the time of inspection, but due to their nature, are subject to deterioration without notice.
5. Unless otherwise noted, all reserve components are assumed to meet the building code requirements in force at the time of construction. Any on-site inspection should not be considered a project audit or quality inspection.
6. Conclusions reached in this report assume responsible ownership and competent management of the property. Information provided by others is believed to be reliable. Information provided by others was not audited; we assume no responsibility for accuracy thereof.
7. The reserve study reflects information provided to the consultant and assembled for Washington Village's use, not for the purpose of performing an audit, quality/forensic analyses, or background checks of historical record.
8. Reserve study updates are based on information collected for the previous reserve study analysis. It is assumed that quantities remain the same. Estimated costs and timing for maintenance are adjusted from the previous report according to inflation factors indicated and information provided by The 2024 Board Treasurer.
9. Reserve Consultants LLC shall incur no civil liability for performing the physical or financial portions of a reserve study.
10. Structural integrity evaluations are not included in the reserve study unless otherwise noted.
11. The Community Associations Institute (CAI) encourages every common interest community to have a preventative maintenance plan prepared in conjunction with the reserve study to positively impact life cycle costs and structural safety. The plan should include all applicable common elements, not just those components included in the reserve study.

## GLOSSARY OF TERMS

**Allocated Interests** - the following interests allocated to each unit: (a) In a condominium, the undivided interest in the common elements, the common expense liability, and votes in the association; (b) In a cooperative, the common expense liability, the ownership interest, and votes in the association; and (c) In a plat community and miscellaneous community, the common expense liability and the votes in the association, and also the undivided interest in the common elements if owned in common by the unit owners rather than an association. RCW 64.90.010 §2.

**Assessment** - all sums chargeable by the association against a unit, including any assessments levied pursuant to RCW 64.90.480, fines or fees levied or imposed by the association pursuant to this chapter or the governing documents, interest and late charges on any delinquent account, and all costs of collection incurred by the association in connection with the collection of a delinquent owner's account, including reasonable attorneys' fees. RCW 64.90.010 §3.

**Association or Unit Owners Association** - the unit owners association organized under RCW 64.90.400 of WUCIOA and, to the extent necessary to construe sections of this chapter made applicable to common interest communities pursuant to RCW 64.90.080, 64.90.090, or 64.90.095 of WUCIOA, the association organized or created to administer such common interest communities. RCW 64.90.010 §4.

**Baseline Funding Plan** - A reserve contribution rate that is constant, increasing with inflation, to provide funds for all anticipated reserve expenses so that no special assessments are required for 30 years, but with no excess funds some years.

**Board** - the body, regardless of name, designated in the declaration, map, or organizational documents, with primary authority to manage the affairs of the association. RCW 64.90.010 §6.

**Building Codes** - Nationally recognized standards used to gauge the acceptability of a particular material or building procedure. Typically, if something is built to "code," it is acceptable to all concerned. Some often-used codes are International Building Code (IBC) (applicable to most multifamily housing), International Residential Code (IRC) (applicable to one- and two-family structures), Washington Energy Code, National Electric Code (NEC), Uniform Plumbing Code (UPC), and the National Fire Protection Association Standards (NFPA). These are usually amended slightly by each city or county.

**Building Component** - see "Reserve Component".

**Component Number** - A number assigned to each building component that allows grouping of like components. The numbers are based roughly on the Construction Specification Institute system.

**Common Elements** - (a) In a condominium or cooperative, all portions of the common interest community other than the units; (b) In a plat community or miscellaneous community, any real estate other than a unit within a plat community or miscellaneous community that is owned or leased either by the association or in common by the unit owners rather than an association; and (c) In all common interest communities, any other interests in real estate for the benefit of any unit owners that are subject to the declaration. RCW §64.90.010 §7.

**Common Expense** - any expense of the association, including allocations to reserves, allocated to all the unit owners in accordance with common expense liability. RCW 64.90.010 §8.

**Common Expense Liability** - the liability for common expenses allocated to each unit pursuant to RCW 64.90.235. RCW 64.90.010 §9.

**Common Interest Community** - real estate described in a declaration with respect to which a person, by virtue of the person's ownership of a unit, is obligated to pay for a share of real estate taxes, insurance premiums, maintenance, or improvement of, or services or other expenses related to, common elements, other units, or other real estate described in the declaration. "Common interest community" does not include an arrangement described in RCW 64.90.110 or RCW 64.90.115. A common interest community may be a part of another common interest community. RCW 64.90.010 §10.

**Condition Assessment of Components** - a visual, non-invasive evaluation of a sampling of the components, completed by a reserve professional during the site visit. The evaluation may also take into consideration information provided by the community representative. The last observed or reported condition will be used until another site visit is conducted.

**Excellent** - very close to new condition, recently installed, and/or no maintenance required prior to the end of typical maintenance cycle; the component should achieve a full useful life cycle.



**Good** – fit for the intended purpose, no visible damage, and/or meets expected performance standards within the maintenance cycle; the component is expected to attain a full useful life cycle.

**Good/Fair** – in working condition, minor damage visible, and/or minor maintenance anticipated within typical maintenance cycle; without maintenance the component may not achieve a full useful life cycle.

**Fair** – has been modified or repaired, and/ or effects of age/utilization requires shorter than typically specified maintenance cycle; without maintenance the component will not achieve a full useful life cycle.

**Fair/Poor** – requires general repairs and/or some replacement of minor elements at a shortened maintenance cycle; the component is close to the end of its useful life cycle.

**Poor** – visible damage, current condition does not meet expectations, and/or extensive repairs and replacement required; the component is at the end of its useful life cycle.

**Not Observed** – access was not available for a visible inspection, e.g. an exterior deck or pitched roof.

**Serviceable** – the component is not obsolete and can reasonably be repaired or maintained to achieve a full useful life cycle.

**Reported Good** – the representative reported the component to be in good/working condition; the reserve professional did not directly observe the component at the time of the site visit.

**N/A** – not applicable, e.g. an inspection or a component that is no longer budgeted in the report.

**Contribution Rate** – the amount contributed to the reserve account so that the association will have cash reserves to pay major maintenance, repair, or replacement costs without the need for a special assessment. RCW 64.34.020 (10), RCW 64.38.010 (6)

**Constant Dollars** – costs and contributions are provided in today's dollars, no matter how far in the future they occur. Inflation and interest are not factored in.

**Effective Age** – the difference between the useful life and the remaining useful life. RCW 64.34.020 §19, RCW 64.38.010 §7 & RCW §64.90.010 §21.

**Full Funding Plan** – a reserve funding goal of achieving one hundred percent fully funded reserves by the end of the thirty-year study period described under RCW64.90.550 of WUCIOA, in which the reserve account balance equals the sum of the estimated costs required to maintain, repair, or replace the deteriorated portions of all reserve components. RCW §64.90.010 §25.

**Fully Funded Balance** – the current value of the deteriorated portion, not the total replacement value, of all the reserve components. The fully funded balance for each reserve component is calculated by multiplying the current replacement cost of that reserve component by its effective age, then dividing the result by that reserve component's useful life. The sum of all reserve components' fully funded balances is the community's fully funded balance. RCW 64.34.020 §22, RCW 64.38.010 §10 & RCW §64.90.010 §26.

**Inflated Dollars** – as opposed to constant dollars, inflated dollars recognize that costs in the future will probably be higher than today because each dollar will buy fewer goods and services. A rate of inflation must be assumed and applied to all future costs. Also referred to as future cost.

**Inflation Multiplier** – 100% plus the assumed rate of inflation. Thus, for an assumed yearly inflation rate of 5%, the "multiplier" would be 105% or 1.05 if expressed as a decimal number rather than as a percentage. Each successive year the previous year's "multiplier" is multiplied by this number to arrive at the next year's "multiplier."

**Interest Rate Multiplier** – The assumed rate of interest earned on the average annual reserve bank account balance. Thus, 4% interest would be 0.04 expressed as a decimal number. A rate of interest earned must be assumed for all future years. Typically this is lower than the rate of inflation.

**Limited Common Element** – a portion of the common elements allocated by the declaration or by operation of RCW 64.90.210 §1(b) or §2 for the exclusive use of one or more, but fewer than all, of the unit owners. RCW §64.90.010 §30.

Unit owners may be responsible for the cost to repair and maintain limited common elements, so those costs may not appear in a Reserve Study.

**Maintenance Cycle** – the frequency of maintenance on a component to reach or extend its Useful Life. Often shorter than the full "Useful Life" for repairs that occur in lieu of complete replacement.



**Next Repair** – the next time the “Repair Cycle” starts with work on a component.

**Nominal Reserve Costs** – the current estimated total replacement costs of the reserve components are less than fifty percent of the annual budgeted expense of the association, excluding contributions to the reserve funds, for a condominium or cooperative containing horizontal unit boundaries and less than seventy five percent of the annual budgeted expenses of the association, excluding contributions to the reserve fund for all other common interest communities. RCW §64.90.010 §34.

**Percent Fully Funded** – The percentage of the “Fully Funded Balance” which the current condominium Reserve Account actually has in it.

**RCL Database** – A database of maintenance cycles and unit costs compiled and constantly updated by RCL, based on information gathered since 1992 from our reserve study and construction service clients.

**RCW** – the Revised Code of Washington.

**RCW 64.34 is the Washington Condominium Act**, the statute that governs 'New Act' common interest properties formed between July 1, 1990 and June 30, 2018.

**RCW 64.38 is the Washington Homeowners' Act**, the statute that governs homeowners' common interest properties formed prior to June 30, 2018.

**RCW 64.90 is the Washington Uniform Common Interest Ownership Act (WUCIOA)** and governs common interest properties formed after July 1, 2018 and requires all common interest properties in Washington State to comply with RCW 64.90.525.

**Remaining useful life** - the estimated time, in years, that a reserve component can be expected to continue to serve its intended function. RCW 64.34.020 §31, RCW 64.38.010 §15. Or the estimated time before a reserve component will require major maintenance, repair or replacement to perform its intended function. RCW §64.90.010 §44.

**Replacement Cost** - the current cost of replacing, repairing, or restoring a reserve component to its original functional condition. RCW 64.34.020 §32, RCW 64.38.010 §16.

Or the estimated total cost to maintain, repair, or replace a reserve component to its original functional condition. RCW §64.90.010 §45.

**Reserve Account** - Money set aside for future repair and replacement projects. For common interest properties, the RCW requires a separate Reserve Account to be maintained to hold reserves to fund repair or replacement of Reserve Components.

**Reserve Component** - common elements whose cost of maintenance, repair, or replacement is infrequent, significant, and impractical to include in an annual budget. RCW 64.34.020 §34, RCW 64.38.010 §18.

Or a physical component of the common interest community which the association is obligated to maintain, repair, or replace, which has an estimated useful life of less than thirty years, and for which the cost of such maintenance, repair or replacement is infrequent, significant, and impractical to include in an annual budget. RCW §64.90.010 §46.

**Reserve Contribution Rate** - The amount of money saved to fund replacement costs for maintenance and repairs of common elements. See “Contribution Rate”. Current contributions and Recommended contributions may be different.

**Reserve Specialist** - A designation for those professionals who have met the standards established by Community Associations Institute ([www.caionline.org](http://www.caionline.org)) for Reserve Study providers.

**Reserve Study** - A physical assessment of a building and a subsequent report which estimates the anticipated major maintenance, repair, and replacement costs, whose infrequent and significant nature make them impractical to be included in an annual budget, which will need to be repaired or replaced over the next 30 years. It provides estimates of these replacement costs and details of expected annual expenditure. It is used to calculate the Reserve Contribution Rate required to maintain a facility in good condition both functionally and cosmetically. The Washington Condominium Act sets out requirements for annual reserve studies.

**Reserve Study Professional** - means an independent person suitably qualified by knowledge, skill, experience, training, or education to prepare a reserve study in accordance with RCW 64.34.020 §35, RCW 64.38.010 §17, RCW 64.90.545 and RCW 64.90.550. For the purposes of WUCIOA, “independent” means a person who is not an employee, officer, or director, and has no pecuniary interest in the declarant, association, or any other party for whom the reserve study is prepared. RCW §64.90.010 §47.

**Roofing Square** - A roofing industry term meaning 100 square feet.

**Special Assessment** - A levy against all unit owners that is necessary when a needed repair/replacement/upgrade has not been planned for, and for which insufficient money has been saved.



**Threshold Funding (contribution rate)** - A Reserve Contribution Rate that is constant, increasing with inflation, to provide funds for all anticipated Reserve Expenses for the life of the study, but leaving a minimum level of Reserves (the "threshold") at all times. Our default minimum threshold is one year's contribution.

**Typ.** - Abbreviation for 'typical'; used on photographs and in text to refer to a condition that is shown or described once but applies to many locations.

**Typical Life** - An average expected life for an average building component. As in any statistical average, there is a range of years over which each individual item might fall.

**Useful life** - the estimated time, in years, that a reserve component can be expected to serve its intended function. RCW 64.34.020 §40 & RCW 64.38.010 §20 or the estimated time during which a reserve component is expected to perform its intended function without major maintenance, repair or replacement. RCW §64.90.010 §59.

**Year End Reserve Balance or Reserve Fund Balance**

**Balance** - What is projected to be left in the reserve account after the expected yearly expenses and contributions are added to the prior year's carryover balance. Assumes that the reserve contributions and expenses occur as predicted.

**Yearly Expenses** - The total labor and material costs associated with all the repairs/maintenance that are scheduled in that particular year.

**30 Year Spreadsheet** - A summary listing each building component and its yearly cost to maintain/repair over the next 30 years. It also lists the annual reserve fund balance, reserve contributions, reserve expenses and bank interest earned on the calculated reserve fund balance.



## EVALUATORS' CREDENTIALS

### Mahria Sooter

#### **Principal**

Reserve Consultants LLC  
B.A. Springfield College, MA  
Reserve Specialist, #380

Mahria joined Reserve Consultants in 2016. Mahria holds a Bachelor of Arts degree from Springfield College, MA. In 2019, the Condominium Associations Institute recognized Mahria as a 'Reserve Specialist.' She has over 20 years of experience with marketing and various aspects of integrated communication in the construction industry. In 2018, Mahria received a certificate of completion from the King County Dispute Resolution Center for Basic Mediation Training providing her the skills to assist Associations with identifying and effectively communicating interests and goals. Mahria's attention to detail lends well to providing clear and concise recommendations that clients can utilize to make informed decisions.



# APPENDIX A

## WASHINGTON VILLAGE

30-YEAR RESERVE STUDY PROJECTIONS  
WITH STARTING RECOMMENDED FUNDING OF \$500,000  
AND COMPOUND INFLATION

			9-Aug-24					
			STARTING RESERVE BALANCE	\$750,000	\$1,031,729	\$1,038,543	\$990,482	\$750,644
			ANNUAL RESERVE CONTRIBUTION	\$500,000	\$517,500	\$535,613	\$554,359	\$573,762
			ESTIMATED INTEREST EARNED	\$8,864	\$19,386	\$25,050	\$21,495	\$18,825
			SPECIAL ASSESSMENT	\$0	\$500,000	\$0	\$0	\$0
			ACCUMULATED CREDITS	\$1,258,864	\$2,068,615	\$1,599,206	\$1,566,336	\$1,343,230
#	COMPONENT NAME	MAINT. CYCLE	NEXT MAINT.	1 2025	2 2026	3 2027	4 2028	5 2029
2.2.1	Landscaping - Major Project	15	1	\$5,665				
3.3.1	Concrete Patio - Repair	10	5					
3.3.2	Concrete Walkways - Contingency	10	6					
5.4.1	Wood Rails - Replace	25	8					
6.1.1	Decks - Resurface & Repair	10	2	\$43,143				
6.2.1	Building 54 Garage Siding - Replace	35	0					
6.2.2	Exterior Siding & Trim- Repair Phase 1	10	9					
6.2.3	Exterior Siding & Trim- Repair Phase 2	10	0					
6.2.4	Exterior Siding & Trim- Repair Phase 3	10	2	\$150,409				
6.2.5	Exterior Siding & Trim- Repair Phase 4	10	5					
6.2.6	Exterior Siding & Trim- Repair Phase 5	10	7					
7.3.1	Gutters & Downspouts - Replace	6	6					
7.4.0	Residential Roofs - Inspections/Major Maintenance	5	0					
7.4.1	Residential Roofs - Replace Phase 1	30	0					
7.4.2	Residential Roofs - Replace Phase 2	30	13					
7.4.3	Residential Roofs - Replace Phase 3	30	14					
7.4.4	Residential Roofs - Replace Phase 4	30	15					
7.4.5	Residential Roofs - Replace Phase 5	30	16					
7.5.0	Garage Roofs - Repair	10	5					
7.5.1	Garage Roofs - Replace Phase 1	30	22					
7.5.2	Garage Roofs - Replace Phase 2	30	23					
7.5.3	Garage Roofs - Replace Phase 3	30	24					
8.5.1	Windows - Replace Phase 1	35	29					
8.5.2	Windows - Replace Phase 2	35	32					
8.5.3	Windows - Replace Phase 3	35	33					
8.5.4	Windows - Replace Phase 4	35	34					
8.5.5	Windows - Replace Phase 5	35	6					
8.5.6	Windows Common Area - Replace	35	1	\$44,506				
9.8.1	Exterior Siding & Trim - Paint Phase 1	10	9					
9.8.2	Exterior Siding & Trim - Paint Phase 2	10	0					
9.8.3	Exterior Siding & Trim - Paint Phase 3	10	2	\$169,097				
9.8.4	Exterior Siding & Trim - Paint Phase 4	10	5					
9.8.5	Exterior Siding & Trim - Paint Phase 5	10	7					
10.3.1	Chimney Chase - Major Repair	20	10					
10.4.1	Signs - Replace	20	6					
12.6.1	Interiors Major Upgrade Project - Phase 1	30	0					
12.6.2	Interiors Major Upgrade Project - Phase 2	30	2	\$186,559				
12.6.3	Interiors Major Upgrade Project - Phase 3	30	3					
12.6.4	Interiors Major Upgrade Project - Phase 4	30	4	\$193,088				
12.6.5	Interiors Major Upgrade Project - Phase 5	30	27	\$199,846				
12.6.6	Interiors - Maintenance/Upgrades	5	5					
14.1.1	Building 112 Elevator - Upgrade	30	27	\$29,549				
14.1.2	Building 54 Elevator - Upgrade	30	0					
14.1.3	Building 110 Elevator - Upgrade	30	3	\$257,834				
14.1.4	Building 108 Elevator - Upgrade	30	2	\$249,115				
14.1.5	Building 111 Elevator - Upgrade	30	4	\$266,858				
15.1.1	Pressure Regulating Valves (PRV) - Rebuild	30	2	\$22,867				
15.2.1	Plumbing System - Contingency	10	1	\$60,162				
15.2.2	Plumbing-Install Water Shut-Off Valves (Building)	40	32	\$6,582				
15.2.3	Plumbing-Install Water Shut-Off Valves (Units)	1	1	\$6,812				
15.6.1	AC Wall Units - Replace	15	1	\$7,050				
15.6.2	Exterior AC Units - Replace	7	5	\$7,297				
16.3.1	Electrical Meter Bases - Replace Phase 1	1	1	\$7,553				
16.3.2	Electrical Meter Bases - Replace Phase 2	40	43	\$16,330				
16.6.1	Exterior Lighting - Replace	20	4	\$16,902				
17.8.1	Fire Panels - Replace	20	23	\$102,287				
17.8.2	Fire Alarm System Bldg. 54 - Code Upgrade	20	0					
17.8.3	Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2	\$186,825				
17.8.4	Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4	\$200,132				
17.8.5	Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3	\$134,974				
18.1.1	Common Doors & Hardware - Major Maintenance	10	1					
18.1.2	Push Button Assist - Major Maintenance	15	7	\$26,234				
18.3.1	Garage Doors - Replace	5	1	\$23,288				
18.3.2	Garage Doors Building 54 - Replace	25	0					
18.7.1	Intercoms - Replace	20	4	\$22,942				
7.4.1a	Residential Roofs - Attic Inspection	1	1	\$41,200				
<b>TOTAL ANTICIPATED ANNUAL RESERVE EXPENSES</b>				<b>\$227,135</b>	<b>\$1,030,072</b>	<b>\$608,724</b>	<b>\$815,692</b>	<b>\$569,085</b>
<b>ACCUMULATED CREDITS</b>				<b>\$1,258,864</b>	<b>\$2,068,615</b>	<b>\$1,599,206</b>	<b>\$1,566,336</b>	<b>\$1,343,230</b>
<b>ACCUMULATED DEBITS</b>				<b>\$227,135</b>	<b>\$1,030,072</b>	<b>\$608,724</b>	<b>\$815,692</b>	<b>\$569,085</b>
<b>YEAR-END BALANCE</b>				<b>\$1,031,729</b>	<b>\$1,038,543</b>	<b>\$990,482</b>	<b>\$750,644</b>	<b>\$774,145</b>
YEARS		<b>1</b>	<b>2-10</b>	<b>11-30</b>				
CONTRIBUTION INFLATION		0.0%	3.5%	3.5%				
COMPONENT COMPOUND INFLATION		3.0%	3.5%	3.5%				
INTEREST RATE MULTIPLIER		1.0%	2.5%	2.5%				



