

**Capital Court Condominium**  
Governor Lane SE - Olympia, WA - capitalcourtcondo.com

April 9, 2024 Board Meeting

**I. Call to order**

6:33 p.m. Location: Online (via Zoom)

**II. Residents Present**

Board Members: Tom Lowe #4423, Hannah Mccleod #4440, Sylvia Richards #4416

Other Residents: Heather Pierson #4432

Morris Management: Kwasi Okyere

**III. Quorum Established: Yes.**

**IV. Board approves March 2024 meeting minutes.**

**V. New Business**

1. The first half of the sewer repair is complete at 4440. The second half will need to be scheduled within the next few months. 4440 will need to have their carpet replaced due to damage caused by the sewer. The owner will be getting bids for the work and provide them to the board for approval.
2. Mold testing has been done on 4432. Mitigation work will need to be completed on the unit in accordance with the mold protocol. The board has made calls to two companies (H2O and Problem Solved) to complete the work. Tom and the owner of 4432 will coordinate a time to get estimates and get the work started.
3. The board discussed what the most urgent issues are that need addressed in the community. There have been multiple expensive repairs so far this year that have utilized a large amount of the budget. Roof on quad 8 will need to be replaced next. The board will take another look at the estimate and agreement from the insurance company for damages to the siding.
4. The board received an ACC request for the addition of a fence. The board will review and let the owner if it is approved.

**VI. Old Business**

1. GoDaddy website was renewed.
2. The website has been updated with all the meeting minutes.
3. Roof replacement has been completed on building 7. Painting will need to be completed on the chimney boards.

**VII. Approved via email**

- Approval to reimburse Hannah for \$160 for locates for the sewer repair.
- Approval to pay the remaining balance and down payment on the 4440 Sewer repair bill:
  - \$9,434.77 remaining balance; \$8,560.37 down payment
- Approval to call West Coast Plumbing for leak detection on 4432
  - Approval to pay \$81 technician fee
- Approval to purchase new fire extinguisher box for 4421
- Approval to pay \$1,125 to Highland, LLC for consulting for the roof replacement on Quad 7.
- Approval to pay \$45,859 to Chinook Roofing for quad 7 roof.

**VIII. Maintenance**

1. 4417 front door needs to be painted.
2. Dryer vent cleanout will need to be scheduled and completed.
3. Chimneys on quad 7 need to be painted.
4. 4408 had a gutter that is detached.
5. 4432 needs drywall repaired and painted due to water damage.
6. 4440 flooring needs replaced.
7. 4440 has large crack in front step.
8. There are dead/dying limbs hanging over some units that will need to be addressed.

**IX. Meeting Adjourned**

8:18 p.m.

*Next board meeting: May 14, 2024.*

Minutes prepared by Hannah Mccleod #4440.