

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

I. Call to order

6:40 p.m.

Location: Online (via Zoom)

II. Residents Present

Board Members: Tom Lowe #4423, Hannah Mccleod #4440, Christopher Wiggins #4431, Sylvia Richards #4416

Residents: Heather Pierson #4432

Morris Management: Kwasi Okyere

Others: Tom Jonez and Daniel Stein from Plumblin Management

III. Quorum Established: Yes.

IV. Board approves January 2024 meeting minutes. Approval will be ratified next month due to some members not receiving minutes prior to meeting.

V. New Business

1. Tom Lowe and Hannah Mccleod have been approved for the board.
2. Positions for board members identified:
 - Tom Lowe: President
 - Hannah Mccleod: Secretary
 - Chris Wiggins: Treasurer
 - Sylvia Richards: Member at Large
3. Roof replacement on quad 7 must be rescheduled due to poor weather. Kwasi or the board will provide that information when it becomes available.
4. 4440 has an emergent sewer issue. Olympic Plumbing and Technology will be fixing that issue.
 - o Cindy and Tom will be reimbursed \$4,751.92 for their deposit for repairs.
5. The board discussed the need and desire for a petty cash fund or debit card for purchases less than \$1,000.
6. Cindy will be reimbursed \$210.24 for Vistaprint payment for the website.
7. HOA meetings are open for anyone to attend. The board will send an email to residents with information on how to attend meetings. Meetings are the second Tuesday of every month at 6:30 p.m.
8. All bills will be sent to the board for review. Any resident can request to review any bill.

9. Tom and Daniel from Plumblin Management think we have sufficient insurance policies to make a claim due to wind damage to the property. Their recommendation is to get an inspection to determine the amount of damage, and then move forward to make a claim. The board has given Plumblin approval to give us an estimate for the initial inspection.
10. The resident of #4432 asked the board for reimbursement for an inspection of her fireplace and chimney. The board will review documents pertaining to her request and make their decision before the next meeting.
11. The board will remind the owners of #4403 about the parking guidelines outlined in the bylaws.

VI. Approved via Email

1. \$9,503.84 to Olympic Plumbing for emergency sewer repairs to 4440.

VII. Maintenance

1. Once sewer repairs on 4440 are completed, the interior water damage, specifically to the flooring, needs to be addressed.
2. Dryer vent clean out needs to be scheduled and completed.
3. 4408: gutter is detached needs to be repaired.
4. 4432: drywall needs to be repaired and painted due to water damage from leaking roof (to be completed after roof repair).
5. 4410: front and back spigots need to be repaired. Handyman is waiting on parts to be delivered to do the repair.

VIII. Meeting Adjourned

8:45 p.m.

Next board meeting: March 12, 2024.

Minutes prepared by Hannah McLeod #4440.