# APPENDIX A

## WASHINGTON VILLAGE

30-YEAR RESERVE STUDY PROJECTIONS  
WITH STARTING RECOMMENDED FUNDING OF \$500,000  
AND COMPOUND INFLATION

		9-Aug-24						
#	COMPONENT NAME	MAINT. CYCLE	NEXT MAINT.	6 2030	7 2031	8 2032	9 2033	10 2034
2.2.1	Landscaping - Major Project	15	1					
3.3.1	Concrete Patio - Repair	10	5					
3.3.2	Concrete Walkways - Contingency	10	6	\$4,771				
5.4.1	Wood Rails - Replace	25	8					
6.1.1	Decks - Resurface & Repair	10	2					
6.2.1	Building 54 Garage Siding - Replace	35	0					
6.2.2	Exterior Siding & Trim- Repair Phase 1	10	9					
6.2.3	Exterior Siding & Trim- Repair Phase 2	10	0					
6.2.4	Exterior Siding & Trim- Repair Phase 3	10	2					
6.2.5	Exterior Siding & Trim- Repair Phase 4	10	5					
6.2.6	Exterior Siding & Trim- Repair Phase 5	10	7					
7.3.1	Gutters & Downspouts - Replace	6	6	\$26,852				
7.4.0	Residential Roofs - Inspections/Major Maintenance	5	0					
7.4.1	Residential Roofs - Replace Phase 1	30	0					
7.4.2	Residential Roofs - Replace Phase 2	30	13					
7.4.3	Residential Roofs - Replace Phase 3	30	14					
7.4.4	Residential Roofs - Replace Phase 4	30	15					
7.4.5	Residential Roofs - Replace Phase 5	30	16					
7.5.0	Garage Roofs - Repair	10	5					
7.5.1	Garage Roofs - Replace Phase 1	30	22					
7.5.2	Garage Roofs - Replace Phase 2	30	23					
7.5.3	Garage Roofs - Replace Phase 3	30	24					
8.5.1	Windows - Replace Phase 1	35	29					
8.5.2	Windows - Replace Phase 2	35	32					
8.5.3	Windows - Replace Phase 3	35	33					
8.5.4	Windows - Replace Phase 4	35	34					
8.5.5	Windows - Replace Phase 5	35	6	\$356,903				
8.5.6	Windows Common Area - Replace	35	1					
9.8.1	Exterior Siding & Trim - Paint Phase 1	10	9					
9.8.2	Exterior Siding & Trim - Paint Phase 2	10	0					
9.8.3	Exterior Siding & Trim - Paint Phase 3	10	2					
9.8.4	Exterior Siding & Trim - Paint Phase 4	10	5					
9.8.5	Exterior Siding & Trim - Paint Phase 5	10	7					
10.3.1	Chimney Chase - Major Repair	20	10	\$200,834				
10.4.1	Signs - Replace	20	6	\$16,050				
12.6.1	Interiors Major Upgrade Project - Phase 1	30	0					
12.6.2	Interiors Major Upgrade Project - Phase 2	30	2					
12.6.3	Interiors Major Upgrade Project - Phase 3	30	3					
12.6.4	Interiors Major Upgrade Project - Phase 4	30	4					
12.6.5	Interiors Major Upgrade Project - Phase 5	30	27					
12.6.6	Interiors - Maintenance/Upgrades	5	5					\$35,095
14.1.1	Building 112 Elevator - Upgrade	30	27					
14.1.2	Building 54 Elevator - Upgrade	30	0					
14.1.3	Building 110 Elevator - Upgrade	30	3					
14.1.4	Building 108 Elevator - Upgrade	30	2					
14.1.5	Building 111 Elevator - Upgrade	30	4					
15.1.1	Pressure Regulating Valves (PRV) - Rebuild	30	2					
15.2.1	Plumbing System - Contingency	10	1					
15.2.2	Plumbing-Install Water Shut-Off Valves (Building)	40	32					
15.2.3	Plumbing-Install Water Shut-Off Valves (Units)	1	1	\$7,817	\$8,091	\$8,374		
15.6.1	AC Wall Units - Replace	15	1					
15.6.2	Exterior AC Units - Replace	7	5					
16.3.1	Electrical Meter Bases - Replace Phase 1	1	1					
16.3.2	Electrical Meter Bases - Replace Phase 2	40	43					
16.6.1	Exterior Lighting - Replace	20	4					
17.8.1	Fire Panels - Replace	20	23					
17.8.2	Fire Alarm System Bldg. 54 - Code Upgrade	20	0					
17.8.3	Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2					
17.8.4	Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4					
17.8.5	Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3					
18.1.1	Common Doors & Hardware - Major Maintenance	10	1					
18.1.2	Push Button Assist - Major Maintenance	15	7					
18.3.1	Garage Doors - Replace	5	1	\$74,157				
18.3.2	Garage Doors Building 54 - Replace	25	0					
18.7.1	Intercoms - Replace	20	4					
7.4.1a	Residential Roofs - Attic Inspection	1	1					
<b>TOTAL ANTICIPATED ANNUAL RESERVE EXPENSES</b>				<b>\$440,052</b>	<b>\$461,721</b>	<b>\$52,798</b>	<b>\$368,225</b>	<b>\$571,312</b>
		<b>ACCUMULATED CREDITS</b>		<b>\$1,389,264</b>	<b>\$1,589,481</b>	<b>\$1,799,386</b>	<b>\$2,452,284</b>	<b>\$2,818,986</b>
		<b>ACCUMULATED DEBITS</b>		<b>\$440,052</b>	<b>\$461,721</b>	<b>\$52,798</b>	<b>\$368,225</b>	<b>\$571,312</b>
		<b>YEAR-END BALANCE</b>		<b>\$949,212</b>	<b>\$1,127,760</b>	<b>\$1,746,588</b>	<b>\$2,084,059</b>	<b>\$2,247,674</b>
YEARS		<b>1</b>	<b>2-10</b>	<b>11-30</b>				
CONTRIBUTION INFLATION		0.0%	3.5%	3.5%				
COMPONENT COMPOUND INFLATION		3.0%	3.5%	3.5%				
INTEREST RATE MULTIPLIER		1.0%	2.5%	2.5%				
		2.5%	2.5%	2.5%				



# APPENDIX A

## WASHINGTON VILLAGE

30-YEAR RESERVE STUDY PROJECTIONS  
WITH STARTING RECOMMENDED FUNDING OF \$500,000  
AND COMPOUND INFLATION

							9-Aug-24				
		STARTING RESERVE BALANCE	\$2,247,674	\$2,861,327	\$3,034,425	\$3,418,487	\$3,822,939				
#		ANNUAL RESERVE CONTRIBUTION	\$705,299	\$729,985	\$600,284	\$621,294	\$643,040				
		ESTIMATED INTEREST EARNED	\$63,074	\$72,787	\$79,666	\$89,400	\$91,226				
		SPECIAL ASSESSMENT	\$0	\$0	\$0	\$0	\$0				
		ACCUMULATED CREDITS	\$3,016,048	\$3,664,099	\$3,714,374	\$4,129,182	\$4,557,205				
#		COMPONENT NAME	MAINT. CYCLE	NEXT MAINT.	11 2035	12 2036	13 2037	14 2038	15 2039		
2.2.1		Landscaping - Major Project	15	1							
3.3.1		Concrete Patio - Repair	10	5					\$28,593		
3.3.2		Concrete Walkways - Contingency	10	6							
5.4.1		Wood Rails - Replace	25	8							
6.1.1		Decks - Resurface & Repair	10	2			\$60,858				
6.2.1		Building 54 Garage Siding - Replace	35	0							
6.2.2		Exterior Siding & Trim- Repair Phase 1	10	9							
6.2.3		Exterior Siding & Trim- Repair Phase 2	10	0							
6.2.4		Exterior Siding & Trim- Repair Phase 3	10	2			\$212,167				
6.2.5		Exterior Siding & Trim- Repair Phase 4	10	5					\$235,233		
6.2.6		Exterior Siding & Trim- Repair Phase 5	10	7							
7.3.1		Gutters & Downspouts - Replace	6	6			\$33,008				
7.4.0		Residential Roofs - Inspections/Major Maintenance	5	0					\$47,550		
7.4.1		Residential Roofs - Replace Phase 1	30	0							
7.4.2		Residential Roofs - Replace Phase 2	30	13			\$295,887				
7.4.3		Residential Roofs - Replace Phase 3	30	14				\$306,243			
7.4.4		Residential Roofs - Replace Phase 4	30	15					\$316,962		
7.4.5		Residential Roofs - Replace Phase 5	30	16							
7.5.0		Garage Roofs - Repair	10	5					\$56,370		
7.5.1		Garage Roofs - Replace Phase 1	30	22							
7.5.2		Garage Roofs - Replace Phase 2	30	23							
7.5.3		Garage Roofs - Replace Phase 3	30	24							
8.5.1		Windows - Replace Phase 1	35	29							
8.5.2		Windows - Replace Phase 2	35	32							
8.5.3		Windows - Replace Phase 3	35	33							
8.5.4		Windows - Replace Phase 4	35	34							
8.5.5		Windows - Replace Phase 5	35	6							
8.5.6		Windows Common Area - Replace	35	1							
9.8.1		Exterior Siding & Trim - Paint Phase 1	10	9							
9.8.2		Exterior Siding & Trim - Paint Phase 2	10	0							
9.8.3		Exterior Siding & Trim - Paint Phase 3	10	2			\$238,528				
9.8.4		Exterior Siding & Trim - Paint Phase 4	10	5					\$264,460		
9.8.5		Exterior Siding & Trim - Paint Phase 5	10	7							
10.3.1		Chimney Chase - Major Repair	20	10							
10.4.1		Signs - Replace	20	6							
12.6.1		Interiors Major Upgrade Project - Phase 1	30	0							
12.6.2		Interiors Major Upgrade Project - Phase 2	30	2							
12.6.3		Interiors Major Upgrade Project - Phase 3	30	3							
12.6.4		Interiors Major Upgrade Project - Phase 4	30	4							
12.6.5		Interiors Major Upgrade Project - Phase 5	30	27							
12.6.6		Interiors - Maintenance/Upgrades	5	5					\$41,681		
14.1.1		Building 112 Elevator - Upgrade	30	27							
14.1.2		Building 54 Elevator - Upgrade	30	0							
14.1.3		Building 110 Elevator - Upgrade	30	3							
14.1.4		Building 108 Elevator - Upgrade	30	2							
14.1.5		Building 111 Elevator - Upgrade	30	4							
15.1.1		Pressure Regulating Valves (PRV) - Rebuild	30	2							
15.2.1		Plumbing System - Contingency	10	1			\$84,865				
15.2.2		Plumbing-Install Water Shut-Off Valves (Building)	40	32							
15.2.3		Plumbing-Install Water Shut-Off Valves (Units)	1	1							
15.6.1		AC Wall Units - Replace	15	1							
15.6.2		Exterior AC Units - Replace	7	5			\$85,113				
16.3.1		Electrical Meter Bases - Replace Phase 1	1	1							
16.3.2		Electrical Meter Bases - Replace Phase 2	40	43							
16.6.1		Exterior Lighting - Replace	20	4							
17.8.1		Fire Panels - Replace	20	23							
17.8.2		Fire Alarm System Bldg. 54 - Code Upgrade	20	0							
17.8.3		Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2							
17.8.4		Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4							
17.8.5		Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3							
18.1.1		Common Doors & Hardware - Major Maintenance	10	1			\$37,006				
18.1.2		Push Button Assist - Major Maintenance	15	7							
18.3.1		Garage Doors - Replace	5	1							
18.3.2		Garage Doors Building 54 - Replace	25	0							
18.7.1		Intercoms - Replace	20	4							
7.4.1a		Residential Roofs - Attic Inspection	1	1							
TOTAL ANTICIPATED ANNUAL RESERVE EXPENSES							\$154,721	\$629,674	\$295,887	\$306,243	\$990,849
ACCUMULATED CREDITS							\$3,016,048	\$3,664,099	\$3,714,374	\$4,129,182	\$4,557,205
ACCUMULATED DEBITS							\$154,721	\$629,674	\$295,887	\$306,243	\$990,849
YEAR-END BALANCE							\$2,861,327	\$3,034,425	\$3,418,487	\$3,822,939	\$3,566,356
YEARS			1	2-10	11-30		11 (2035)	12 (2036)	13 (2037)	14 (2038)	15 (2039)
CONTRIBUTION INFLATION			0.0%	3.5%	3.5%		3.5%	3.5%	3.5%	3.5%	3.5%
COMPONENT COMPOUND INFLATION			3.0%	3.5%	3.5%		145.3%	150.4%	155.6%	161.1%	166.7%
INTEREST RATE MULTIPLIER			1.0%	2.5%	2.5%		2.5%	2.5%	2.5%	2.5%	2.5%



# APPENDIX A

# WASHINGTON VILLAGE

## 30-YEAR RESERVE STUDY PROJECTIONS WITH STARTING RECOMMENDED FUNDING OF \$500,000 AND COMPOUND INFLATION



# APPENDIX A

## WASHINGTON VILLAGE

30-YEAR RESERVE STUDY PROJECTIONS  
WITH STARTING RECOMMENDED FUNDING OF \$500,000  
AND COMPOUND INFLATION

9-Aug-24												
		STARTING RESERVE BALANCE	\$5,460,214	\$6,176,082	\$6,062,764	\$6,684,827	\$7,179,769					
#		ANNUAL RESERVE CONTRIBUTION	\$790,460	\$818,126	\$846,760	\$876,397	\$907,071					
		ESTIMATED INTEREST EARNED	\$143,658	\$151,097	\$157,378	\$171,168	\$178,950					
		SPECIAL ASSESSMENT	\$0	\$0	\$0	\$0	\$0					
		ACCUMULATED CREDITS	\$6,394,331	\$7,145,305	\$7,066,902	\$7,732,392	\$8,265,790					
2.2.1	Landscaping - Major Project	15	1									
3.3.1	Concrete Patio - Repair	10	5									
3.3.2	Concrete Walkways - Contingency	10	6									
5.4.1	Wood Rails - Replace	25	8									
6.1.1	Decks - Resurface & Repair	10	2				\$85,846					
6.2.1	Building 54 Garage Siding - Replace	35	0									
6.2.2	Exterior Siding & Trim- Repair Phase 1	10	9									
6.2.3	Exterior Siding & Trim- Repair Phase 2	10	0									
6.2.4	Exterior Siding & Trim- Repair Phase 3	10	2				\$299,282					
6.2.5	Exterior Siding & Trim- Repair Phase 4	10	5									
6.2.6	Exterior Siding & Trim- Repair Phase 5	10	7									
7.3.1	Gutters & Downspouts - Replace	6	6					\$49,877				
7.4.0	Residential Roofs - Inspections/Major Maintenance	5	0						\$67,074			
7.4.1	Residential Roofs - Replace Phase 1	30	0									
7.4.2	Residential Roofs - Replace Phase 2	30	13									
7.4.3	Residential Roofs - Replace Phase 3	30	14									
7.4.4	Residential Roofs - Replace Phase 4	30	15									
7.4.5	Residential Roofs - Replace Phase 5	30	16									
7.5.0	Garage Roofs - Repair	10	5						\$79,515			
7.5.1	Garage Roofs - Replace Phase 1	30	22				\$236,706					
7.5.2	Garage Roofs - Replace Phase 2	30	23					\$244,991				
7.5.3	Garage Roofs - Replace Phase 3	30	24						\$253,566			
8.5.1	Windows - Replace Phase 1	35	29									
8.5.2	Windows - Replace Phase 2	35	32									
8.5.3	Windows - Replace Phase 3	35	33									
8.5.4	Windows - Replace Phase 4	35	34									
8.5.5	Windows - Replace Phase 5	35	6									
8.5.6	Windows Common Area - Replace	35	1									
9.8.1	Exterior Siding & Trim - Paint Phase 1	10	9									
9.8.2	Exterior Siding & Trim - Paint Phase 2	10	0									
9.8.3	Exterior Siding & Trim - Paint Phase 3	10	2				\$336,467					
9.8.4	Exterior Siding & Trim - Paint Phase 4	10	5						\$373,047			
9.8.5	Exterior Siding & Trim - Paint Phase 5	10	7									
10.3.1	Chimney Chase - Major Repair	20	10									
10.4.1	Signs - Replace	20	6									
12.6.1	Interiors Major Upgrade Project - Phase 1	30	0									
12.6.2	Interiors Major Upgrade Project - Phase 2	30	2									
12.6.3	Interiors Major Upgrade Project - Phase 3	30	3									
12.6.4	Interiors Major Upgrade Project - Phase 4	30	4									
12.6.5	Interiors Major Upgrade Project - Phase 5	30	27									
12.6.6	Interiors - Maintenance/Upgrades	5	5						\$58,796			
14.1.1	Building 112 Elevator - Upgrade	30	27									
14.1.2	Building 54 Elevator - Upgrade	30	0									
14.1.3	Building 110 Elevator - Upgrade	30	3									
14.1.4	Building 108 Elevator - Upgrade	30	2									
14.1.5	Building 111 Elevator - Upgrade	30	4									
15.1.1	Pressure Regulating Valves (PRV) - Rebuild	30	2									
15.2.1	Plumbing System - Contingency	10	1				\$119,710					
15.2.2	Plumbing-Install Water Shut-Off Valves (Building)	40	32									
15.2.3	Plumbing-Install Water Shut-Off Valves (Units)	1	1									
15.6.1	AC Wall Units - Replace	15	1									
15.6.2	Exterior AC Units - Replace	7	5									
16.3.1	Electrical Meter Bases - Replace Phase 1	1	1									
16.3.2	Electrical Meter Bases - Replace Phase 2	40	43									
16.6.1	Exterior Lighting - Replace	20	4					\$203,530				
17.8.1	Fire Panels - Replace	20	23						\$137,084			
17.8.2	Fire Alarm System Bldg. 54 - Code Upgrade	20	0									
17.8.3	Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2									
17.8.4	Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4									
17.8.5	Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3									
18.1.1	Common Doors & Hardware - Major Maintenance	10	1				\$52,200					
18.1.2	Push Button Assist - Major Maintenance	15	7						\$124,240			
18.3.1	Garage Doors - Replace	5	1									
18.3.2	Garage Doors Building 54 - Replace	25	0									
18.7.1	Intercoms - Replace	20	4						\$45,650			
7.4.1a	Residential Roofs - Attic Inspection	1	1									
TOTAL ANTICIPATED ANNUAL RESERVE EXPENSES							\$218,249	\$1,082,541	\$382,075	\$552,623	\$950,585	
ACCUMULATED CREDITS							\$6,394,331	\$7,145,305	\$7,066,902	\$7,732,392	\$8,265,790	
ACCUMULATED DEBITS							\$218,249	\$1,082,541	\$382,075	\$552,623	\$950,585	
YEAR-END BALANCE							\$6,176,082	\$6,062,764	\$6,684,827	\$7,179,769	\$7,315,205	
YEARS		1	2-10	11-30			21 (2045)	22 (2046)	23 (2047)	24 (2048)	25 (2049)	
CONTRIBUTION INFLATION		0.0%	3.5%	3.5%			3.5%	3.5%	3.5%	3.5%	3.5%	
COMPONENT COMPOUND INFLATION		3.0%	3.5%	3.5%			204.9%	212.1%	219.5%	227.2%	235.2%	
INTEREST RATE MULTIPLIER		1.0%	2.5%	2.5%			2.5%	2.5%	2.5%	2.5%	2.5%	



# APPENDIX A

## WASHINGTON VILLAGE

30-YEAR RESERVE STUDY PROJECTIONS  
WITH STARTING RECOMMENDED FUNDING OF \$500,000  
AND COMPOUND INFLATION

							9-Aug-24	
STARTING RESERVE BALANCE			\$7,315,205	\$8,211,474	\$7,593,602	\$8,801,699	\$8,536,577	
ANNUAL RESERVE CONTRIBUTION			\$938,818	\$971,677	\$1,005,686	\$1,040,885	\$1,077,316	
ESTIMATED INTEREST EARNED			\$191,687	\$195,124	\$202,411	\$214,053	\$190,998	
SPECIAL ASSESSMENT			\$0	\$0	\$0	\$0	\$0	
ACCUMULATED CREDITS			\$8,445,711	\$9,378,275	\$8,801,699	#####	\$9,804,891	
#	COMPONENT NAME	MAINT. CYCLE	NEXT MAINT.	26 2050	27 2051	28 2052	29 2053	30 2054
2.2.1	Landscaping - Major Project	15	1					
3.3.1	Concrete Patio - Repair	10	5					
3.3.2	Concrete Walkways - Contingency	10	6	\$9,493				
5.4.1	Wood Rails - Replace	25	8					
6.1.1	Decks - Resurface & Repair	10	2					
6.2.1	Building 54 Garage Siding - Replace	35	0					
6.2.2	Exterior Siding & Trim- Repair Phase 1	10	9					\$304,611
6.2.3	Exterior Siding & Trim- Repair Phase 2	10	0					\$315,272
6.2.4	Exterior Siding & Trim- Repair Phase 3	10	2					
6.2.5	Exterior Siding & Trim- Repair Phase 4	10	5					
6.2.6	Exterior Siding & Trim- Repair Phase 5	10	7					\$355,453
7.3.1	Gutters & Downspouts - Replace	6	6					\$61,311
7.4.0	Residential Roofs - Inspections/Major Maintenance	5	0					\$79,663
7.4.1	Residential Roofs - Replace Phase 1	30	0					\$531,022
7.4.2	Residential Roofs - Replace Phase 2	30	13					
7.4.3	Residential Roofs - Replace Phase 3	30	14					
7.4.4	Residential Roofs - Replace Phase 4	30	15					
7.4.5	Residential Roofs - Replace Phase 5	30	16					
7.5.0	Garage Roofs - Repair	10	5					
7.5.1	Garage Roofs - Replace Phase 1	30	22					
7.5.2	Garage Roofs - Replace Phase 2	30	23					
7.5.3	Garage Roofs - Replace Phase 3	30	24					
8.5.1	Windows - Replace Phase 1	35	29					\$787,368
8.5.2	Windows - Replace Phase 2	35	32					
8.5.3	Windows - Replace Phase 3	35	33					
8.5.4	Windows - Replace Phase 4	35	34					
8.5.5	Windows - Replace Phase 5	35	6					
8.5.6	Windows Common Area - Replace	35	1					
9.8.1	Exterior Siding & Trim - Paint Phase 1	10	9					\$428,080
9.8.2	Exterior Siding & Trim - Paint Phase 2	10	0					\$443,063
9.8.3	Exterior Siding & Trim - Paint Phase 3	10	2					
9.8.4	Exterior Siding & Trim - Paint Phase 4	10	5					
9.8.5	Exterior Siding & Trim - Paint Phase 5	10	7					\$399,617
10.3.1	Chimney Chase - Major Repair	20	10					
10.4.1	Signs - Replace	20	6					\$228,961
12.6.1	Interiors Major Upgrade Project - Phase 1	30	0					\$488,816
12.6.2	Interiors Major Upgrade Project - Phase 2	30	2					
12.6.3	Interiors Major Upgrade Project - Phase 3	30	3					
12.6.4	Interiors Major Upgrade Project - Phase 4	30	4					
12.6.5	Interiors Major Upgrade Project - Phase 5	30	27					\$440,884
12.6.6	Interiors - Maintenance/Upgrades	5	5					\$69,831
14.1.1	Building 112 Elevator - Upgrade	30	27					\$588,719
14.1.2	Building 54 Elevator - Upgrade	30	0					\$652,723
14.1.3	Building 110 Elevator - Upgrade	30	3					
14.1.4	Building 108 Elevator - Upgrade	30	2					
14.1.5	Building 111 Elevator - Upgrade	30	4					
15.1.1	Pressure Regulating Valves (PRV) - Rebuild	30	2					
15.2.1	Plumbing System - Contingency	10	1					
15.2.2	Plumbing-Install Water Shut-Off Valves (Building)	40	32					
15.2.3	Plumbing-Install Water Shut-Off Valves (Units)	1	1					
15.6.1	AC Wall Units - Replace	15	1					
15.6.2	Exterior AC Units - Replace	7	5					\$137,772
16.3.1	Electrical Meter Bases - Replace Phase 1	1	1					
16.3.2	Electrical Meter Bases - Replace Phase 2	40	43					
16.6.1	Exterior Lighting - Replace	20	4					
17.8.1	Fire Panels - Replace	20	23					
17.8.2	Fire Alarm System Bldg. 54 - Code Upgrade	20	0					
17.8.3	Fire Panel & Alarm System Bldg. 108 - Code Upgrade	20	2					
17.8.4	Fire Panel & Alarm System Bldg. 111 - Code Upgrade	20	4					
17.8.5	Fire Panel & Alarm System Bldg. 110 - Code Upgrade	20	3					
18.1.1	Common Doors & Hardware - Major Maintenance	10	1					
18.1.2	Push Button Assist - Major Maintenance	15	7					
18.3.1	Garage Doors - Replace	5	1					\$55,036
18.3.2	Garage Doors Building 54 - Replace	25	0					
18.7.1	Intercoms - Replace	20	4					
7.4.1a	Residential Roofs - Attic Inspection	1	1					
TOTAL ANTICIPATED ANNUAL RESERVE EXPENSES				\$234,237	\$1,784,673	\$0	\$1,520,059	\$2,870,662
ACCUMULATED CREDITS				\$8,445,711	\$9,378,275	\$8,801,699	\$10,056,636	\$9,804,891
ACCUMULATED DEBITS				\$234,237	\$1,784,673	\$0	\$1,520,059	\$2,870,662
YEAR-END BALANCE				\$8,211,474	\$7,593,602	\$8,801,699	\$8,536,577	\$6,934,229
YEARS	1	2-10	11-30					
CONTRIBUTION INFLATION	0.0%	3.5%	3.5%					
COMPONENT COMPOUND INFLATION	3.0%	3.5%	3.5%					
INTEREST RATE MULTIPLIER	1.0%	2.5%	2.5%					
	26 (2050)	27 (2051)	28 (2052)	29 (2053)	30 (2054)			
	3.5%	3.5%	3.5%	3.5%	3.5%			
	243.4%	251.9%	260.8%	269.9%	279.3%			
	2.5%	2.5%	2.5%	2.5%	2.5%			



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 2.2.1 Landscaping - Major Project

**Maintenance Cycle:** 15 years

**Quantity:** 1 Lump Sum

**Estimate:** \$5,500

**Cost Source:** RCL Database

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$5,500.00 / LS

**Site**

**General Condition:** N/A

2024 Notes: At the request of the Village, the landscaping major project budget has been adjusted to fund \$5,500 every maintenance cycle. The Village did not report the landscaping major project as being completed in 2023 as previously budgeted, so the maintenance has been moved to 2025.

Previous Notes: In 2023 the Association reported plans to remove the meadowscape project. The cost has been updated after receiving a bid. The Association reported plans to complete the Meadowscape project in 2022. Once this one-time project has been completed, this component will budget for future major landscaping projects every 15 years. Funds are intended to be used as needed. Yearly landscaping projects should be funded with funds from the operating budget.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$5,665
16 (2040)	\$9,491

##### 3.3.1 Concrete Patio - Repair

**Concrete**

**Maintenance Cycle:** 10 years

**Quantity:** 5 Buildings

**Estimate:** 5 BLDG X 20% X \$15,576.75/BLDG = \$15,577 + tax = \$17,150

**Cost Source:** RCL Database

**Next Maintenance:** Year 5 (2029)

**Unit Cost:** \$15,576.75 / BLDG

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The concrete patios appeared to be clean and in good condition at the 2022 site visit. This component budgets funds for repairs to approximately 20% of the total patio surface area each maintenance cycle.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$20,270
15 (2039)	\$28,593
25 (2049)	\$40,334

##### 3.3.2 Concrete Walkways - Contingency

**Concrete**

**Maintenance Cycle:** 10 years

**Quantity:** 1 Lump Sum

**Estimate:** \$3,900

**Cost Source:** RCL Database

**Next Maintenance:** Year 6 (2030)

**Unit Cost:** \$3,900.00 / LS

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The walkways we observed at the 2022 site visit appeared to be in good condition. This component budgets a lump sum to repair flat concrete work that is Washington Village's responsibility to maintain. Concrete patios are budgeted in a separate category; this component covers all other Village flatwork, such as entries, sidewalks and other walkways, with exception of sidewalks adjacent to the paved roads which are understood to be an Umbrella responsibility to maintain. The budget is for major maintenance to areas that are damaged or have shifted. Repairs may include shaving, grinding, "lift jacking" or replacement of the damaged areas.

FUTURE MAINTENANCE	
YEAR	COST
6 (2030)	\$4,771
16 (2040)	\$6,730
26 (2050)	\$9,493

##### 5.4.1 Wood Rails - Replace

**Ext Envelope**

**Maintenance Cycle:** 25 years

**Quantity:** 870 Linear Feet

**Estimate:** 870 LF X 100% X \$35.39/LF = \$30,789 + tax = \$33,900

**Cost Source:** RCL Database

**Next Maintenance:** Year 8 (2032)

**Unit Cost:** \$35.39 / LF

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The wood appeared to be in good condition based on our observations from ground level at the 2022 site visit. The rails have been painted in conjunction with siding painting in the past on various maintenance schedules; the age of the wood rails therefore varies. This component budgets for 100% replacement of the wood rails at the approximate end of their useful life.

FUTURE MAINTENANCE	
YEAR	COST
8 (2032)	\$44,424



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 6.1.1 Decks - Resurface & Repair

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 6,315 Square Feet

**Estimate:** 6,315 SF X 33% X \$17.64/SF = \$36,761 + tax = \$40,470

**Cost Source:** RCL Database

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$17.64 / SF

**General Condition:** Good/Fair

2024 Notes: At the request of the Village, the next maintenance year was moved out beyond 2025.

Previous Notes: This component budgets funds for major maintenance to the structure of the decks as well as replacement of the vinyl deck coverings as needed. The budget has been increased to 33% so that all decks are resurfaced and repaired on a 30 year cycle. The unit cost has been increased to reflect current trends in pricing. Routine maintenance will be completed with funds from the operating budget. The decks we observed appeared to be weathering as expected at the 2022 site visit.

FUTURE MAINTENANCE	
YEAR	COST
2 (2026)	\$43,143
12 (2036)	\$60,858
22 (2046)	\$85,846

##### 6.2.1 Building 54 Garage Siding - Replace

Ext Envelope

**Maintenance Cycle:** 35 years

**Quantity:** 1 Lump Sum

**Estimate:** \$0

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$0.00 / LS

**General Condition:** N/A

2024 Notes: In 2023 the Village reportedly replaced the garage siding of Building 54 at a cost of \$79,000. This component provided a one-time budget to complete the Building 54 exterior siding replacement project; since the maintenance has been completed, the budget was set to fund \$0 and the component will be removed from the next reserve study.

FUTURE MAINTENANCE	
YEAR	COST

Previous Notes: In 2023 the Association expressed plans to replace the siding for all of the garage buildings. The cost has been updated after receiving a bid.

##### 6.2.2 Exterior Siding & Trim- Repair Phase 1

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 8% X \$38.96/SF = \$102,520 + tax = \$112,870

**Cost Source:** Bid

**Next Maintenance:** Year 9 (2033)

**Unit Cost:** \$38.96 / SF

**General Condition:** N/A

2024 Notes: In 2023 the Village reported completing exterior siding and trim repairs at a cost of \$146,655. The repairs include replacing the old LP siding of B108's garage buildings with Hardie board, as well as repairing minor issues on the main building. The budget has been adjusted to fund for repairs of up to 8% of the total phased portion of siding since the garage siding replacement for this phase has been completed. The maintenance cycle has been reset.

FUTURE MAINTENANCE	
YEAR	COST
9 (2033)	\$153,087
19 (2043)	\$215,944
29 (2053)	\$304,611

Previous Notes: In 2023 the Association expressed plans to replace the siding for garage buildings and privacy fences located at B108. The cost has been updated after receiving a bid. The maintenance cycle has been updated to a 10 year cycle; maintenance will occur in conjunction with painting. At the request of the Association the component has been split into 5 phases so that one building is maintained every two years starting in 2023. The component budgets a higher than typical percentage to help fund for the cost of selective replacement of garage LP siding as needed, in addition to major maintenance to the siding of the residential building. The garage siding is a lower priority since it does not enclose living spaces. The siding on residential buildings appeared to be in good condition at the 2022 site visit; however, some of the garage siding was in poor condition. We recommend that the Village develop a plan to replace the garage siding to ensure that the garage framing is not compromised.

##### 6.2.3 Exterior Siding & Trim- Repair Phase 2

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 8% X \$38.96/SF = \$102,520 + tax = \$112,870

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$38.96 / SF

**General Condition:** N/A

2024 Notes: At the request of the Village, the exterior siding and trim replacement phase 2 has been moved from 2025 to 2024. They reportedly plan on replacing the the original LP garage siding with Hardie plan, completing miscellaneous repairs on the main building, and repainting all of the above. The 2024 cost has been budgeted accordingly, and the budget for future siding repairs has been adjusted to fund for repairs of up to 8% of the total phased portion of siding since the garage siding replacement for this phase has been completed.

FUTURE MAINTENANCE	
YEAR	COST
0 (2024)	\$68,000
10 (2034)	\$158,445
20 (2044)	\$223,503
30 (2054)	\$315,272

Previous Notes: The maintenance cycle has been updated to a 10 year cycle; maintenance will occur in conjunction with painting. At the request of the Association the component has been split into 5 phases so that one building is maintained every two years starting in 2023. This component budgets for Phase 2.



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

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##### 6.2.4 Exterior Siding & Trim- Repair Phase 3

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 10% X \$38.96/SF = \$128,150 + tax = \$141,090

**Cost Source:** Bid

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$38.96 / SF

**General Condition:** N/A

2024 Notes: At the request of the Village, the exterior siding and trim repairs phase 3 have been moved from 2027 to 2026. They plan on repairing the garage and building siding at the same cost as previously budgeted.

Previous Notes: The maintenance cycle has been updated to a 10 year cycle; maintenance will occur in conjunction with painting. At the request of the Association the component has been split into 5 phases so that one building is maintained every two years starting in 2023. This component budgets for Phase 3.

FUTURE MAINTENANCE	
YEAR	COST
2 (2026)	\$150,409
12 (2036)	\$212,167
22 (2046)	\$299,282

##### 6.2.5 Exterior Siding & Trim- Repair Phase 4

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 10% X \$38.96/SF = \$128,150 + tax = \$141,090

**Cost Source:** Bid

**Next Maintenance:** Year 5 (2029)

**Unit Cost:** \$38.96 / SF

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle has been updated to a 10 year cycle; maintenance will occur in conjunction with painting. At the request of the Association the component has been split into 5 phases so that one building is maintained every two years starting in 2023. This component budgets for Phase 4.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$166,761
15 (2039)	\$235,233
25 (2049)	\$331,819

##### 6.2.6 Exterior Siding & Trim- Repair Phase 5

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 10% X \$38.96/SF = \$128,150 + tax = \$141,090

**Cost Source:** Bid

**Next Maintenance:** Year 7 (2031)

**Unit Cost:** \$38.96 / SF

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle has been updated to a 10 year cycle; maintenance will occur in conjunction with painting. At the request of the Association the component has been split into 5 phases so that one building is maintained every two years starting in 2023. This component budgets for Phase 5.

FUTURE MAINTENANCE	
YEAR	COST
7 (2031)	\$178,639
17 (2041)	\$251,988
27 (2051)	\$355,453

##### 7.3.1 Gutters & Downspouts - Replace

Ext Envelope

**Maintenance Cycle:** 6 years

**Quantity:** 11,712 Linear Feet

**Estimate:** 11,712 LF X 20% X \$8.51/LF = \$19,934 + tax = \$21,950

**Cost Source:** RCL Database

**Next Maintenance:** Year 6 (2030)

**Unit Cost:** \$8.51 / LF

**General Condition:** Good/Fair

2024 Notes: No new updates were reported.

Previous Notes: The provides funds for future gutter and downspout replacement of about 20% per maintenance cycle and the next maintenance year is aligned with the next roof replacement. The Village reported all of the residential the gutters and downspouts were improved to commercial grade products around 2007-2009. The Association reported the exterior drains moving the water from the gutters are aging out. Some have collapsed and been replaced (20% at Building 54) but others remain. Cleaning out the main drains from each stack has not been done for some time and the Association plans to clean out the downspouts of all 5 buildings in 2022 at a cost of \$69,017 which is included in the amount budgeted with component 19.1.1 Misc Small Projects - Contingency.

FUTURE MAINTENANCE	
YEAR	COST
6 (2030)	\$26,852
12 (2036)	\$33,008
18 (2042)	\$40,575
24 (2048)	\$49,877
30 (2054)	\$61,311



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### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

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#### 7.4.0 Residential Roofs - Inspections/Major Maintenance

Ext Envelope

**Maintenance Cycle:** 5 years

**Quantity:** 1,220 Roofing Squares

**Estimate:** 1,220 SQ X 3% X \$707.75/SQ = \$25,904 + tax = \$28,520

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$707.75 / SQ

**General Condition:** N/A

2024 Notes: In 2024 the Village confirmed plans to complete the residential roof inspections and maintenance as previously budgeted. They reported that all roofs have been inspected, and patching has been completed on 4 buildings, excluding B111. The cost has been updated after receiving invoices for work completed. The inspections that took place in 2024 resulted in a D grade for the remaining roofs, so the Village is now planning on inspecting the roofs annually and repairing as needed; the maintenance cycle has been adjusted accordingly. Based on the Village's new plan this component will be evaluated to determine its funding allocation from either reserves or the operating budget during the reserve study update with a site visit in 2025.

Previous Notes: The Association did not report that the residential roofs will be inspected/maintained in 2023 as previously budgeted, so the maintenance has been moved to 2024. In light of the new information regarding leaks in one roof, it will be prudent to inspect the other buildings to determine the useful life of these roofs. We also recommend inspecting chimney chase waterproofing details to ensure they are still performing well. The maintenance cycle has been updated to 5 years to ensure necessary funds are available. Approximately 3% of the cost of roof replacement is allocated for repairs as needed. Due to the considerable damage potential a leaking roof can cause, we recommend regular cleanings and inspections to maintain the integrity of the weatherproof membrane, flashing and joints.

#### 7.4.1 Residential Roofs - Replace Phase 1

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 244 Roofing Squares

**Estimate:** 244 SQ X 100% X \$707.67/SQ = \$172,671 + tax = \$190,110

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$707.67 / SQ

**General Condition:** N/A

2024 Notes: At the request of the Village, the residential roof replacement phase 1 has been moved from 2030 to 2024 with an anticipated cost of \$350,000. They plan on replacing the roof of B111 and addressing attic issues regarding ventilation and insulation. The Village also provided a rough estimate of the cost based on the following: the roof bid and attic inspection totaling \$175,000, and similar building insulation costing \$100,000. The 2024 budget has been set accordingly, and the future cost remains as previously budgeted since it is not anticipated that additional ventilation and insulation will be required.

Previous Notes: The Association reported plans to complete Phase 1 replacement in 2030 based on the suggestion of the roofing technician. The Village reported experiencing 2 leaks in one building; this condition may indicate that the roof has a useful life of approximately 25 years instead of 30 years as previously budgeted. The unit cost was updated to reflect the current rise in prices. This component budgets for roof replacement in one of five residence buildings; one building is budgeted in each phase.

#### 7.4.2 Residential Roofs - Replace Phase 2

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 244 Roofing Squares

**Estimate:** 244 SQ X 100% X \$707.67/SQ = \$172,671 + tax = \$190,110

**Cost Source:** RCL Database

**Next Maintenance:** Year 13 (2037)

**Unit Cost:** \$707.67 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle remains as previously budgeted until new information on the expected useful life of this roof is available. The budget provides funds for roof replacement in each of five consecutive years to one residence building each year. The existing asphalt shingle roofs are repaired as needed.

#### 7.4.3 Residential Roofs - Replace Phase 3

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 244 Roofing Squares

**Estimate:** 244 SQ X 100% X \$707.67/SQ = \$172,671 + tax = \$190,110

**Cost Source:** RCL Database

**Next Maintenance:** Year 14 (2038)

**Unit Cost:** \$707.67 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle remains as previously budgeted until new information on the expected useful life of this roof is available. The budget provides funds for roof replacement in each of five consecutive years to one residence building each year. The existing asphalt shingle roofs are repaired as needed.



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### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 7.4.4 Residential Roofs - Replace Phase 4

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 244 Roofing Squares

**Estimate:** 244 SQ X 100% X \$707.67/SQ = \$172,671 + tax = \$190,110

**Cost Source:** RCL Database

**Next Maintenance:** Year 15 (2039)

**Unit Cost:** \$707.67 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle remains as previously budgeted until new information on the expected useful life of this roof is available. The budget provides funds for roof replacement in each of five consecutive years to one residence building each year. The existing asphalt shingle roofs are repaired as needed.

FUTURE MAINTENANCE	
YEAR	COST
15 (2039)	\$316,962

##### 7.4.5 Residential Roofs - Replace Phase 5

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 244 Roofing Squares

**Estimate:** 244 SQ X 100% X \$707.67/SQ = \$172,671 + tax = \$190,110

**Cost Source:** RCL Database

**Next Maintenance:** Year 16 (2040)

**Unit Cost:** \$707.67 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The maintenance cycle remains as previously budgeted until new information on the expected useful life of this roof is available. The budget provides funds for roof replacement in each of five consecutive years to one residence building each year. The existing asphalt shingle roofs are repaired as needed.

FUTURE MAINTENANCE	
YEAR	COST
16 (2040)	\$328,056

##### 7.5.0 Garage Roofs - Repair

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 434 Roofing Squares

**Estimate:** 434 SQ X 10% X \$707.57/SQ = \$30,709 + tax = \$33,810

**Cost Source:** RCL Database

**Next Maintenance:** Year 5 (2029)

**Unit Cost:** \$707.57 / SQ

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The garage roofs appeared to be in great condition and were performing as expected at the 2022 site visit. This component budgets funds for regular maintenance to ensure the full useful life of all of the roofs. Funds should be used as needed.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$39,962
15 (2039)	\$56,370
25 (2049)	\$79,515

##### 7.5.1 Garage Roofs - Replace Phase 1

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 434 Roofing Squares

**Estimate:** 434 SQ X 33% X \$707.68/SQ = \$101,354 + tax = \$111,590

**Cost Source:** RCL Database

**Next Maintenance:** Year 22 (2046)

**Unit Cost:** \$707.68 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The unit cost was updated to reflect the current rise in prices. This component budgets to replace 1/3 of the garage roofs in Phase 1; it was requested that we budget for future replacement in three phases. Since the garages are not over living spaces, we have given them a longer useful life; leaks are more readily tolerated over unoccupied spaces.

FUTURE MAINTENANCE	
YEAR	COST
22 (2046)	\$236,706



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##### 7.5.2 Garage Roofs - Replace Phase 2

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 434 Roofing Squares

**Estimate:** 434 SQ X 33% X \$707.68/SQ = \$101,354 + tax = \$111,590

**Cost Source:** RCL Database

**Next Maintenance:** Year 23 (2047)

**Unit Cost:** \$707.68 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: This component budgets to replace 1/3 of the garage roofs in Phase 2; it was requested that we budget for future replacement in three phases. Since the garages are not over living spaces, we have given them a longer useful life; leaks are more readily tolerated over unoccupied spaces.

FUTURE MAINTENANCE	
YEAR	COST
23 (2047)	\$244,991

##### 7.5.3 Garage Roofs - Replace Phase 3

Ext Envelope

**Maintenance Cycle:** 30 years

**Quantity:** 434 Roofing Squares

**Estimate:** 434 SQ X 33% X \$707.68/SQ = \$101,354 + tax = \$111,590

**Cost Source:** RCL Database

**Next Maintenance:** Year 24 (2048)

**Unit Cost:** \$707.68 / SQ

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: This component budgets to replace the remaining 1/3 of the garage roofs; it was requested that we budget for future replacement in three phases. Since the garages are not over living spaces, we have given them a longer useful life; leaks are more readily tolerated over unoccupied spaces.

FUTURE MAINTENANCE	
YEAR	COST
24 (2048)	\$253,566

##### 8.5.1 Windows - Replace Phase 1

Ext Envelope

**Maintenance Cycle:** 35 years

**Quantity:** 216 Each

**Estimate:** 216 EA X 100% X \$1,226.79/EA = \$264,987 + tax = \$291,750

**Cost Source:** RCL Database

**Next Maintenance:** Year 29 (2053)

**Unit Cost:** \$1,226.79 / EA

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The windows that we observed at the 2022 site visit appeared to be in good condition. It was reported that windows have been replaced on the third floors of Buildings 108, 110, 111, & 112, and approximately 59 were replaced in Building 54 during the 2018 renovation. The budget funds for future residential window, slider and garden window replacement once the elements are at the approximate end of their typical useful life. This component budgets for the replacement of one building's windows, 216 EA, at a cost of \$1,050 per window. Replacement of the 32 common area windows is budgeted with component 8.5.6.

FUTURE MAINTENANCE	
YEAR	COST
29 (2053)	\$787,368

##### 8.5.2 Windows - Replace Phase 2

Ext Envelope

**Maintenance Cycle:** 35 years

**Quantity:** 216 Each

**Estimate:** 216 EA X 100% X \$1,226.79/EA = \$264,987 + tax = \$291,750

**Cost Source:** RCL Database

**Next Maintenance:** Year 32 (2056)

**Unit Cost:** \$1,226.79 / EA

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The Association reported replacing windows in Buildings 108 & 110 in 2021 for a cost of \$370,000. Residential windows at Building 108 were replaced in addition to sliders and garden windows. The budget funds for future residential window, slider and garden window replacement once the elements are at the approximate end of their typical useful life. This component budgets for the replacement of one building's windows, 216 EA, at a cost of \$1,050 per window. Replacement of the 32 common area windows is budgeted with component 8.5.6.

FUTURE MAINTENANCE	
YEAR	COST



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## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

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##### 8.5.3 Windows - Replace Phase 3

**Maintenance Cycle:** 35 years

**Quantity:** 216 Each

**Estimate:** 216 EA X 100% X \$1,226.79/EA = \$264,987 + tax = \$291,750

**Cost Source:** RCL Database

**Ext Envelope**

**Next Maintenance:** Year 33 (2057)

**Unit Cost:** \$1,226.79 / EA

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: Between Fall and Winter 2023, the Association reportedly replaced resident windows in Buildings 108, 110, and 54 at a cost of \$228,000; the maintenance cycle has been reset accordingly. The scope of work includes replacement of 190 windows at Buildings 108, 110, & 111, in addition to 1 slider, 6 garden windows, and 6 sliding glass doors. The Association reported a total cost of \$242,872 for this maintenance, and \$133,338 has already been paid out of reserves. The budget funds for future residential window, slider and garden window replacement once the elements are at the approximate end of their typical useful life. This component budgets for the replacement of one building's windows, 216 EA, at a cost of \$1,050 per window. Replacement of the 32 common area windows is budgeted with component 8.5.6.

FUTURE MAINTENANCE	
YEAR	COST

##### 8.5.4 Windows - Replace Phase 4

**Maintenance Cycle:** 35 years

**Quantity:** 216 Each

**Estimate:** 216 EA X 100% X \$1,226.79/EA = \$264,987 + tax = \$291,750

**Cost Source:** RCL Database

**Ext Envelope**

**Next Maintenance:** Year 34 (2058)

**Unit Cost:** \$1,226.79 / EA

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The Association reported completing all of the window replacements planned for phase 4. The next maintenance year has been reset one full maintenance cycle. This phase of window replacement includes the 2023 and 2024 replacement of remaining windows. The anticipated cost for the 2023 replacement is reported to be \$102,000 and the amount has been adjusted accordingly for 2023 only. The budget funds for residential window, slider and garden window replacement once the elements are at the approximate end of their typical useful life. This component budgets for the replacement of one building's windows, 216 EA, at a cost of \$1,050 per window. Replacement of the 32 common area windows is budgeted with component 8.5.6.

FUTURE MAINTENANCE	
YEAR	COST

##### 8.5.5 Windows - Replace Phase 5

**Maintenance Cycle:** 35 years

**Quantity:** 216 Each

**Estimate:** 216 EA X 100% X \$1,226.79/EA = \$264,987 + tax = \$291,750

**Cost Source:** RCL Database

**Ext Envelope**

**Next Maintenance:** Year 6 (2030)

**Unit Cost:** \$1,226.79 / EA

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: The Association reported that after the 2024 window replacement project additional windows will need to be replaced in about 2030. This component budgets funds to replace the remaining windows at an estimated cost of \$1,050 each. This component budgets for the replacement of one building's windows, 216 EA, at a cost of \$1,050 per window. Replacement of the 32 common area windows is budgeted with component 8.5.6.

FUTURE MAINTENANCE	
YEAR	COST
6 (2030)	\$356,903

##### 8.5.6 Windows Common Area - Replace

**Maintenance Cycle:** 35 years

**Quantity:** 32 Each

**Estimate:** 32 EA X 100% X \$1,226.44/EA = \$39,246 + tax = \$43,210

**Cost Source:** RCL Database

**Ext Envelope**

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$1,226.44 / EA

**General Condition:** Not Observed

2024 Notes: The Village did not report plans to complete the common area window replacement in 2024 as previously budgeted, so the maintenance has been moved to 2025.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$44,506



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9-Aug-24

##### 9.8.1 Exterior Siding & Trim - Paint Phase 1

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 100% X \$4.38/SF = \$144,070 + tax = \$158,620

**Cost Source:** Bid

**Next Maintenance:** Year 9 (2033)

**Unit Cost:** \$4.38 / SF

**General Condition:** N/A

2024 Notes: The Village did not report completing the exterior siding and trim paint phase 1 in 2023 as previously budgeted, however, in 2024 they plan on moving to the next phase. It can be assumed that phase 1 has already been completed, so the maintenance cycle has been reset. The cost has been adjusted to reflect current painting expenses.

Previous Notes: In 2023 the Association expressed plans to paint the garages and main building of Building 108, and the garages at Building 54. The cost has been updated after receiving a bid. Painting is budgeted on a 10-year cycle in conjunction with Siding & Trim Repair. At the request of the Association the component has been split into 5 phases so that one building is painted every two years starting in 2023. Overall, the existing paint appeared to be weathering as expected at the 2022 site visit and was generally in good condition. We recommend maintaining a regular paint cycle to protect the exterior components from UV and moisture damage, which should help these components achieve their expected useful life. The unit cost was updated to accurately reflect current pricing. Annual touch-up painting is completed with funds from the operating budget.

FUTURE MAINTENANCE	
YEAR	COST
9 (2033)	\$215,138
19 (2043)	\$303,474
29 (2053)	\$428,080

##### 9.8.2 Exterior Siding & Trim - Paint Phase 2

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 100% X \$4.38/SF = \$144,070 + tax = \$158,620

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$4.38 / SF

**General Condition:** N/A

2024 Notes: At the request of the Village, the exterior siding and trim paint phase 2 has been moved from 2025 to 2024. They reported plans to repaint the garages and B110. The cost for 2024 has been updated to reflect invoices received for the completed garage painting and a bid for remaining work. Future component for painting one entire building and garages remains as previously budgeted.

Previous Notes: Painting is budgeted on a 10-year cycle in conjunction with Siding & Trim Repair. At the request of the Association the component has been split into 5 phases so that one building is painted every two years starting in 2023. This component budgets for Phase 2.

FUTURE MAINTENANCE	
YEAR	COST
0 (2024)	\$62,000
10 (2034)	\$222,668
20 (2044)	\$314,096
30 (2054)	\$443,063

##### 9.8.3 Exterior Siding & Trim - Paint Phase 3

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 100% X \$4.38/SF = \$144,070 + tax = \$158,620

**Cost Source:** Bid

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$4.38 / SF

**General Condition:** N/A

2024 Notes: At the request of the Village, the exterior siding and trim paint phase 3 has been moved from 2027 to 2026. The Village reported a cost estimate of \$70,000. The budget remains unchanged from the initial estimate due to the absence of further details explaining the reduced cost.

Previous Notes: Painting is budgeted on a 10-year cycle in conjunction with Siding & Trim Repair. At the request of the Association the component has been split into 5 phases so that one building is painted every two years starting in 2023. This component budgets for Phase 3.

FUTURE MAINTENANCE	
YEAR	COST
2 (2026)	\$169,097
12 (2036)	\$238,528
22 (2046)	\$336,467

##### 9.8.4 Exterior Siding & Trim - Paint Phase 4

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 100% X \$4.38/SF = \$144,070 + tax = \$158,620

**Cost Source:** Bid

**Next Maintenance:** Year 5 (2029)

**Unit Cost:** \$4.38 / SF

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: Painting is budgeted on a 10-year cycle in conjunction with Siding & Trim Repair. At the request of the Association the component has been split into 5 phases so that one building is painted every two years starting in 2023. This component budgets for Phase 4.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$187,481
15 (2039)	\$264,460
25 (2049)	\$373,047



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##### 9.8.5 Exterior Siding & Trim - Paint Phase 5

Ext Envelope

**Maintenance Cycle:** 10 years

**Quantity:** 32,893 Square Feet

**Estimate:** 32,893 SF X 100% X \$4.38/SF = \$144,070 + tax = \$158,620

**Cost Source:** Bid

**Next Maintenance:** Year 7 (2031)

**Unit Cost:** \$4.38 / SF

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: Painting is budgeted on a 10-year cycle in conjunction with Siding & Trim Repair. At the request of the Association the component has been split into 5 phases so that one building is painted every two years starting in 2023. This component budgets for Phase 5.

FUTURE MAINTENANCE	
YEAR	COST
7 (2031)	\$200,834
17 (2041)	\$283,296
27 (2051)	\$399,617

##### 10.3.1 Chimney Chase - Major Repair

Specialties

**Maintenance Cycle:** 20 years

**Next Maintenance:** Year 10 (2034)

**Quantity:** 35 Each

**Unit Cost:** \$2,127.16 / EA

**Estimate:** 35 EA X 100% X \$2,127.16/EA = \$74,451 + tax = \$81,970

**Cost Source:** RCL Database

**General Condition:** Not Observed

2024 Notes: No new updates were reported.

Previous Notes: We recommend inspecting chimney chase waterproofing details along with roof inspections to ensure they are still performing as expected. The Association has been replacing the chimney cap flashing and the siding on the chimney chases with fiber cement board over the past 10 years in conjunction with the major exterior remodel work. This component budgets a lump sum for future major maintenance to the cap flashing and chimney chases. The Association reported plans to complete minor repairs with funds from the operating budget.

FUTURE MAINTENANCE	
YEAR	COST
10 (2034)	\$115,068
30 (2054)	\$228,961

##### 10.4.1 Signs - Replace

Specialties

**Maintenance Cycle:** 20 years

**Next Maintenance:** Year 6 (2030)

**Quantity:** 7 Each

**Unit Cost:** \$1,702.35 / EA

**Estimate:** 7 EA X 100% X \$1,702.35/EA = \$11,916 + tax = \$13,120

**Cost Source:** RCL Database

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: No concerns were reported with the free standing Village or building signs, and they appeared to be weathering as expected at the 2022 site visit. We recommend that the Village signs be repainted with the building exteriors to help extend the useful life of the signs. In 2020 the Village requested that the next budget be moved out to allocate funds to other projects.

FUTURE MAINTENANCE	
YEAR	COST
6 (2030)	\$16,050
26 (2050)	\$31,936

##### 12.6.1 Interiors Major Upgrade Project - Phase 1

Finishes/Furnishings

**Maintenance Cycle:** 30 years

**Next Maintenance:** Year 0 (2024)

**Quantity:** 1 Lump Sum

**Unit Cost:** \$175,000.00 / LS

**Estimate:** \$175,000

**Cost Source:** Community Representative

**General Condition:** Good

2024 Notes: In 2024, the Village reported plans to complete major interior upgrades including upgrading the carpet, paint, lighting, and furniture of B54. This project was previously scheduled for 2023, but was delayed until the elevator upgrade was completed. Also in 2024, the Village reported plans to upgrade the carpet, paint, lighting, and furniture of B108 in 2026, after the elevator has been upgraded. Future interior upgrades following completion of this series of upgrades will be completed with component 12.6.2.

Previous Notes: At the request of the Association, the interior major upgrades have been moved to 2023. In 2022 the Association reported completing painting as well as updates to carpeting, hallway lighting and some furniture in common rooms. Building 54 is being completed in 2022, Building 108 in 2023 and Building 110 in 2024. The cost of this maintenance was reported to be \$155,000; it has not yet been paid for out of reserves. Future interior upgrades following completion of this series of upgrades will be completed with component 12.6.2.

FUTURE MAINTENANCE	
YEAR	COST
0 (2024)	\$175,000
30 (2054)	\$488,816



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 12.6.2 Interiors Major Upgrade Project - Phase 2

**Maintenance Cycle:** 30 years

**Quantity:** 5 Lump Sum

**Estimate:** \$175,000

**Cost Source:** Community Representative

##### Finishes/Furnishings

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$175,000.00 / LS

**General Condition:** N/A

At the request of the Village, the component for interior major upgrade projects has been split into 5 phases to fund for upgrades at the time of the building elevator upgrade project.

FUTURE MAINTENANCE	
YEAR	COST
2 (2026)	\$186,559

##### 12.6.3 Interiors Major Upgrade Project - Phase 3

**Maintenance Cycle:** 30 years

**Quantity:** 1 Lump Sum

**Estimate:** \$175,000

**Cost Source:** Community Representative

##### Finishes/Furnishings

**Next Maintenance:** Year 3 (2027)

**Unit Cost:** \$175,000.00 / LS

**General Condition:** N/A

At the request of the Village, the component for interior major upgrade projects has been split into 5 phases to fund for upgrades at the time of the building elevator upgrade project.

FUTURE MAINTENANCE	
YEAR	COST
3 (2027)	\$193,088

##### 12.6.4 Interiors Major Upgrade Project - Phase 4

**Maintenance Cycle:** 30 years

**Quantity:** 1 Lump Sum

**Estimate:** \$175,000

**Cost Source:** Community Representative

##### Finishes/Furnishings

**Next Maintenance:** Year 4 (2028)

**Unit Cost:** \$175,000.00 / LS

**General Condition:** N/A

At the request of the Village, the component for interior major upgrade projects has been split into 5 phases to fund for upgrades at the time of the building elevator upgrade project.

FUTURE MAINTENANCE	
YEAR	COST
4 (2028)	\$199,846

##### 12.6.5 Interiors Major Upgrade Project - Phase 5

**Maintenance Cycle:** 30 years

**Quantity:** 1 Lump Sum

**Estimate:** \$175,000

**Cost Source:** Community Representative

##### Finishes/Furnishings

**Next Maintenance:** Year 27 (2051)

**Unit Cost:** \$175,000.00 / LS

**General Condition:** N/A

At the request of the Village, the component for interior major upgrade projects has been split into 5 phases to fund for upgrades at the time of the building elevator upgrade project.

FUTURE MAINTENANCE	
YEAR	COST
27 (2051)	\$440,884



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

12.6.6 Interiors - Maintenance/Upgrades	Finishes/Furnishings
<b>Maintenance Cycle:</b> 5 years	<b>Next Maintenance:</b> Year 5 (2029)
<b>Quantity:</b> 5 Lump Sum	<b>Unit Cost:</b> \$25,000.00 / LS
<b>Estimate:</b> \$25,000	
<b>Cost Source:</b> RCL Database	<b>General Condition:</b> Good

2024 Notes: This component was updated to fund for minor maintenance to the interior spaces such as touch-up painting, wall repairs, and furniture upgrades. Funds may be drawn from as needed.

Previous Notes: The building interiors observed during the site visit appeared to be in very good condition and well maintained. At the request of the Association, the budget provides funds to update the interior of one building every two years. Updates include interior painting, carpeting, furnishings and light fixtures. All of the buildings appeared to be regularly maintained. The Village anticipates completing interior updates in 2022-2024 which are budgeted with component 12.6.1, and then an on-going schedule of upgrading one building every other year moving forward. It was reported that in 2013 Building 111 was updated; in 2016 Building 112 had interior painting and flooring refurbished. The estimated cost was provided by the Village.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$29,549
10 (2034)	\$35,095
15 (2039)	\$41,681
20 (2044)	\$49,504
25 (2049)	\$58,796
Repeat Every 5 Years	

### 14.1.1 Building 112 Elevator - Upgrade

Elevator
<b>Maintenance Cycle:</b> 30 years
<b>Quantity:</b> 1 Lump Sum
<b>Estimate:</b> \$233,680
<b>Cost Source:</b> RCL Database

2024 Notes: No new updates were reported.

Previous Notes: The Building 112 elevator was last upgraded in 2021. This component budgets for future upgrades to the elevator once the upgraded components reach the end of their anticipated useful life. All the elevators have been evaluated by specialists and the remaining 4 elevators are nearing the time when they will need major component upgrades, which are budgeted in the following four components.

FUTURE MAINTENANCE	
YEAR	COST
27 (2051)	\$588,719

### 14.1.2 Building 54 Elevator - Upgrade

Elevator
<b>Maintenance Cycle:</b> 30 years
<b>Quantity:</b> 1 Lump Sum
<b>Estimate:</b> \$233,680
<b>Cost Source:</b> RCL Database

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$233,680.00 / LS

**General Condition:** N/A

2024 Notes: The Village reported plans to upgrade the Building 54 elevator in late 2024. The project was originally scheduled for 2023, however, it was delayed due to supply chain issues. The 2024 cost has been budgeted accordingly, and the budget for future elevator upgrades remains as previously funded.

Previous Notes: In 2023 the Association reported plans to upgrade Building 54's elevator. This component budgets funds to upgrade the elevator at Building 54 for an estimated cost of \$200,000. The maintenance is planned for 2023.

FUTURE MAINTENANCE	
YEAR	COST
0 (2024)	\$233,680
30 (2054)	\$652,723

### 14.1.3 Building 110 Elevator - Upgrade

Elevator
<b>Maintenance Cycle:</b> 30 years
<b>Quantity:</b> 1 Lump Sum
<b>Estimate:</b> \$233,680
<b>Cost Source:</b> RCL Database

**Next Maintenance:** Year 3 (2027)

**Unit Cost:** \$233,680.00 / LS

**General Condition:** N/A

2024 Notes: At the request of the Village, the next maintenance year was moved to 2027.

Previous Notes: This component budgets funds to upgrade the elevator at Building 110 for an estimated cost of \$200,000. The maintenance is planned for 2025.

FUTURE MAINTENANCE	
YEAR	COST
3 (2027)	\$257,834



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## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 14.1.4 Building 108 Elevator - Upgrade

**Maintenance Cycle:** 30 years

**Quantity:** 1 Lump Sum

**Estimate:** \$233,680

**Cost Source:** RCL Database

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$233,680.00 / LS

**General Condition:** N/A

2024 Notes: In 2024 the Village confirmed plans to complete the Building 108 elevator upgrade in 2026, after the project was delayed due to company issues.

Previous Notes: This component budgets funds to upgrade the elevator at Building 108 for an estimated cost of \$200,000. The maintenance is planned for between 2023-2027 in conjunction with the corresponding fire panel & alarm system code upgrades, budgeted in Component 17.8.3.

#### FUTURE MAINTENANCE

YEAR	COST
2 (2026)	\$249,115

##### 14.1.5 Building 111 Elevator - Upgrade

**Maintenance Cycle:** 30 years

**Quantity:** 1 Lump Sum

**Estimate:** \$233,680

**Cost Source:** RCL Database

**Next Maintenance:** Year 4 (2028)

**Unit Cost:** \$233,680.00 / LS

**General Condition:** N/A

2024 Notes: At the request of the Village, the next maintenance year was moved to 2028.

Previous Notes: This component budgets funds to upgrade the elevator at Building 111 for an estimated cost of \$200,000. The maintenance is planned between 2023-2027 in conjunction with the corresponding fire panel & alarm system code upgrades, budgeted in Component 17.8.4.

#### FUTURE MAINTENANCE

YEAR	COST
4 (2028)	\$266,858

##### 15.1.1 Pressure Regulating Valves (PRV) - Rebuild

**Maintenance Cycle:** 30 years

**Quantity:** 5 Buildings

**Estimate:** 5 BLDG X 100% X \$3,896.46/BLDG = \$19,482 + tax = \$21,450

**Cost Source:** RCL Database

**Next Maintenance:** Year 2 (2026)

**Unit Cost:** \$3,896.46 / BLDG

**General Condition:** Reported Good

2024 Notes: No new updates were reported.

Previous Notes: The pressure regulating valves are nearing the end of their useful life. No new issues with the valves were reported at the 2022 site visit. The budget provides funds to replace the valves to help financially prepare the Village for replacing the valves as needed.

#### FUTURE MAINTENANCE

YEAR	COST
2 (2026)	\$22,867

##### 15.2.1 Plumbing System - Contingency

**Maintenance Cycle:** 10 years

**Quantity:** 5 Lump Sum

**Estimate:** \$58,410

**Cost Source:** RCL Database

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$58,410.00 / LS

**General Condition:** Fair/Poor

2024 Notes: The Village did not report plans to fund the plumbing system contingency in 2024 as previously budgeted, so the maintenance has been moved to 2025.

Previous Notes: The Association did not report that the plumbing system contingency will be funded in 2023 as previously budgeted, so the maintenance has been moved to 2024. Issues with exterior drains were reported in 2022; some have already been replaced and the Association plans to replace the rest and to clean out the main drains from each stack of all 5 buildings in 2022. The anticipated cost of maintenance is \$69,017. At the request of the Association a plumbing system contingency of \$50,000 every 10 years has been added back into the study; it was included in component 19.1.1 in 2021. The contingency is intended to help financially prepare the Village for any unforeseen problems with the common supply and drain plumbing lines, typically the sections running from the utility connection to the buildings. The allowance is intended to be drawn from as needed.

#### FUTURE MAINTENANCE

YEAR	COST
1 (2025)	\$60,162
11 (2035)	\$84,865
21 (2045)	\$119,710



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 15.2.2 Plumbing-Install Water Shut-Off Valves (Building)

Life Safety

**Maintenance Cycle:** 40 years

**Quantity:** 5 Buildings

**Estimate:** 5 BLDG X 100% X \$15,271.57/BLDG = \$76,358 + tax = \$84,070

**Cost Source:** RCL Database

**Next Maintenance:** Year 32 (2056)

**Unit Cost:** \$15,271.57 / BLDG

**General Condition:** Reported Good

2024 Notes: No new updates were reported.

Previous Notes: No issues with the valves were reported at the time of the 2022 site visit. Between 2016-2017 the Association installed additional water shut-off valves in order to zone the buildings and avoid total building shut off requirements every time work needs to occur on the system. The budget provides funds for future replacement of the shut-off valves at the typical end of their useful life.

FUTURE MAINTENANCE	
YEAR	COST

##### 15.2.3 Plumbing-Install Water Shut-Off Valves (Units)

Life Safety

**Maintenance Cycle:** 1 year

**Quantity:** 5 Lump Sum

**Estimate:** \$6,390

**Cost Source:** RCL Database

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$6,390.00 / LS

**General Condition:** N/A

2024 Notes: The Village did not report plans to install the shut-off valves in 2024 as previously budgeted, so the maintenance has been moved to 2025. The end-year for this budget has been moved out one additional year.

Previous Notes: The Association did not report that the water shut-off valves will be installed in 2023 as previously budgeted, so the maintenance has been moved to 2024. The Association reported experiencing a cost of \$10,300 for maintenance in 2021 and an additional \$10,000 for 2022 maintenance. \$2,100 of this cost has already been paid out of reserves. The budget continues to provide \$5,000 annually to replace the main water shut off valves within the units until 2031. Once the project has been completed, a new component will be added to the study to fund for future replacement of the equipment.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$6,582
2 (2026)	\$6,812
3 (2027)	\$7,050
4 (2028)	\$7,297
5 (2029)	\$7,553

Repeat Every Year

##### 15.6.1 AC Wall Units - Replace

Life Safety

**Maintenance Cycle:** 15 years

**Quantity:** 3 Each

**Estimate:** 3 EA X 100% X \$1,401.76/EA = \$4,205 + tax = \$4,630

**Cost Source:** RCL Database

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$1,401.76 / EA

**General Condition:** Not Observed

2024 Notes: No new updates were reported.

Previous Notes: This component budgets for the replacement of the three AC wall units located in Building 54 at an estimated cost of \$1,200 each. The component name was updated to more accurately reflect the purpose of this component. Maintenance of these wall units will be completed with funds from the operating budget.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$4,769
16 (2040)	\$7,990

##### 15.6.2 Exterior AC Units - Replace

Life Safety

**Maintenance Cycle:** 7 years

**Quantity:** 8 Each

**Estimate:** 8 EA X 50% X \$12,851.95/EA = \$51,408 + tax = \$56,600

**Cost Source:** RCL Database

**Next Maintenance:** Year 5 (2029)

**Unit Cost:** \$12,851.95 / EA

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: Buildings 108, 110, 111, & 112 each have 2 AC units for a total of 8 units. The units in Buildings 111 & 112 were replaced in 2022 for a cost of \$11,000 each; the maintenance has already been paid for with funds from reserves. This component budgets to replace half of the AC units every 7 years so that all 8 units are replaced every 14 years.

FUTURE MAINTENANCE	
YEAR	COST
5 (2029)	\$66,898
12 (2036)	\$85,113
19 (2043)	\$108,288
26 (2050)	\$137,772



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 16.3.1 Electrical Meter Bases - Replace Phase 1

Life Safety

**Maintenance Cycle:** 1 year

**Quantity:** 1 Lump Sum

**Estimate:** \$14,300

**Cost Source:** RCL Database

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$14,300.00 / LS

**General Condition:** N/A

2024 Notes: No new updates were reported. The end-year for this budget has been moved out one additional year since not maintenance was reported for 2024.

Previous Notes: No issues with the meter bases were reported at the 2022 site visit. The budget reflects replacements every year for four years starting in 2025. Future meter replacement is listed in the following component.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$14,729
2 (2026)	\$15,245
3 (2027)	\$15,778
4 (2028)	\$16,330
5 (2029)	\$16,902

Repeat Every Year

##### 16.3.2 Electrical Meter Bases - Replace Phase 2

Life Safety

**Maintenance Cycle:** 40 years

**Quantity:** 4 Buildings

**Estimate:** 4 BLDG X 100% X \$14,289.28/BLDG = \$57,157 + tax = \$62,930

**Cost Source:** RCL Database

**Next Maintenance:** Year 43 (2067)

**Unit Cost:** \$14,289.28 / BLDG

**General Condition:** N/A

2024 Notes: No new updates were reported.

Previous Notes: This component budgets for future meter replacement after the replacement budgeted in the previous component. The life of the meters may be able to be extended because they are interior and not susceptible to weather extremes.

FUTURE MAINTENANCE	
YEAR	COST

##### 16.6.1 Exterior Lighting - Replace

Life Safety

**Maintenance Cycle:** 20 years

**Quantity:** 501 Each

**Estimate:** 501 EA X 100% X \$162.38/EA = \$81,352 + tax = \$89,570

**Cost Source:** RCL Database

**Next Maintenance:** Year 4 (2028)

**Unit Cost:** \$162.38 / EA

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The light fixtures were reported to be functioning as expected at the 2022 site visit. It was reported that approximately \$9,000 was expected to be spent in 2019 from the operating budget to install motion and timer sensors to improve the efficiency of the fixtures throughout the Village.

FUTURE MAINTENANCE	
YEAR	COST
4 (2028)	\$102,287
24 (2048)	\$203,530

##### 17.8.1 Fire Panels - Replace

Life Safety

**Maintenance Cycle:** 20 years

**Quantity:** 5 Each

**Estimate:** 5 EA X 100% X \$11,342.42/EA = \$56,712 + tax = \$62,440

**Cost Source:** RCL Database

**Next Maintenance:** Year 23 (2047)

**Unit Cost:** \$11,342.42 / EA

**General Condition:** Reported Good

2024 Notes: No new updates were reported.

Previous Notes: This component budgets for the replacement of the main fire panels starting 20 years after the current fire panel replacements/code upgrades have been completed. There is one main panel per building and the panels at Buildings 54, 110, & 112 have already been replaced. The fire panels are inspected regularly and no issues were reported at the time of our site visit.

FUTURE MAINTENANCE	
YEAR	COST
23 (2047)	\$137,084



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 17.8.2 Fire Alarm System Bldg. 54 - Code Upgrade

Life Safety

**Maintenance Cycle:** 20 years  
**Quantity:** 1 Lump Sum  
**Estimate:** \$99,310  
**Cost Source:** RCL Database

**Next Maintenance:** Year 0 (2024)  
**Unit Cost:** \$99,310.00 / LS

**General Condition:** N/A

2024 Notes: In 2024 the Village reported plans to complete the fire alarm system upgrade for Building 54. The project was reportedly started in 2023 as previously budgeted, but delayed due to an issue found in early 2024. This component provided a one-time budget and the component will be removed from the reserve study once the project is completed.

FUTURE MAINTENANCE	
YEAR	COST
0 (2024)	\$99,310

Previous Notes: The Association is reportedly planning on upgrading the fire alarm system in Building 54 in 2023. This component budgets for the one-time upgrade to the fire alarm system at Building 54 in order to comply with new fire codes; the fire panel has already been replaced to meet these code requirements. The cost of the system upgrade will be \$85,000 based on a bid received by the Association. Fire panel & alarm system upgrades for Buildings 108 & 111 are budgeted in the following components; these upgrades have already been completed at Buildings 110 & 112.

##### 17.8.3 Fire Panel & Alarm System Bldg. 108 - Code Upgrade

Life Safety

**Maintenance Cycle:** 20 years  
**Quantity:** 1 Lump Sum  
**Estimate:** \$175,250  
**Cost Source:** RCL Database

**Next Maintenance:** Year 2 (2026)  
**Unit Cost:** \$175,250.00 / LS

**General Condition:** N/A

2024 Notes: No new updates were reported.

FUTURE MAINTENANCE	
YEAR	COST
2 (2026)	\$186,825

Previous Notes: This component budgets for the one-time upgrade to the fire panel & alarm system at Building 108 in order to comply with new fire codes. The total cost of this maintenance will be \$150,000 based on a bid received by the Association; it will be completed in conjunction with the Building 108 elevator upgrades.

##### 17.8.4 Fire Panel & Alarm System Bldg. 111 - Code Upgrade

Life Safety

**Maintenance Cycle:** 20 years  
**Quantity:** 1 Lump Sum  
**Estimate:** \$175,250  
**Cost Source:** RCL Database

**Next Maintenance:** Year 4 (2028)  
**Unit Cost:** \$175,250.00 / LS

**General Condition:** N/A

2024 Notes: At the request of the Village, the next maintenance year was moved to 2028.

FUTURE MAINTENANCE	
YEAR	COST
4 (2028)	\$200,132

Previous Notes: This component budgets for the one-time upgrade to the fire panel & alarm system at Building 111 in order to comply with new fire codes. The total cost of this maintenance will be \$150,000 based on a bid received by the Association; it will be completed in conjunction with the Building 111 elevator upgrades.

##### 17.8.5 Fire Panel & Alarm System Bldg. 110 - Code Upgrade

Life Safety

**Maintenance Cycle:** 20 years  
**Quantity:** 1 Lump Sum  
**Estimate:** \$122,330  
**Cost Source:** RCL Database

**Next Maintenance:** Year 3 (2027)  
**Unit Cost:** \$122,330.00 / LS

**General Condition:** N/A

2024 Notes: At the request of the Village, the next maintenance year was moved to 2027.

FUTURE MAINTENANCE	
YEAR	COST
3 (2027)	\$134,974

Previous Notes: This component budgets for the one-time upgrade to the fire panel & alarm system at Building 110 in order to comply with new fire codes. The total cost of this maintenance will be \$120,000 based on a bid received by the Association; it will be completed in conjunction with the Building 110 elevator upgrades.



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 18.1.1 Common Doors & Hardware - Major Maintenance

**Maintenance Cycle:** 10 years

**Quantity:** 20 Each

**Estimate:** 20 EA X 33% X \$3,505.08/EA = \$23,134 + tax = \$25,470

**Cost Source:** RCL Database

### Security

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$3,505.08 / EA

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The common doors appeared to be in good condition at the 2022 site visit. The component number has been updated from 8.2.1 to 18.1.1 to better conform to our new numbering system. This component provides a major maintenance contingency to repair up to a third of common doors or to replace an entry door and hardware as needed since we do not anticipate that all of the doors and hardware will need to be replaced at the same time in all of the buildings.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$26,234
11 (2035)	\$37,006
21 (2045)	\$52,200

##### 18.1.2 Push Button Assist - Major Maintenance

**Maintenance Cycle:** 15 years

**Quantity:** 15 Each

**Estimate:** 15 EA X 100% X \$3,546.47/EA = \$53,197 + tax = \$58,570

**Cost Source:** RCL Database

### Security

**Next Maintenance:** Year 7 (2031)

**Unit Cost:** \$3,546.47 / EA

**General Condition:** Good

2024 Notes: No new updates were reported.

Previous Notes: The push button assists were reported to be in working condition at the time of the 2022 site visit. The component number has been updated from 8.2.2 to 18.1.2 to better conform to our new numbering system. The component name was updated to more accurately reflect the purpose of this component. The Village reported that push-button assists were installed to the main entry door and to patio access doors of each building in 2016; this component budgets funds for major maintenance of these mechanisms.

FUTURE MAINTENANCE	
YEAR	COST
7 (2031)	\$74,157
22 (2046)	\$124,240

##### 18.3.1 Garage Doors - Replace

**Maintenance Cycle:** 5 years

**Quantity:** 149 Each

**Estimate:** 149 EA X 10% X \$1,378.25/EA = \$20,536 + tax = \$22,610

**Cost Source:** RCL Database

### Security

**Next Maintenance:** Year 1 (2025)

**Unit Cost:** \$1,378.25 / EA

**General Condition:** Fair/Poor

2024 Notes: The Village did not report plans to replace the garage doors in 2024 as previously budgeted, so the maintenance has been moved to 2025.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$23,288
6 (2030)	\$27,659
11 (2035)	\$32,850
16 (2040)	\$39,016
21 (2045)	\$46,339

Repeat Every 5 Years

##### 18.3.2 Garage Doors Building 54 - Replace

**Maintenance Cycle:** 25 years

**Quantity:** 1 Lump Sum

**Estimate:** \$0

**Cost Source:** Bid

**Next Maintenance:** Year 0 (2024)

**Unit Cost:** \$0.00 / LS

**General Condition:** Not Observed

2024 Notes: The Village reportedly replaced the garage doors of Building 54 in 2023 at a cost of \$13,100. The budget has been set to \$0, the component will be removed from the next reserve study.

FUTURE MAINTENANCE	
YEAR	COST

Previous Notes: In 2023 the Association reported plans to replace 7 garage doors located in Building 54. The cost has been updated after receiving a bid. This component funds for the anticipated garage door replacement at Building 54 in 2023 at a budget of \$7,950. The component number has been updated from 8.3.2 to 18.3.2 to better conform to our new numbering system. The component name was updated to more accurately reflect the purpose of this component. The component can be removed once the project is complete.



# APPENDIX B

## WASHINGTON VILLAGE

### COMPONENT SUMMARY

#### FUTURE MAINTENANCE WITH INFLATED ESTIMATES

9-Aug-24

##### 18.7.1 Intercoms - Replace

##### Security

**Maintenance Cycle:** 20 years

**Next Maintenance:** Year 4 (2028)

**Quantity:** 5 Each

**Unit Cost:** \$3,649.41 / EA

**Estimate:** 5 EA X 100% X \$3,649.41/EA = \$18,247 + tax = \$20,090

**Cost Source:** RCL Database

**General Condition:** Reported Good

2024 Notes: No new updates were reported.

Previous Notes: No issues with the intercoms were reported at the 2022 site visit. We understand that several of the intercoms have been replaced in the recent past; the intercom at Building 112 has not been replaced, but is in working order.

FUTURE MAINTENANCE	
YEAR	COST
4 (2028)	\$22,942
24 (2048)	\$45,650

##### 7.4.1a Residential Roofs - Attic Inspection

##### Ext Envelope

**Maintenance Cycle:** 1 year

**Next Maintenance:** Year 1 (2025)

**Quantity:** 1 Lump Sum

**Unit Cost:** \$40,000.00 / LS

**Estimate:** \$40,000

**Cost Source:** Community Representative

**General Condition:** N/A

2024 Notes: The Association reported plans to complete attic inspections in 2025 at a cost of \$40,000. This is a one-time budget that will be removed from the study once the project is completed.

FUTURE MAINTENANCE	
YEAR	COST
1 (2025)	\$41,200

WASHINGTON VILLAGE  
CONTINUING DELEGATION RESOLUTION  
NUMBER 001-17

Whereas, the passage of time has created confusion as to what resolutions of Washington Village (*hereinafter the Village*) have granted authority to the Providence Point Umbrella Association (*hereinafter PPUA*); and

Whereas, amendments to the Village Declaration have rendered the language of prior resolutions confusing when read regarding the current Declaration; and

Whereas, Section 25.4 of the Declaration for the Village provide that the powers and duties of the Village Association or Board may be delegated to the Umbrella Association by the mutual agreement between the Village Association and the Umbrella Association; and

Whereas, Section 7.9 of the Providence Point Umbrella Association Declaration provides authority to the Providence Point Umbrella Association to provide services on behalf of any Providence Point Village Association that it accepts per Village Declaration section 25.4; and

Whereas, the Washington State Condominium Act RCW 64.34.276 (2) states "*Unless a master association is acting in the capacity of an association described in RCW 64.34.300, it may exercise the powers set forth in RCW 64.34.304(1)(b) only to the extent expressly permitted in the declarations of condominiums which are part of the master association or expressly described in the delegations of power from those condominiums to the master association*"; and

Whereas, the Board of Directors of the Village has determined that it continues to be in the best interests of the Village to delegate and assign, on behalf of the Village, all the authority and duties referenced below;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

The following services, duties and authority are, subject to the restrictions stated herein, delegated to the PPUA. This delegation supersedes any previous delegation and may be superseded, expanded or rescinded by subsequent delegation or resolution by the Village.

**ACCOUNTING SERVICES:** The PPUA is delegated authority and duties as they relate to Accounting, including delinquency management and banking and/or investment instruments or accounts.

**ADMINISTRATIVE SUPPORT:** The PPUA is delegated authority and duties as they relate to providing Administrative Support to the Village including but not limited to resale certificates, violation notices, correspondence, process alteration requests, meeting preparation, orientations, etc.

**AUDITS AND TAX RETURNS:** The PPUA is delegated authority and duties as they relate to securing services for Audit of the Village financial records and tax return preparation and filings.

**CABLE / INTERNET SERVICES:** The PPUA is delegated authority and duties as they relate to negotiations for Cable/Internet services for owners of the Village.

ELECTRICITY: The PPUA is delegated authority to connect to certain common village building electrical systems for the purpose of maintaining electricity to common area street light poles. The PPUA pays for the electricity related to such electrical use.

FIRE ALARM MONITORING: The PPUA is authorized to engage the services of a fire alarm monitoring company for the Village and to include in its annual budget an item for fire alarm monitoring of the Village and to collect assessments, as flat fees of equal amount per unit, in an amount adequate to cover such costs. Additional services required by the Village, which include annual inspections of sprinklers, elevators, and fire extinguishers, will continue to be billed directly to the Village by the company performing such services.

INSURANCE: The obligation of determining and securing insurance as set out in Article 21 and elsewhere in the Declaration for the Village. It is understood that if the Board of the Village should determine that insurance in addition to that secured by the Umbrella Board for all Villages would be advantageous to the Village, the Village Board retains the right to purchase such insurance. The PPUA is not authorized to purchase earthquake insurance or any other insurance on behalf of the Village that is not required by the Village Declaration until granted such specific authority by the Village Board. Nothing in this Continuing Delegation Resolution shall be construed as allowing the PPUA to purchase earthquake insurance on behalf of Washington Village.

INSURED AND UNINSURED LOSS MANAGEMENT: The Village grants authority to the PPUA to manage insurable loss claims and uninsured losses, emergency loss response, and determine the cause of loss to determine the responsible party to pay the current standard deductible. File claims for any sum over the standard deductible and establish the standard deductible sum at any insurance renewal. Any Insured loss that is the responsibility of the Village will pay up to the standard insurance deductible in effect. In the event of an uninsured loss that the Village is responsible for, the Village will pay all costs for repair or replacement including permits and code upgrades. The PPUA agrees to file an insurance claim for any insurable loss above the standard deductible.

LANDSCAPING: The PPUA is delegated authority and duties as they relate to the preservation, maintenance and/or restoration of the landscaped common areas including trees, landscape retaining walls up to 12 feet tall and irrigation systems. Note any rock, brick, or concrete block retaining walls over 12 feet are the financial responsibility of the Village for repair or replacement. Additionally, Providence Point Umbrella Association does not take responsibility for building foundation drainage or gutter system drainage.

PEST CONTROL: The PPUA is authorized to engage the services of a pest control service company for the for external pest control services of the Village and to pay for the pest services as part of the PPUA annual budget.

PROJECT MANAGEMENT: The PPUA is delegated authority and duties as they relate to Project Management including bid administration except the Village Association retains the right to approve projects, contracts, and may perform its own bid or estimate administration. Additionally, the PPUA may decline project management of a specific project if it is beyond the scope of staff expertise to perform or do not meet safety standards or building codes.

RESERVE STUDY: The PPUA is authorized to engage the services of a Professional Reserve Studies consulting firm for the Village and to include such in its annual budget and collect assessments in an amount adequate to cover such consulting costs.

ROADWAYS, DRIVEWAYS, AND SIDEWALKS: The PPUA is delegated authority and duties as they relate to the maintenance and repair of the roadways, driveways, sidewalks (common community areas only) and parking areas within the property including street lighting.

SNOW REMOVAL: The PPUA is delegated to clear roads and driveways that serve multiple owners. The PPUA is not responsible for clearing individual driveways and will only clear the entrances and sidewalks to mid-rise buildings. The PPUA will continue to provide snow removal to PPUA owned community buildings.

SURFACE WATER MANAGEMENT: The PPUA is delegated authority to represent the Village and authority to negotiate services regarding the Surface Water Management (SWM) Agreement between the City of Issaquah, Washington and Providence Point. The PPUA will collect a flat fee as part of the Umbrella Association assessments to pay the City of Issaquah per the SWM agreement terms.

ADOPTED by action of the Board of Directors for Washington Village this 13th day of September 2017.

*Bill Reynolds* 9/13/2017  
Bill Reynolds, President  
Washington Village COA

*Irene Rice* 9/13/17  
Irene Rice, Secretary  
Washington Village COA

The Umbrella Board of Directors, at its September 26, 2017 Regular Meeting, accepted the attached Delegation Resolution from Washington Village.

Liljen (Jen) Gray  
Liljen (Jen) Gray, Umbrella Board President

9/28/17  
Date

## WASHINGTON VILLAGE RESOLUTION

### Policy Resolution Management

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke on behalf of the Village detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To implement Village policies that do not require amendments to the Declaration.

**Resolution:**

1. Any member of the Board or any Village Owner may propose a policy resolution and is encouraged to do so. Ideas for proposed resolutions shall be submitted to the President for consideration. If accepted, the President shall ensure the proposed resolution in the correct format is circulated to the Board for review at least 48 hours before a meeting at which a vote on the resolution is expected.
2. The Board shall use the following format for all policy resolutions:
  - a. Name
  - b. Authority
  - c. Purpose
  - d. Resolution
  - e. Statement that the resolution supersedes any previous versions on the same subject
  - f. Adoption date and President's signature
  - g. Amending, superseding, or revoking dates
3. Board actions on policy resolutions require a majority vote of the directors present at a meeting in which there is a quorum, a unanimous vote by electronic means, or any other method prescribed in the Washington Village Bylaws. The Board may
  - a. Adopt the resolution in its original form.
  - b. Amend the resolution and then adopt it.
  - c. Delay taking action to allow further time for investigation or study. The Board may request a legal opinion before voting.
  - d. Decide not to adopt the resolution in any form.
  - e. Revoke a resolution in whole or part.
  - f. Seek Owner comments. If the Board determines that Owner comments would be helpful, it will distribute the proposed resolution to Owners requesting comments. The Board shall allow at least 15 days for Owners to respond. After considering comments, the Board, in its sole discretion, may take any of the actions specified.
4. After the Board acts upon a resolution, the resolution or a summary thereof shall be attached to the minutes of the Board meeting at which the action was taken.
5. All active policy resolutions shall be alphabetized by title in a "Book of Resolutions."
  - a. The President, Treasurer, five building Vice Presidents, and Umbrella Board representative shall receive a copy of the book. Recipients are responsible for updating

the book as necessary during their term of office and passing it on to subsequent office holders.

- b. In case of office sharing each member shall have a book.
- c. Residents may ask to see the book.
- d. Board members' Books of Resolution shall be reviewed annually by an ad hoc committee appointed by the President to ensure that each book is up to date.

6. The President shall appoint a "resolution recorder" to manage the Book of Resolutions and other related documents. This individual shall have the necessary qualifications, including spreadsheet management experience. The resolution recorder shall

- a. Provide assistance to the President to ensure that all policy resolutions brought to the Board for action are in the correct format and do not repeat or conflict with other active policy resolutions.
- b. Maintain a copy of the Book of Resolutions as described in #5.
- c. Ensure that active policy resolutions are sent to the Property Management Office for inclusion in its Washington Village Book of Resolutions and in the resale certificate and for posting on the website. A list of revoked policy resolutions must also be sent to PMO so they can be removed.
- d. Maintain a master control list that documents the adoption and all subsequent actions for each resolution. This master list may be maintained in whatever manner the resolution recorder deems best.
- e. Retain originals of active and inactive policy resolutions in a master resolutions binder and on an electronic storage device. The President shall have control of the storage device and may delegate its keeping to the resolution recorder.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF POLICY RESOLUTION PR 00, POLICY MANUAL.

**Adopted:** May 1, 2020



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Irene Rice, President

## WASHINGTON VILLAGE RESOLUTION

### Air Conditioners

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke on behalf of the Village detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To preserve a pleasing and uniform appearance of the exterior of Washington Village buildings.

**Resolution:** This resolution is guided by Umbrella Association Rules and Regulations Section 2, part 6, Heat Pumps/Air Conditioners, and Washington Village Declaration Section 10.6, Alteration of Common and Limited Common Elements.

1. For installation of an air conditioner, an Alteration Application must be submitted to the Property Management Office [Umbrella Association Alterations Procedures Policy]. All applications shall be reviewed and voted upon by the Village Board to ensure that Village property standards are met. Installations must comply with the Issaquah building and noise level codes. A permit from the City of Issaquah is required.
2. Owners must ensure that the contractor seals all building penetrations to prevent rodents from entering the building. If penetrations are not sealed, the owner may be fined to cover the cost of sealing the penetrations and mitigating rodent damage.
3. Window-mounted air conditioners are prohibited. They can cause water and rot damage to buildings. Portable air conditioners with flex hose exhaust systems that are mounted at windows are acceptable without a permit. Fan units designated for windows are also acceptable. Exhaust hoses and fan units must be removed from the window when the hot-weather season ends.
4. An owner installing a central air conditioner must ensure that the condenser is enclosed in vinyl fencing material in a color approved by the Board. Where appropriate the owner may use plantings to hide the condenser after submission of an Alteration Agreement and authorization by the Board. Fencing or plantings must be maintained in good order by the owner.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF ADMINISTRATIVE RESOLUTION 22, AIR CONDITIONERS.

**Adopted:** October 7, 2020



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Irene Rice, President

## **WASHINGTON VILLAGE RESOLUTION**

### **Board Election, Budgeting, and Association Annual Meeting**

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To facilitate the planning and implementation of Village Association membership Board election, budgeting, and the Association annual meeting.

**Resolution:** The Village shall fulfill its obligations under its founding documents for election of the Association Board, budget preparation and ratification, and the Association annual meeting. Governing sources are cited throughout this document.

**1. Board election. [Declaration, Section 12.8]**

- a. The President shall appoint a Chair of the Nominating Committee no later than the regular September Board meeting. [Bylaws, Section 6.2.1] The committee shall
  - (1) Prepare a slate of nominees for President, Treasurer, and Umbrella Board Director and Alternate.
  - (2) Gather names of building Vice Presidents, voted by buildings.
  - (3) Present the nominees at the regular October Board meeting.
- b. All nominees must be selected from resident Owners or Designated Related Parties. [Declaration, Sections 1.1.27, 14.1] To designate a Related Party the Owner must signify in writing to the Property Management Office that the relative residing in the Unit is the Designated Related Party. [Declaration, Section 12.5]
- c. The President shall submit the slate of nominees to Property Management Office staff in time to ensure the nominees are on the ballot sent to Owners as part of the packet notifying them of the Association annual meeting.
- d. Owners shall vote on the President, Treasurer, and Umbrella Board Director and Alternate and ratify the building Vice Presidents and Alternates before or at the Association annual meeting. [Declaration, Sections 16.2, 14.1]
- e. Resident Owners may mail their ballots or proxies to the Property Management Office or place them in a box provided by the building Vice President. The Vice President shall deliver these ballots and proxies to the Property Management Office on or before the due date.

**2. Budgeting.**

- a. To prepare the budget for the upcoming year, the Treasurer shall hold meetings with the Budget and Finance Committee and the Building Maintenance Committee. The Treasurer shall also schedule at least two resident meetings to present the draft budget and solicit input from resident Owners.
- b. The budget for the upcoming year must be completed by the regular October Board meeting, at which time the Board shall adopt the budget.

- c. Immediately after adoption the Treasurer shall submit a summary of the budget to Property Management Office staff in time to ensure that the budget summary is included in the packet sent to Owners notifying them of the budget ratification meeting. [Declaration, Section 16.2]
- d. Owners shall vote on budget ratification at the budget ratification meeting. Owners may return their proxies for the ratification meeting in advance, but designated voters must be present at the ratification meeting.

**3. Association annual meeting.**

- a. The annual meeting shall be held in January. The President shall coordinate with Property Management Office staff to ensure that Owners are given the required notice of the meeting and that space is reserved. [Declaration, Section 12.8]
- b. The agenda for the annual meeting shall be as required in Village Bylaws Section 5.6 unless this agenda is waived by a motion at the meeting.

**4. Property Management Office staff responsibilities.** The Washington Village Continuing Delegation Resolution specifies that Property Management Office staff shall provide administrative support to the Village as follows:

- a. Prepare lists of Washington Village Owners to facilitate tracking of voting and for use by the budget ratification and Association annual meeting door attendants. The list shall track who has voted by ballot or proxy and determine the percentage of votes for quorum and other purposes.
- b. Ensure that budget ratification and Association annual packets are mailed within the time frames required by the Village Declaration.
- c. Prepare Owner notification packets for the Village budget ratification meeting, including the date and place of the meeting, a summary of the adopted budget, a letter from the President, ballots and proxies, and the date by which ballots or proxies must be returned to the Property Management Office.
- d. Prepare Owner notification packets for the Association annual meeting, including the date and place of the meeting, the agenda, ballots and proxies, and the date by which ballots or proxies must be returned to the Property Management Office.
- e. Determine quorums for the budget ratification and annual meetings. Make an official count of proxies and ballots for these meetings.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSION OF ADMINISTRATIVE RESOLUTION AR 11, VOTING AND ANNUAL MEETING.

**Adopted:** July 16, 2020



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Irene Rice, President

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Budget and Finance**

**Purpose:** To assist the Board in developing financial policies, long- and short-term budgeting, and financial oversight consistent with the Board's fiduciary responsibility to Village Owners.

**Membership:** The Committee shall be composed of the elected President(s) and Treasurer and the Assistant Treasurer, if any, who is nominated by the President and appointed by the Board. The President and Treasurer may nominate additional members. The Treasurer shall serve as the Chair.

#### **Responsibilities**

1. Review annual operating and reserve budgets and recommend changes to the Board.
2. Review requests for the expenditure of funds for items that have not been included in the annual budget or that will result in exceeding the annual amount that is in the budget for that line item or category. The Committee shall provide recommendations to the Board for action.
3. Assist the Treasurer in the review of monthly financial reports for problems or issues to be brought to the attention of the Board.
4. Work with the Treasurer and President to ensure adequate reserves for asset preservation and replacement and participate in reserve studies at their direction.
5. Assist the Treasurer in implementing his or her duties and responsibilities, including annual budget development.
6. Propose to the Board actions that are deemed advisable to protect the financial interests of Village Owners.

**Meetings:** The Committee shall meet monthly or more often as determined by the Chair. Some Committee business may be conducted by electronic means.

## **WASHINGTON VILLAGE RESOLUTION**

### **Building Interior and Grounds Standards**

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke on behalf of the Village detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To provide a uniform standard for the interior and grounds of each Village building to preserve property values and promote the comfortable use and enjoyment of the property.

**Resolution:**

**1. Interior common areas.**

- a. Each building Vice President shall appoint a Décor Committee to ensure that the standards below are met. Responsibility for enforcement of the no-smoking policy shall remain with the Vice President.
- b. No smoking of any kind or vaping is allowed within 25 feet of any doorway, window, or air intake area of any Village residential or garage building.
- c. Furniture or other items must not block fire stairwells or impede egress in darkened hallway conditions.
- d. No exercise equipment is allowed in the hallways or common rooms.
- e. Furniture in common areas and hallways must be in excellent condition and blend with building décor, such as color and style.
- f. Owners and Tenants may not use common space for storage or for their own living space.
- g. The small alcove area adjacent to each unit door shall be considered the responsibility of the Owner or Tenant. Items placed in this area must be of suitable size, condition, and appropriateness.
- h. Any business conducted by an Owner or Tenant must not cause conditions that detract from the primary function of the building as a residence, for example, excessive packages at a unit door, signage, and the like.
- i. The Décor Committee shall make decisions about what is or is not appropriate for the interior appearance of the building, including the alcove area. Owners who disagree with the decision of the Décor Committee may appeal the decision to the Village Board.

**2. Grounds**

- a. No smoking of any kind or vaping is allowed within 25 feet of any doorway, window, or air intake area of any Village residential or garage building.
- b. As a water conservation measure, all flower boxes, pots, and hanging baskets by building entrances and back courtyards shall be limited to fifteen (15).
- c. Residents must not prune, remove, or make changes to plantings in courtyards and

adjacent to the buildings and garages.

- d. Desired changes or enhancements in plantings in the courtyard and around the buildings and garages shall be submitted to the Village Grounds Committee.

**3. Building Vice President responsibilities.** The building Vice President shall

- a. Monitor janitorial services in the building and ensure that services are performed in accordance with the janitorial contract.
- b. Ensure carpet stains are promptly treated using cleaners appropriate to the carpet materials.
- c. Promptly report common-area problems, such as the need for wall patching or touch-up paint, light fixtures or blinds that do not work, and the like, by written work order to the Property Management Office.
- d. Ensure that an ample supply of light bulbs is available in the building, monitor the prompt change of spent light bulbs, and use LED and standardized light bulbs as much as possible throughout the building.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF ADMINISTRATIVE RESOLUTION AR 23, INTERIOR BUILDING COMMON AREA STANDARDS.

**Adopted:** August 2, 2020



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Irene Rice, President

## **WASHINGTON VILLAGE RESOLUTION**

### **Conduct of Directors, Officers, and Committee Members**

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board of Directors to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To establish the rules of conduct expected from the Village's directors, officers, and committee members.

**Resolution:**

1. The Village hereby adopts the Umbrella Association Policy Resolution titled Rule Concerning the Expected Conduct of Directors, Officers, and Committee Members.
2. Each year new members join the team of volunteers that form the directors, officers, and committee members that work to maintain the Village. At the beginning of each year an orientation meeting aids new and continuing volunteers in planning for the coming year and setting goals. A review of the expected conduct of volunteers must occur at this meeting.

**Adopted:** March 10, 2021



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Irene Rice, President

## WASHINGTON VILLAGE RESOLUTION

### Elevator Maintenance Contract

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke on behalf of the Village detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To consolidate the elevators located in Washington Village under a single maintenance contract with all other elevators located in Providence Point, and to provide guidelines for the management of elevator maintenance contracts. A single contract reduces administrative burden and provides an opportunity to benefit from the economy of scale during renewal negotiations.

**Resolution:**

1. The Umbrella Association is authorized to engage the services for the elevators located in Center, Forest, Highland, and Washington Villages. Responsibility for payments to the contractor for service and repairs will be the obligation of the Village needing service and repairs. Elevator maintenance contracts for Building #2 and #1/#4 in Center Village; Buildings #54, #108, #110, #111, and #112 in Washington Village; Buildings #195 and #206 in Forest Village; and Buildings #174 and #178 in Highland Village have been consolidated into a single contract covering all elevators.
2. This contract was effective July 1, 2016. It provides for an annual adjustment in the monthly cost based on the cost of labor. Services are priced at the regular time rate for labor. All costs incurred for service and repairs to an elevator in an individual Village will be assessed to that individual Village for payment.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSION OF PR 08, ELEVATOR MAINTENANCE CONTRACT MANAGEMENT, AND AR 12, ELEVATOR MAINTENANCE.

**Adopted:** June 15, 2020



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Irene Rice, President

## WASHINGTON VILLAGE RESOLUTION

### Emergency Readiness Plan

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke on behalf of the Village detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To provide a plan for the Village to meet emergencies where normal services such as 911, fire, police, and the like are not available and to facilitate coordination with Providence Point community emergency planning. An emergency is any unplanned event that causes a serious and possibly dangerous situation resulting in an urgent need for assistance or relief.

**Resolution:** The Board hereby establishes

1. An emergency operations plan to assist residents to understand what to do in an emergency and to facilitate coordination with Providence Point emergency planning.
2. An Emergency Readiness Committee to ensure that the emergency operations plan is carried out. Responsibilities of the Committee shall be those outlined in the Standing Committees resolution.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF ADMINISTRATIVE RESOLUTION AR 21, EMERGENCY PREPAREDNESS.

**Adopted:** April 14, 2020



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Irene Rice, President

## WASHINGTON VILLAGE ASSOCIATION

### Expense Allocation

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To clarify and create a common understanding of the basis for allocating expenses to a unit owner, a building, or the Village Association.

**Resolution:**

1. An expense that exclusively benefits a single unit must be charged to the Owner of that unit.
2. An expense that benefits all Village buildings must be charged to the Village Association. All buildings are entitled to Village expenditures necessary to maintain the buildings to a standard level of maintenance and services. When a building requests an optional service or expenditure that is not provided to all buildings, such as a change of wall color when the building is not being refurbished, the expense shall be paid for by the building residents through donations or building fundraisers.
3. Building requests for grounds maintenance services that go beyond the terms of the landscaping contract or grounds enhancements provided by the Village shall be paid for by building residents through donations or building fundraisers.
4. All buildings shall be provided periodically with basic interior refurbishment (painting, new carpeting, and the like). Any building that desires to go beyond what is provided in the basic package, such as another chair or table, shall do so as an expense paid for by building residents through donations or building fundraisers.
5. Ordinary janitorial and repair costs associated with moving shall be charged as follows:
  - a. Owners who rent their units are required to pay a \$100 charge for tenants moving in. Make checks payable to Washington Village and mail them to the designated individual in the Property Management Office at 4135A Providence Point Drive SE, Issaquah WA 98029. This shall be effective January 1, 2016.
  - b. Effective January 1, 2016, new Owners shall pay \$250 upon assuming ownership of a unit in Washington Village. The accounting firm for the Providence Point Umbrella Association shall submit this fee for payment at closing.
  - c. The Village Treasurer is responsible for ensuring that the above charges are made appropriately.
6. Washington Village Association shall pay for the following expenses:
  - a. Initial nameplate of the unit.
  - b. Scheduled repair or replacement of garage doors damaged by weathering.
  - c. Mechanical malfunctions (not electrical) of garage doors serviced by the Property Management Office.

- d. Repair and replacement of interior garage lights, including replacement of burned-out bulbs.
- e. Repair, maintenance, or replacement of window frames and outside sills of units and garages.

8. Owners shall pay for the following expenses:

- a. Nameplate changes requested by the Owner or required by the Village (to reflect actual occupants). New nameplates must be purchased through the Village to ensure conformity with existing nameplates.
- b. Repair or replacement of window and door glass unless damaged by a Village-contracted vendor.
- c. Repair or replacement of window and door screens, unless damaged by a Village-contracted vendor.
- d. Purchase and maintenance of automatic (electrical) garage door openers.

9. Owners who wish to change a limited common area including, but not limited to, replacement of a unit window or windows, changes to outside doors or fences, enclosure of a deck or patio, or the addition of a partition in a garage must apply for a nonroutine change (Alteration Agreement) at the Property Management Office and are subsequently responsible for repair and maintenance of the new installation.

10. Damage caused by an Owner or other party to the interior or exterior of any Village building or garage is the responsibility of the offending Owner or other party. This includes major damage caused during moving in or out. The cost of repairs of such damage shall be charged to the offending party by the Village.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSION OF ADMINISTRATIVE RESOLUTION AR 17, COMMON EXPENSES.

**Adopted:** July 6, 2020



Irene Rice, President

**Amended:** July 24, 2021, to add Appendix 1

# WASHINGTON VILLAGE ASSOCIATION

## Expense Allocation

### Appendix 1: Process for Periodic Building Interior Refurbishment

#### 1. Overview

Washington Village Expense Allocation Resolution section 4 states the following: "All buildings shall be provided periodically with basic interior refurbishment (painting, new carpeting, and the like). Any building that desires to go beyond what is provided in the basic package, such as another chair or table, shall do so as an expense paid for by building residents through donations or building fundraisers."

The Village Board determines the expense allocation for basic building refurbishment through the reserve budget process. The refurbishment package must be the same for each building with inflation added. The Board also determines the interval between refurbishments. This interval must remain the same until all buildings, from the oldest to the newest, have cycled through reimbursement.

#### 2. Refurbishment coverage

**Group 1: Basic refurbishment package** – The items in Group 1 are required, and a building cannot opt out of them

- Interior designer contract expense
- New carpeting in all common areas including one-time replacement of emergency stairwell carpeting that is original to the building and excluding first-floor lounge (all buildings), and third-floor lounge (for those buildings that have one)
- Ceramic, vinyl, or other tile that may be used in selected areas in place of carpet
- Painting all interior common-area walls, ceilings, wood trim, and doors
- Lighting fixture upgrades
- Upholstery or covering of the mailroom bench

**Group 2: Additional items based on available funds**

The number and type of items in Group 2 depend upon the amount of any unused allocation after the cost of Group 1 has been determined. Funds spent on Group 1 and Group 2 together must not exceed the total expense allocation determined by the Board. All costs above the allocation are the responsibility of the building residents. Interior refurbishment funds may NOT be used for the building exterior or grounds.

- Carpet in first-floor lounge (for all buildings) and third-floor lounge (for those buildings that have one)
- Furniture needed to refresh current items and coordinate with new décor
- Artwork and objects of art to refresh current items and coordinate with new décor

- Kitchen and bathroom upgrades
- Window blinds or coverings

### **3. Refurbishment process**

#### **Step 1: Building refurbishment committee**

About 12 months before the work is scheduled to begin, building residents select a refurbishment committee made up primarily of owners; however, renters may also serve. Ideally the committee will have at least one representative from each floor. The committee members will select the chair, and the chair will be responsible for keeping a record of the committee's work for the building records. At the conclusion of the project, the refurbishment record will be shared with the building next in line for refurbishment. The committee operates under the authority of the Board and communicates with the Property Management Office only through the Village President or Treasurer. The committee must seek Board approval for contracting.

The refurbishment committee is separate from the ongoing building Décor Committee required by the Village Building Interior and Grounds Standards Resolution; however, some or all of the members of the Décor Committee may serve on the refurbishment committee if selected by the building residents.

#### **Step 2: Interior designer**

An interior designer is required for the project. The refurbishment committee will research names of possible interior designers (for example by contacting other buildings about their designer, asking friends and relatives for referrals, using online search engines, and the like). The committee will interview candidates and recommend its final selection to the Board. The committee should report to the building VP and the Village President if they have been unable to find a suitable designer. **The Board must approve the designer contract.**

##### **a. Designer qualifications and experience**

- Professional designer with appropriate designer degrees and experience
- Quality references
- Experience designing for large-scale buildings a plus
- Must not live in Providence Point

##### **b. Work specifications**

- Works with the building refurbishment committee to determine needs and priorities and develop a plan for refurbishment
- Prepares two to three color boards for building residents to review and vote upon
- Selects materials for floor coverings and mailroom bench upholstery or covering
- Determines sources for lighting fixtures, furniture, and art pieces and submits invoices for these to the Village Treasurer

- Completes work and responds to requests in a timely manner
- Stays within the budget
- Coordinates the overall project and reports any problems to the Village President or Treasurer

### **Step 3: Refurbishment committee and designer interactions**

After the approval of the designer contract by the Board, the committee

- Meets with the designer to make specific plans for refurbishment that are consistent with the funds allotted
- Continues to seek building residents' priorities for the project to ensure that they are reflected as much as possible in the plan
- Conducts a vote of the residents on the designer's recommendations for colors
- Leads or appoints a resident or residents to lead fundraising efforts if additional funds are required for the plan
- Directs concerns about the designer or Property Management Office to the Village President or Treasurer

### **Step 4: Contracts for floor coverings, painting, and lighting installation**

- The Treasurer provides to the designer and the committee chair the timeline by which plans must be completed.
- When the plans are complete, the designer and committee chair meet with the President and Treasurer to review the plan and ensure that budget constraints are met.
- The President, Treasurer, committee chair, and designer meet with Property Management Office staff to review the bid specifications for floor coverings, painting, and lighting.
- PMO sends out bids for floor coverings, painting, and lighting.
- The Village Board approves contractors for floor coverings, painting, and lighting.
- PMO oversees contractors to ensure that their work is completed satisfactorily.

**Appendix Adopted:** July 24, 2021

## WASHINGTON VILLAGE RESOLUTION

### Financial Management

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board of Directors to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:** To authorize financial management tools and ensure that the finances of the Village are managed expeditiously and effectively and with proper authority.

**Resolution:**

1. Fiscal year and budget — The fiscal year shall be the calendar year. The Treasurer, assisted by the Budget and Finance Committee, shall prepare a budget annually. The Board shall approve the budget for the following year in October and present it to the Owners for ratification in November.
2. Accounts — The Board shall maintain two types of accounts:
  - a. An operations account for the support of the ongoing daily activities of the Village.
  - b. A reserve account for maintenance, repair, and replacement of the Village Common Elements (Declarations section 16.1.5). One or more interest-bearing accounts or certificates of deposit, up to the federally insured limit, may be used. The Washington State Condominium Act (RCW 64.343) requires the preparation of a reserve study to ensure that enough cash is kept in reserve to pay for the maintenance, repair, and replacement of Common Elements over the course of their expected lifetime. Responsibility for reserve studies has been delegated to the Umbrella Board.
  - c. Periodically the Treasurer may, with the approval of the Board, transfer funds between the accounts. The Treasurer shall transfer funds according to established procedures. Village Board meeting minutes must reflect the authorization to transfer funds.
3. Projects — The Village has financial responsibility for the maintenance and repair of the five buildings and garages that comprise it. The President and Treasurer, advised by the Building Maintenance Committee and the Budget and Finance Committee, shall coordinate projects with the PMO (Providence Point Property Management Office) Project Supervisor. A detailed description of the process for working with PMO is included in the Umbrella Association Financial Management Policy, Attachment A.
  - a. Project requirements
    - (1) **Under \$9,999** — Projects in this range require contract approval of the President in coordination with the Treasurer prior to commencement. A simplified statement of work shall be provided by the contractor.
    - (2) **\$10,000 to \$24,999** — Projects in this range require two competitive bids and Board approval prior to commencement.
    - (3) **\$25,000 and up** - Projects in this range require three competitive bids and Board approval prior to commencement.

- b. Contract ratification — Two signatures are required to ratify contracts for the Village. Generally, the President and Treasurer shall sign; however, if either or both are unavailable, one or more designated Vice Presidents shall have the authority to do so.
- c. Emergency approval — In an emergency the President may approve a project in coordination with the Treasurer and in close collaboration with the PMO Project Supervisor prior to commencement.
- d. Emergency projects — An email vote by the Board may be used to approve an emergency project. If the project does not receive unanimous approval, the President shall call an emergency Board meeting.
- e. Single-source requirements — Most projects shall be bid competitively unless there are compelling reasons not to do so. Documentation shall show single-sourcing justification. Two general categories shall be considered:
  - (1) A contractor who has unique capabilities not available elsewhere in the local area may be specified as single source.
  - (2) A contractor who has established an outstanding record of achievement for at least a few years based upon quality of work, meeting completion schedules, and customer satisfaction may be specified as a single source.
- f. Change orders — Change orders shall be submitted as soon as possible by the contractor according to the terms of the contract. All change orders require two signatures. Generally, the President and Treasurer shall sign; however, if either or both are unavailable, one or more designated Vice Presidents shall have the authority to do so. Change orders shall be fully coordinated with the PMO Project Supervisor to ensure proper work approval and correct payment.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF POLICY RESOLUTIONS PRO3, RESERVE FUNDING; PRO4, RESERVE STUDY; AR13, TRANSFER OF FUNDS; AR14, INVESTMENT MANAGEMENT; AR 18, COMPETITIVE QUOTES; AND AR24, PRESIDENT'S AUTHORITY TO EXPEND FUNDS.

**Adopted:** April 3, 2020



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Irene Rice, President

## WASHINGTON VILLAGE RESOLUTION

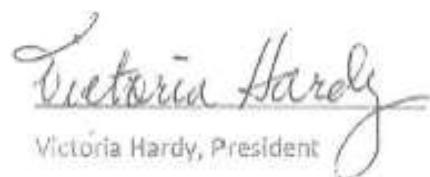
### **High Risk Components (Administrative Resolution 26)**

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property. Washington Village Declaration Sections 10.3.12, 10.3.12.1, 10.3.12.1.4, 10.3.12.1.6, 10.3.12.1.7, 10.3.12.2, 10.3.12.3, 10.3.12.3.1, and 10.3.12.3.2 authorize the Board to declare High Risk Components and require certain maintenance, repairs, and replacement of these components at Owner cost.

**Purpose:** To protect condominium Owners from water intrusion losses due to failure of shutoff valves and hoses.

**Resolution:** It is hereby resolved that the Washington Village Board declares angle stop valves and water supply hoses to be High Risk Components. These valves and hoses are primarily at kitchen and bathroom sinks and toilets. Angle stop valves must be metal and supply hoses must be reinforced materials. Current components will be inspected by persons designated by the Village Building Maintenance Committee and surveys will be completed by February 14, 2018. Each owner will receive a formal notification of survey results. Work must then be completed within sixty (60) days from notification. The Village Building Maintenance Committee will request bids and organize plumbers to service several units at a time for a reduced price. Each owner may choose to hire his own plumber individually, but plumbers must be licensed by the State of Washington and insured/bonded. If work is done by owner, it must be inspected by a person designated by the Village Association.

**Adopted:** January 10, 2018



A handwritten signature in black ink, appearing to read "Victoria Hardy". Below the signature, the name "Victoria Hardy, President" is printed in a smaller, sans-serif font.

## WASHINGTON VILLAGE RESOLUTION

### Maintenance and Safety Responsibilities

**Authority:** Washington Village Declaration Section 15.1, Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

**Purpose:**

1. To set forth maintenance- and safety-related responsibilities of the Washington Village Association, Owners, and Tenants for Washington Village buildings and garages.
2. To assist residents in understanding who is responsible for unit maintenance: Washington Village Association, Providence Point Umbrella Association, or the unit Owner.

**Resolution:**

1. The Umbrella Resident Maintenance Responsibility Policy is hereby incorporated by reference. This policy can be found on the Providence Point website.
2. **Owners' responsibilities.** If damages occur as a result of failure of an Owner or Tenant to perform the recommended actions described below, the Owner shall be responsible for the cost of such damages.
  - a. **Angle-stop valves and supply hoses.** Angle-stop valves are the valves under bathroom and kitchen sinks, as well as those connecting to toilets, dishwashers, refrigerator icemakers, and the like.
    - (1) Replace any angle-stop valves not made of metal with metal valves at Owner's expense.
    - (2) Replace plastic water supply hoses with stainless steel braided hoses at Owner's expense.
    - (3) Use a device near each angle-stop valve to sound an alarm if a water leak is detected.
  - b. **Main water shut-off valve.** To prevent extensive water damage, the Owner, Tenants, and all residents living in the unit, must know the location of the unit main water shut-off valve and how to turn it off. The Village has two types of shut-off valves: old round handle and newer ball-lever. The Village is responsible for the cost of replacement of these main water shut-off valves and is replacing them over time. An Owner may choose to replace older, round-handle valves and request cost reimbursement from the Village for the new ball-lever valve.
  - c. **Water heaters.** Use a device near the water heater to sound an alarm if a water leak is detected.

d. **Toilets.**

- (1) If a toilet is not firmly in place, have it removed and repaired.
- (2) If there is caulking at the base of the toilet, remove the toilet and have it installed without caulking. Do not allow anyone to use caulking at the base.
- (3) If there is no caulk around the base and unusual moisture is noticed, assume it is a leak and have it checked.
- (4) If rust is seen around the bolts at the toilet base or if unusual amount of moisture accumulates at the base, have the toilet removed and checked for leakage.
- (5) Use a device that sounds an alarm if a water leak is detected.

e. **Drains.** Keep kitchen and bathroom drains clear by using Simple Green or a Liquid PlumR-type product every three months, following the directions on the product label. Failure to do this could result in a blockage of the sink or bathroom drainpipes.

f. **Clothes dryer vents.**

- (1) Follow dryer manual cleaning instructions.
- (2) Remove lint from the lint filter before or after drying each load.
- (3) To prevent a fire, check without delay any increase in drying time or lint accumulation around the dryer. Increased drying time may be a sign of a plugged vent, and an accumulation of lint may be caused by a loose connection or plugged vent.
- (4) When a plugged vent or loose connection is suspected, the Owner is responsible for having it checked and paying the cost. If a plugged vent is caused by an outside source, such as a bird's nest in the vent, the Village shall cover the cost of cleaning the vent.

g. **Owner-installed smoke alarms and carbon monoxide detectors.**

- (1) NEVER touch hard-wired smoke alarms in your unit that are part of the fire detection system in your building.
- (2) Replace batteries according to the manufacturer's instructions or once a year for backup batteries in owner-installed hard-wired smoke detectors and twice a year for others. **Property Management Maintenance staff and Safety Services staff will not replace these batteries for residents.**
- (3) Be aware that these detection devices need to be replaced periodically.

h. **Fireplaces and chimneys.**

- (1) Owners who have chimneys are responsible for keeping them clean and safe from a chimney fire and for determining whether the chimney needs to be cleaned before selling the unit.
- (2) To minimize creosote buildup, residents who have chimneys are asked to burn only dry wood and burn hot fires instead of smoldering fires.

i. **BBQ grills.**

- (1) Use only propane or electric grills on decks and patios. Charcoal briquette grills and fire pits or fire tables with open flames may be used but must be at least 25 feet from any part of a building structure when there is an open flame or the coals are hot.
- (2) Have an appropriately rated, operational fire extinguisher immediately available.
- (3) Keep grills and grill pans clean to reduce the risk of fire and to avoid attracting animals.
- (4) Keep grills in good working condition. Turn off gas grill canisters when not in use, following the manufacturer's instructions. Store gas canisters safely.
- (5) Protect deck coverings from damage from hot grills and drippings. Use protective mats (manufactured for this purpose) under grills on decks.
- (6) Neighboring residents who have complaints of excessive smoke and fumes from grilling shall handle them as any other complaint. Speak with the neighbor first and if that is not effective, enter an offensive-activity complaint with the Property Management Office.

j. **Decks.**

- (1) Clean decks at least once a year or more often if you use rugs on top of the vinyl. The recommended cleaning agent is Simple Green diluted with water and rinsed off. DO NOT USE BLEACH on the deck surface; it will damage the vinyl.
- (2) Never attach anything to the deck surface or siding with nails, screws, or glue. If you must attach something such as a flagpole bracket, use wood trim for attaching.
- (3) Prevent water from the deck surface by placing a rimmed saucer or other device under each pot on the deck surface.
- (4) On deck railings, use only those flowerpots designed for railing use.
- (5) Report any pooling of water on the deck.

k. **Garages.**

- (1) Owners are responsible for servicing their electric garage door openers.
- (2) Residents can enter their garage during a power outage by using a key in the lock on the exterior of the garage door to disengage the automatic door opener.
- (3) When inside the garage, disengage the automatic garage door opener by pulling down on the handle at the end of the cord.

3. **Washington Village Association responsibilities.** As part of the annual budgeting process, the Treasurer shall coordinate the scheduling of the following services with the Property Management Office or a subcontractor and inform the Board of the costs.

- a. Fire sprinklers and building fire extinguishers — annual inspection.
- b. Dryer vents — annual exterior cleaning.
- c. Building and garage roofs — treatment and cleaning as necessary.
- d. Gutters — twice a year cleaning of building and garage gutters.
- e. Windows — annual washing of exterior unit and common-area windows.
- f. Air conditioning units servicing common hallways — annual inspection and

maintenance.

- g. Wall heaters in common areas — every other year inspection and cleaning.
- h. Carpets in common areas — funds for contracted annual carpet cleaning and spot cleaning three times per year in each building.
- i. Walkways of all buildings — annual pressure washing of the courtyard and front entrance.
- j. Minor building or grounds enhancements — a small annual allotment of equal funds to each building.
- k. Chimneys — inspection every three years. If cleaning is required, the Owner is responsible for the cost. [See also #2(h) Owners' responsibilities, above.]
- l. Main water shut-off valves — replace older valves as budget allows.

**4. Routine and nonroutine changes.** As defined in the Umbrella Association Alteration Procedures Policy, all routine and nonroutine changes require an Alteration Agreement with the Property Management Office. Owners who have installed air-conditioning equipment, skylights, or other changes or upgrades through an approved Alteration Agreement shall be responsible for maintaining this equipment. Owners who have installed such equipment or upgrades without an Alteration Agreement are subject to enforcement action.

**5. Building Vice President responsibilities.**

- a. Ensure that the welcome volunteer in each building provides a copy of this resolution to all new residents.
- b. Review this resolution with building residents annually.
- c. Schedule annual common-area carpet cleaning and spot cleaning three times per year.
- d. With building residents, determine the best use of the annual small allotment of Village funds for building and/or grounds enhancement.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF POLICY RESOLUTION PR 06, DECKS, AND ADMINISTRATIVE RESOLUTIONS AR 16, RECURRING MAINTENANCE SERVICES; AND AR 25, BBQ GRILLS.

**Adopted:** August 25, 2020



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Irene Rice, President

**Amendment 1:** dated August 31, 2021, to change resolution section 2, part i(1), BBQ grills

## WASHINGTON VILLAGE RESOLUTION

### Maintenance Work Orders

**Authority:** Washington Village Declaration Section 15.3, Goods and Services, authorizes the Board to acquire and pay for as a "Common Expense of the Condominium" all goods and services reasonably necessary or convenient for the efficient and orderly functioning of the Village. Declaration section 16.1 and 16.1.1 authorize the Village to pay for the expenses of administration, maintenance, operations, repair, or replacement of Common Elements of Village property.

**Purpose:** To expeditiously process maintenance work orders for maintaining and repairing Village Common Elements and to ensure adequate administrative and Village control of the process.

**Resolution:**

1. Maintenance work orders cannot be approved for the Property Management Office to work on individually owned property. The process is designed only for work on Village Common Elements.
2. Maintenance work orders may be recommended by the building Maintenance Representative or any resident; however, all maintenance work orders must be submitted to the Property Management Office by the building Vice President. Property Management Office staff evaluates the work orders and then sends them to the President for authorization. Except in emergencies, the President must approve in writing all maintenance work orders to be charged to the village.
3. Emergency maintenance work orders may be submitted by a building Vice President or the President. If a Vice President initiates the emergency maintenance work order, the President must be informed of the problem. Emergencies include clogged sewers, gutters, and drainpipes; water leaks; destructive insects; rodents; blocked chimneys that create smoke within a unit; and the like. The building Vice President is responsible for ensuring that the work performed is limited to the emergency.
4. Work orders may be submitted to the Property Management Office when the residents of one building want something special, for example, a television installed in a lounge. The expense must be paid by the building residents.
5. Landscape maintenance is an Umbrella Association responsibility; it is not managed by the Village. Requests involving landscaping should be marked "grounds" and submitted to the Property Management Office.

THIS POLICY RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF ADMINISTRATIVE RESOLUTION AR 10, PROCESSING WORK ORDERS.

**Adopted:** July 25, 2020



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Irene Rice, President

## WASHINGTON VILLAGE RESOLUTION

### Parking

**Authority:** Washington Village Declaration Section 9.4 empowers the Board to make rules and regulations regarding the use of Village parking spaces. The Umbrella Association vehicle policy also addresses the authority of Villages to make specific rules for their common parking spaces [Section V, Enforcement]. The Umbrella Association Rules and Regulations designate all unassigned parking spaces as guest parking. This Washington Village policy clarifies the use of common parking spaces in this Village only.

**Purpose:** To give direction to Village residents regarding visitor parking, parking for handicapped individuals, parking of second cars, and parking of vehicles too long for garages. Each unit in the Village has a garage or a carport or an assigned uncovered parking space. Parking space in the common area of the Village is limited and rules provide equity for residents.

**Resolution:**

1. General
  - a. Each of the five buildings in the Village has a limited number of identified handicap parking spaces. Many residents have permanent or temporary handicaps. Visitors often have mobility handicaps and must use the designated spaces. Use of a handicap-marked space must be short term. It is inconsiderate to leave a vehicle in a handicap space for long periods.
  - b. Parking spaces adjacent to the front entrance shall be available for visitors and vehicles of workers with short-term business in the building.
  - c. Extended-length vehicles, those longer than 16.5 feet, do not fit in a garage with a door. Longer vehicles in a carport may not extend beyond the garage frame in a manner that would obstruct drivers on the street. Parking spaces located in front of a rockery or curb may accommodate longer vehicles by parking with the truck bed extending over the curb or rockery. The spaces that will accommodate a longer vehicle shall be marked with signs. Smaller vehicles should not be parked in those designated spaces.
  - d. Residents who own additional vehicles and have an assigned parking place for only one may park additional vehicles in spaces across the street from the five buildings in unmarked spaces. All vehicles must be registered with PMO. These spaces are not reserved. The spaces are available on a first-come, first-used basis.
  - e. The use of an enclosed garage for storage that impedes the parking of an operable vehicle and then parking a vehicle in other parking spaces is prohibited. [Declaration, Section 9.3]
  - f. All resident vehicles shall display current licenses and other required permits or decals and shall be maintained in proper operating condition so as not to be a hazard or nuisance due to exhaust emissions or appearance.

- g. Resident vehicles maintained on the grounds shall have Providence Point windshield decals affixed to them. In no case shall a second decal be given if any of the following applies:
  - (1) The deeded parking space is not occupied by one of the two vehicles.
  - (2) The deeded parking space is rented or used for storage.
- h. Vehicles that are not owned by a resident should not be parked in the Village except for a short time when someone is visiting.
- i. Residents who do not own a vehicle may rent their assigned parking space to other Providence Point residents with registered vehicles.
- j. Enclosed garages may not be converted to living spaces. [Declaration, Section 9.3]
- k. According to the fire department, a 24-inch space between the garage ceiling and any storage items shall be maintained. Storage of small gas containers or small propane or butane for camp stoves is acceptable. Consider that the vehicle being stored in the garage has a gas tank that holds around 20 gallons. Storing paint in garages is permissible; however, repeated freezing and thawing may have a negative effect on the paint.

2. Emergencies and fines

- a. The Board shall use the Umbrella Association Fines and Enforcement policy for leveling fines. [Washington Village Declaration, Article 32, Fines, Fees, Attorney Fees and Costs; Washington Village Bylaws, Article 13, Rules Enforcement Procedures; Umbrella Association Declaration, Article 21, Fines, Fees, Attorney Fees, and Costs; and Umbrella Association Bylaws, Article 14, Rules Enforcement Procedure]
- b. Safety Services shall place a parking ticket on a vehicle that is parked in a manner that violates the rules listed above. A copy of the ticket shall be sent to PMO for a record. The first ticket is a warning; the second includes a violation letter and fine of \$75. Subsequent fines shall be \$150.00 per violation. The Village may cause the removal of an offending vehicle by towing it at the owner's expense.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES THE PREVIOUS VERSION OF ADMINISTRATIVE RESOLUTION AR 28, PARKING.

**Adopted:** July 14, 2020



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Irene Rice, President

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Building Maintenance**

**Purpose:** To advise the Board on the maintenance of the exterior and interior common areas of Village buildings.

**Membership:** The Committee shall be composed of a minimum of five members, one from each building appointed by the building Vice President. Each member is encouraged to have an alternate to ensure continuity. The building Vice President shall also appoint the alternate. Each member shall have one vote.

**Responsibilities:**

1. Identify maintenance work required on the exteriors or interiors of Village buildings that are appropriate for work orders. The Building Maintenance Committee representative shall coordinate with the building Vice President on submitting identified work orders.
2. Advise the Board of maintenance actions needed on the exteriors and interiors of Village buildings that may require Board approval. This includes but is not limited to outside paint, inside paint, resident building entry doors and roofs, garage building doors and roofs, carpeting, building AC equipment and heaters, plumbing, electrical/fire panel meter packs, courtyard hard surfaces and lighting, pressure washing, building and garage siding, lighting fixtures and lights, windows, decks, deck railings, elevators, and the like.
3. Identify safety issues and take appropriate action.
4. Understand what maintenance items are scheduled in the Washington Village budget for the current year, the five-year plan, and the 30-year plan.
5. Identify Village building needs not covered in the budget or reserve study.
6. For new maintenance projects, work with Budget and Finance Committee to develop project elements and scope.
7. Research and explore issues referred to the Committee by the Board and make recommendations.
8. Stay informed about maintenance issues through maintenance publications and conversations with Board members, residents, and vendors.

**Meetings:** The Committee shall meet monthly. Some business may be conducted by electronic means.

## WASHINGTON VILLAGE RESOLUTION

### Standing Committee: Emergency Readiness

**Purpose:** To plan for the protection of Village residents during an emergency or disaster.

**Membership:** The President shall appoint the Chair based on experience with or knowledge of emergency planning. Each building Vice President shall recruit a resident to serve on the Committee. The President shall serve as an ex officio member of the Committee. Committee members are part of the Village communication tree activated during emergency and practice drill situations.

**Responsibilities:**

1. Ensure that the Village has an emergency plan to cover events that disrupt or shut down Village or local operations or both or that cause structural or environmental damage.
2. Facilitate coordination of the Village plan with Providence Point community emergency planning.
3. Educate residents on their personal responsibility to prepare for any event where power, fire, police, or other services are not available for an extended time. Distribute literature to residents on personal emergency readiness.
4. Provide reminders to residents to ensure that
  - a. Safety devices such as fire extinguishers and smoke and carbon dioxide detectors are functional.
  - b. Emergency food and water supplies are up to date.
5. Train selected residents in detail on the Village communication system, including the use of Village emergency radios or other devices and the role of Village and Providence Point Emergency Operation Centers.
6. Assist Vice Presidents in their responsibility to inform residents about safe evacuation of Village buildings.
7. Coordinate with Providence Point Maintenance to hold two fire drills per year in each building. The Chair shall coordinate with Eastside Fire to attend drills where possible.
8. Hold a Village-wide town hall meeting at least annually to educate residents about emergency readiness. Town Hall presenters shall have expertise in emergency readiness and shall enlist the assistance of Eastside Fire in the presentation.
9. Review the Village emergency plan at least annually and report findings to the Board, including any recommendations for amendments.
10. Coordinate with the Village Welcome Committee about the distribution of the Village emergency plan and related emergency literature during each building welcome orientation.

**Meetings and other activities:** The Committee shall meet every other month or more often as determined by the Chair. The Chair shall direct Village communication and evacuation drills periodically and attend Umbrella Emergency Readiness meetings.

## WASHINGTON VILLAGE RESOLUTION

### Standing Committees

**Authority:** Washington Village Declaration Section 15.1., Adoption of Rules and Regulations, empowers the Board to adopt, amend, and revoke detailed rules and regulations necessary to ensure compliance with the Declaration and to promote the comfortable use and enjoyment of the property.

Washington Village Declaration Section 14.1: The Board may, at its discretion, appoint other officers, committee members, assistants, or others who shall have no power to vote on behalf of the Board.

**Purpose:** To establish and coordinate Village standing committees. Standing committees assist the Board in developing and implementing policies necessary to meet its responsibilities and provide opportunities for positive involvement of residents in Village governance.

**Resolution:**

1. Standing committees shall
  - a. Be advisory in nature and may take no actions other than those expressly authorized by the Board. The Board retains all decision-making authority.
  - b. Reach consensus and make recommendations consistent with the governing documents and in the best interests of all Village Owners.
  - c. Be composed of at least three members.
  - d. Have the functions specified in the committee descriptions included in this resolution. The Board at any time by resolution may change the functions of a committee.
2. The President shall appoint all committee chairs.
3. The Board shall approve all committee members. Appointments shall be for a period of not more than one calendar year. Committee members may be appointed for succeeding terms.
4. The Board may remove any committee member, including the chair, with or without cause at any time.
5. Committee chairs shall
  - a. Coordinate and supervise committee activities and meetings to ensure committee responsibilities are met.
  - b. Report in writing at every regular Board meeting.
  - c. Report informally to the President more frequently as needed to ensure sufficient communication that work is being accomplished.
  - d. Designate a recorder as needed.
  - e. Coordinate recommendations or proposals for Board action with the President who shall determine the readiness of the recommendation or proposal and when to schedule the proposal on the Board calendar. At the President's request the chair will make copies of recommendations or proposals for each Board member.

THIS RESOLUTION, SIGNED AND DATED BELOW, SUPERSEDES ANY PREVIOUS VERSIONS OF ADMINISTRATIVE RESOLUTION 20, STANDING COMMITTEES, AND SPECIAL RESOLUTION 09, GROUNDS COMMITTEE.

**Adopted:** March 22, 2020

A handwritten signature in black ink, appearing to read "Irene Rice".

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Irene Rice, President

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Budget and Finance**

**Purpose:** To assist the Board in developing financial policies, long- and short-term budgeting, and financial oversight consistent with the Board's fiduciary responsibility to Village Owners.

**Membership:** The Committee shall be composed of the elected President(s) and Treasurer and the Assistant Treasurer, if any, who is nominated by the President and appointed by the Board. The President and Treasurer may nominate additional members. The Treasurer shall serve as the Chair.

#### **Responsibilities**

1. Review annual operating and reserve budgets and recommend changes to the Board.
2. Review requests for the expenditure of funds for items that have not been included in the annual budget or that will result in exceeding the annual amount that is in the budget for that line item or category. The Committee shall provide recommendations to the Board for action.
3. Assist the Treasurer in the review of monthly financial reports for problems or issues to be brought to the attention of the Board.
4. Work with the Treasurer and President to ensure adequate reserves for asset preservation and replacement and participate in reserve studies at their direction.
5. Assist the Treasurer in implementing his or her duties and responsibilities, including annual budget development.
6. Propose to the Board actions that are deemed advisable to protect the financial interests of Village Owners.

**Meetings:** The Committee shall meet monthly or more often as determined by the Chair. Some Committee business may be conducted by electronic means.

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Building Maintenance**

**Purpose:** To advise the Board on the maintenance of the exterior and interior common areas of Village buildings.

**Membership:** The Committee shall be composed of a minimum of five members, one from each building appointed by the building Vice President. Each member is encouraged to have an alternate to ensure continuity. The building Vice President shall also appoint the alternate. Each member shall have one vote.

**Responsibilities:**

1. Identify maintenance work required on the exteriors or interiors of Village buildings that are appropriate for work orders. The Building Maintenance Committee representative shall coordinate with the building Vice President on submitting identified work orders.
2. Advise the Board of maintenance actions needed on the exteriors and interiors of Village buildings that may require Board approval. This includes but is not limited to outside paint, inside paint, resident building entry doors and roofs, garage building doors and roofs, carpeting, building AC equipment and heaters, plumbing, electrical/fire panel meter packs, courtyard hard surfaces and lighting, pressure washing, building and garage siding, lighting fixtures and lights, windows, decks, deck railings, elevators, and the like.
3. Identify safety issues and take appropriate action.
4. Understand what maintenance items are scheduled in the Washington Village budget for the current year, the five-year plan, and the 30-year plan.
5. Identify Village building needs not covered in the budget or reserve study.
6. For new maintenance projects, work with Budget and Finance Committee to develop project elements and scope.
7. Research and explore issues referred to the Committee by the Board and make recommendations.
8. Stay informed about maintenance issues through maintenance publications and conversations with Board members, residents, and vendors.

**Meetings:** The Committee shall meet monthly. Some business may be conducted by electronic means.

## WASHINGTON VILLAGE RESOLUTION

### Standing Committee: Emergency Readiness

**Purpose:** To plan for the protection of Village residents during an emergency or disaster.

**Membership:** The President shall appoint the Chair based on experience with or knowledge of emergency planning. Each building Vice President shall recruit a resident to serve on the Committee. The President shall serve as an ex officio member of the Committee. Committee members are part of the Village communication tree activated during emergency and practice drill situations.

**Responsibilities:**

1. Ensure that the Village has an emergency plan to cover events that disrupt or shut down Village or local operations or both or that cause structural or environmental damage.
2. Facilitate coordination of the Village plan with Providence Point community emergency planning.
3. Educate residents on their personal responsibility to prepare for any event where power, fire, police, or other services are not available for an extended time. Distribute literature to residents on personal emergency readiness.
4. Provide reminders to residents to ensure that
  - a. Safety devices such as fire extinguishers and smoke and carbon dioxide detectors are functional.
  - b. Emergency food and water supplies are up to date.
5. Train selected residents in detail on the Village communication system, including the use of Village emergency radios or other devices and the role of Village and Providence Point Emergency Operation Centers.
6. Assist Vice Presidents in their responsibility to inform residents about safe evacuation of Village buildings.
7. Coordinate with Providence Point Maintenance to hold two fire drills per year in each building. The Chair shall coordinate with Eastside Fire to attend drills where possible.
8. Hold a Village-wide town hall meeting at least annually to educate residents about emergency readiness. Town Hall presenters shall have expertise in emergency readiness and shall enlist the assistance of Eastside Fire in the presentation.
9. Review the Village emergency plan at least annually and report findings to the Board, including any recommendations for amendments.
10. Coordinate with the Village Welcome Committee about the distribution of the Village emergency plan and related emergency literature during each building welcome orientation.

**Meetings and other activities:** The Committee shall meet every other month or more often as determined by the Chair. The Chair shall direct Village communication and evacuation drills periodically and attend Umbrella Emergency Readiness meetings.

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Grounds**

**Purpose:** To advise the Board on the management of Village grounds.

**Membership:** The Committee shall be composed of a minimum of five members, one from each building, appointed by the building Vice President. Each member is encouraged to have an alternate to ensure continuity. The building Vice President shall also appoint the alternate. Each member shall have one vote.

**Responsibilities:**

1. Ensure appropriate maintenance of Village grounds through close coordination of activities with the Umbrella Grounds Committee.
2. Recommend grounds work orders to building Vice Presidents.
3. Recommend grounds enhancement projects to the Board.
4. Assist buildings to organize volunteer resident work parties if deemed necessary by the building Vice President.

**Meetings:** The Committee shall meet a minimum of six times per year or more often as determined by the Chair.

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Social**

**Purpose:** To plan social activities that enhance residents' Village-wide social experience.

**Membership:** The Committee shall have a minimum of five members, one appointed by the Vice President of each building. In addition to the core Committee, membership is open to any Village resident who is interested in serving.

**Responsibilities:**

1. Plan a minimum of two Village-wide social events per calendar year.
2. Provide refreshments at regular Board meetings and, if requested by the Board, organize potluck dinners or other activities following Board meetings to enjoy time together and help improve Board attendance.
3. Explore new opportunities for residents from each building to meet residents from other Village buildings.

**Meetings:** The Committee shall meet as often as necessary to accomplish its responsibilities.

## **WASHINGTON VILLAGE RESOLUTION**

### **Standing Committee: Welcome**

**Purpose:** To ensure that new residents are welcomed and given an orientation to the Village and their building.

**Membership:** The Committee shall have a minimum of five members, one appointed by the Vice President of each building. In addition to the core Committee, membership is open to any Village resident who is interested in serving.

**Responsibilities:**

1. Review and update the Village Handbook for Residents at least once per year.
2. Plan at least one Village-wide welcome event per year. This and any other welcome event may be coordinated with the Social Committee.
3. Encourage new residents to attend welcome events in the Village and at the Providence Point level.

**Meetings:** The Committee shall meet as often as necessary to accomplish its responsibilities. The Chair shall attend planning meetings for Providence Point community-wide welcome events.

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## **Providence Point Umbrella Association Collection Policy**

Prompt payment of Assessments by all Owners is critical to the financial health of the Association and to the preservation and enhancement of the property values of our homes. Your Board of Directors takes very seriously its obligations under the Association's governing documents and Washington State law to enforce the members' obligations to pay Assessments. The policies and practices in this Collection Policy supersede any existing policies and/or resolutions pertaining to collections, and shall remain in effect until the Board adopts an updated Collection Policy. All Association actions referenced in this policy may be taken by a Board member or by the Association's manager, if authorized by the Board.

**1. Payment of Assessments.** Regular and Special Assessments, late fees, interest charges, and collection costs, including attorneys' fees and management fees, are the personal obligation of the Owner of the Unit at the time the Assessment or other charge is due. It is the Owner's responsibility to pay each Assessment in full regardless of whether the Owner receives a payment statement or payment coupon. An Owner may not withhold Assessments owed to the Association on the alleged grounds that the Owner is entitled to recover money or damages from the Association for some other obligation.

**2. Association Lien.** Delinquent amounts automatically create a lien against the Unit even before the Association records a written lien. The Association has the right to record a lien against the Unit whenever the Owner's account is past due, and nothing in this Collection Policy shall limit or otherwise affect the Association's right to record a lien against the Unit to protect and provide public notice of the Association's interest in the Unit.

**3. First Late Fee & Delinquency Notice.** Regular Assessments are assessed against each Unit on the first (1<sup>st</sup>) of each month, and become due and payable immediately. All other Assessments, including Special Assessments, are due on the date specified by the Board. An account becomes delinquent when a monthly Assessment is not paid in full before the 15th of the month, and/or when a Special Assessment is not paid by its due date. A delinquent account will incur a late fee of \$75 on the date the account becomes delinquent.

The Association will send a notice to the Unit Owner once the account becomes delinquent, informing the Unit Owner of the status of that Owner's account, the late charge, and the steps the Association will take if the Owner does not immediately pay the full amount due. The notice should also contain the following statement: "Nonpayment of your Assessments may lead to a lawsuit to foreclose on the association's lien against your Unit. The homestead exemption under Chapter 6.13 of the Revised Code of Washington will not apply in an action to foreclose on an Association lien." The Association will also include in

the first notice of delinquency a pre-foreclosure Notice of Delinquency that complies with the Association's governing statute.

**4. Second Late Fee & Delinquency Notice.** If an account remains delinquent, the Association will charge another \$75 late fee on the 15<sup>th</sup> of the second month. The Association will also send the Unit Owner a second written notice of delinquency reminding the Unit Owner of the status of that Owner's account. The second notice will also inform the Owner that if the account is not paid in full in within 90 days of when the delinquency arose, it will be turned over to the Association's attorney for collection; a lien will be recorded against the Unit; and the Unit Owner will be liable for all fees and costs associated with collecting on a delinquent account.

**5. Third Late Fee & 90-Day Notice of Delinquency.** If an account remains delinquent, the Association will charge another late fee to the Owner's account. The Association will also mail to the Owner a second pre-foreclosure Notice of Delinquency that complies with the Association's governing statute.

**6. Ongoing Late Fees, Interest, and Other Charges.** Every account with an outstanding balance shall be subject to a monthly late fee of \$75. Interest at the rate of 12% per annum shall be collected on all outstanding balances, including but not limited to late charges and legal fees. Interest charges will be assessed from the original due date after the outstanding balance becomes due and will be assessed each month until the account is brought current. The Association may also assess any fees associated with the collection of the delinquent account charged by its management company.

**7. Referral to Association Attorney.** If an account remains delinquent for 90 days, the Board may refer the account to the Association's attorney. Additionally, the Board may consult with the Association's attorney at any time when the Unit Owner has filed for bankruptcy or is the subject of a petition for relief under the bankruptcy code; a lender has started a foreclosure action against the Unit; or any other legal action has commenced against the Unit. Once an account has been referred to the Association's attorney for collection, the Association will cease sending delinquency notices and account statements to the delinquent Owner, and may instead send any such notices to the Association's attorney.

**8. Assessment of Attorneys' Fees and all Collection Costs.** All attorneys' fees and costs incurred in the collection of past due Assessments shall be assessed against the delinquent Owner's account and shall be collectible as an Assessment. This includes but is not limited to any fees paid to the Association's Manager/Management Company because of the Owner's delinquency.

**9. Payment Plans & Communication with Delinquent Owners.** Once an account is placed with the Association's attorney for collection, all contacts with the delinquent Owner should be handled through the attorney. If an owner requests an accounting from the Association or its manager, the Owner should be referred to the Association's attorney. Should the Association or its manager provide the Owner with an account ledger or balance due while the Association's attorney is handling the Owner's account, any such statement shall not bind the Association. The Owner may not rely on a statement of account from any source other than the Association's attorney so long as the attorney is handling the Owner's delinquency.

Any revisions of the amounts demanded of the Unit Owner and/or any payment plans proposed by the delinquent Owner should be handled through or immediately communicated to the attorney. The Board will consider payment plan requests on a case-by-case basis and with the advice of the Association's attorney. The Board is under no obligation to grant payment plan requests. Payment plans shall not interfere with the Association's ability to record a lien against the Unit.

**10. Foreclosure.** As provided by RCW 64.32.200 and RCW 64.34.364, if an owner fails to respond to the Association's attorney, the Board of Directors may decide to foreclose on the Association's lien. The owner could lose ownership of the property if a foreclosure is completed, and will be responsible for significant additional attorneys' fees and costs if a foreclosure is started against the owner's property.

**11. Appointing a Receiver.** As provided by RCW 64.34.364(10), if a foreclosure lawsuit has been filed, the Association may request that the Court appoint a Receiver to take possession of a property that is not occupied by the Owner. The Receiver has the authority to refurbish and rent out the property on behalf of the Association.

**12. Additional Remedies.** When the Association is taking action to collect delinquent Assessments due one of the Village Associations, the Association may exercise any additional remedies provided for in the Village Declaration.

**13. Payments Received from Delinquent Owner.** All payments received may be applied to the oldest amounts due first, as is the Association's standard practice. At the Board's discretion, payments may be applied differently if such application is in the Association's best interest. All payments collected from delinquent Owners during the collection process shall be made out to the Association, but mailed or delivered to the attorney's office so that the attorney can keep accurate, up-to-date records of the remaining amounts due. If the Association receives payment from a delinquent Owner after the file has been referred to the Association's attorney, the Association will provide a copy of the

payment to the attorney before depositing it in the Association's account. Only upon approval from the Association's attorney should any payment be deposited.

**14. Waiver & Additional Collection Action.** Nothing in this Collection Policy limits or otherwise affects the Association's right to proceed in any lawful manner to collect any delinquent amounts owed to the Association. Specifically, the Association retains the right to refer a delinquent account to the Association's attorney at any time. The Association's failure (or the failure of any agent of the Association) to comply with any provision of this policy shall not be viewed as a waiver of the Association's right to proceed to collect delinquent assessments in any lawful manner.

**15. Effective Date.** This policy was adopted by resolution of the Board of Directors on June 25, 2024 and has an effective date of August 15, 2024.

**16. Date of Publication.** A copy of this policy was mailed to all Owners via regular US Mail on or before July 15, 2024.

SIGNED this 16 day of July 2024 by Klina Dupuy,  
President of the Board of Directors for Providence Point Umbrella Association.

*Klina Dupuy*

Name:

**Request for Taxpayer  
Identification Number and Certification**► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.Give Form to the  
requester. Do not  
send to the IRS.Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.						
2 Business name/disregarded entity name, if different from above						
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.						
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►						
5 Address (number, street, and apt. or suite no.) See instructions.				Requester's name and address (optional)		
6 City, state, and ZIP code						
7 List account number(s) here (optional)						

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number							
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

or

Employer identification number									
<input type="text"/>	<input type="text"/>	-	<input type="text"/>						

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The actual owner <sup>1</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The owner <sup>3</sup>
8. Disregarded entity not owned by an individual	The grantor*
For this type of account:	Give name and EIN of:
9. A valid trust, estate, or pension trust	The owner
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	Legal entity <sup>4</sup>
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The corporation
12. Partnership or multi-member LLC	The organization
13. A broker or registered nominee	The partnership
	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

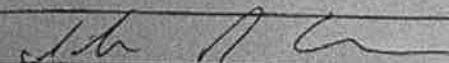
Return address:  
Property Manager  
Providence Point Homeowner Associations  
4135-A Providence Pt. Drive SE  
Issaquah, WA 98029

#### ALTERATION & MAINTENANCE AGREEMENT

This **ALTERATION AGREEMENT** made as of this 14th day of June 2021 is by and between **Washington** (Village, or Providence Point Umbrella Association) and **Stephen Coney** ("Owner(s") Apartment Address: 3935 226<sup>th</sup> PL SE, WA 98029 Condominium Regime known as **Washington**. Owner(s) wish(es) to install high efficiency heat pump. Association(s) hereby consent(s) to the Alteration as shown described on the original application on file in the Property Management Office.

In consideration of the foregoing consent, Owner(s) hereby confirm(s) and agrees that Owner(s) and subsequent Owner(s) shall at Owner's sole cost and expense (i) cause the Alteration to be expeditiously installed, in a good and workmanlike manner by a contractor approved by the Association(s), (ii) maintain the Alteration in good condition and repair, (iii) comply with such rules and regulations as the Association(s) may from time to time promulgate regarding the maintenance of improvements such as the Alteration, and (iv) indemnify and hold the Association(s) harmless from all costs, expenses, and liability arising out of or in connection with the Alteration approved hereby. If Owner(s) fail(s) to maintain such alteration as required herein, Association(s) shall be entitled to make any repairs which Owner(s) fail(s) to make in a timely fashion and the entire cost thereof shall be paid by Owner(s) and shall be specifically assessed to a lien against the Apartment. From time to time, the Association(s) may need to make improvements to the common area this alteration is attached and/or installed to. Under these circumstances, Owner will be responsible for all costs associated with the removal and replacement of this alteration so work can be performed by the Association(s).

OWNER/S:

  
Stephen Coney

June 14, 2021

Stephen Couey  
3935 226<sup>th</sup> PL SE #208  
Issaquah, WA 98029

***SUBJECT: High efficiency heat pump***

Dear Stephen,

Your application to install a high efficiency heat pump has been reviewed and approved by the General Manager and the Washington Village President. This is in accordance with Umbrella Policy Resolution #5. A condition of this approval is that the enclosed installation specifications provided by Tim Boone, Facilities Manager, are agreed to and followed by your contractor. The final approved alteration request contains the Community Manager Comments pages called "A/C Installation". Please make sure your contractor has a copy and that your contractor understands this, as any installation done incorrectly, is your responsibility to correct at your expense.

You have already executed an *Alteration and Maintenance Agreement*; this agreement places responsibility of future maintenance related to this alteration on you or subsequent owners of your unit.

Note that per Policy Resolution #5, Section V, *Performance of Work*, Paragraph K, *Time for Completion* states: "All work must be completed within six (6) months after an application is approved unless a longer period of time is granted by the General Manager or the Board as applicable or an extension is approved before the expiration of the six-month period."

Please note that any damage which occurs to the interior or exterior of the building or grounds as a result of this alteration is the responsibility of the Unit Owner.

You may direct your contractor to commence work at your convenience. **Please call the Property Management Office when the work has been completed to schedule a sign-off inspection appointment.** Thank you.

Sincerely,

Brenda Pompa  
Administrative Assistant

*Routine*

Return address:  
Property Manager  
Providence Point Homeowner Associations  
4135-A Providence Pt. Drive SE  
Issaquah, WA 98029

### **ALTERATION & MAINTENANCE AGREEMENT**

This **ALTERATION AGREEMENT** made as of this **3rd day of August, 2000**, is by and between **Washington Village** (Village, or Providence Point Umbrella Association) and **Bob & Barbara Weber** ("Owner/s"). Apartment Address: **3935 226<sup>th</sup> Place SE #208, Issaquah, WA 98029** Condominium Regime known as **Washington Village**. Owner(s) wish(es) to alter the **exterior building** adjacent to such apartment by **Installing a Screen Door**. Association(s) hereby consent(s) to the Alteration as shown described on the original application on file in the Property Management Office.

In consideration of the foregoing consent, Owner(s) hereby confirm(s) and agrees that Owner(s) and subsequent owner(s) shall at Owner's sole cost and expense (i), cause the Alteration to be expeditiously installed, in a good and workmanlike manner by a contractor approved by the Association(s), (ii) maintain the Alteration in good condition and repair, (iii) comply with such rules and regulations as the Association(s) may from time to time promulgate regarding the maintenance of improvements such as the Alteration, and (iv) indemnify and hold the Association(s) harmless from all costs, expenses, and liability arising out of or in connection with the Alteration approved hereby. If Owner(s) fail(s) to maintain such alteration as required herein, Association(s) shall be entitled to make any repairs which Owner(s) fail(s) to make in a timely fashion and the entire cost thereof shall be paid by Owner(s) and shall be specifically assessed to a lien against the Apartment.