



Birch Knoll Condominium Association, Inc.

President's Report to the Association

September 2002 – September 2003

Welcome to the 2003 annual meeting of the *Birch Knoll Condominium Association*.

One year ago you elected five unit owners to serve on the Board of Directors of the *Birch Knoll Condominium Association*. The board members of the Association, Dominic Hogan, Marlana Ortega, Allison Knox, and Carley Lawrence were a pleasure to work with and the board has made some significant accomplishments during the past year.

In an effort to make Birch Knoll the best community in which to live, the board of directors established the following goals and has made progress over the past year toward reaching these goals:

- To create a pleasant and quiet community.
- To maintain well cared for common areas.
- To obtain cost effective and efficient common services including lawn care, snow removal, maintenance and repairs.
- To generate rules (but not too many) due to practical necessity, in order to keep life blissful.
- To maintain and increase the value of our properties.
- To make informed decisions representative of the majority interest.
- To keep dues increases to a minimum.

This year was a challenge. It was the first year the Association was managed by a board of directors composed of unit owners; during this year many of the units in Birch Knoll had their construction completed; and a new, volunteer board of directors came together to address the common issues of importance to unit owners. Communication with unit owners could have been better during the year, but it will be immediately through improved monthly communication with your association dues statement and improved in the coming months with the introduction of an association newsletter.

The accomplishments of the 2002 –2003 Board of Directors of the *Birch Knoll Condominium Association* and issues to be dealt with in the future will be comprehensively detailed in this report. In addition I have enclosed a few items of interest for *Birch Knoll Condominium Association* members.

Sincerely,

Rob Hemmen
President
Birch Knoll Condominium Association

WED September 25, 2003
Annual Meeting

Accomplishments of the 2002-2003 Board of Directors of the Birch Knoll Condominium Association

The following policies were adopted by the board of directors:

- Enforcement Language Policy (adopted NOV 18, 2002)
- Fence Policy (adopted NOV 18, 2002)
- Temporary Pet Enclosure Policy (adopted JAN 26, 2003)
- Holiday Lights and Decorations Policy (adopted FEB 14, 2003)

The following policies are in process:

- Satellite Dishes
- Decks/Patios
- Investment policy
- Landscaping

The following are some of the behind the scenes activities of the board over the past year:

- Negotiated snowplowing and walk shoveling contracts. (We did the best that we could. The association can't afford to pay what commercial properties can pay.)
- Negotiated summer lawn care contracts. (Ditto.)
- Ensured that water hoses were disconnected from the hose bibs during freezing temperatures to prevent freezing and broken pipes. (Don't forget. Disconnect those hoses now!)
- Provided buckets of ice melt to all unit owners for their driveway, walkway, and steps.
- Investigated water pressure issues. (The water pressure is within range, but at the bottom of the range (per the water company). Part of problem is the new type of small diameter tubing in the units.)
- Performed monthly walk thrus of association property to ensure streetlights were working, to ensure that all association owned property was in good repair, and to appreciate the beauty of the common elements of Birch Knoll.
- Initiated a unit owner's survey of issues of greatest concern, and acted upon those issues.
- Researched noise barriers/walls for units close to the highway. (This is still in process.)
- Investigated interior noise between the shared wall of the units. (Not much can be done.)
- Erected the following signs, "Children at Play" "Speed Limit 10 mph," and "No Parking" on the common area at the fork in the road.
- Erected "Speed Limit 10 mph" at the entrance to Birch Knoll (Please obey the speed limit!)
- Researched installing speed bumps (removable during the winter) in Birch Knoll. (TABLED this for now, but may be reopened for the future.)
- Discussed Sheds. (The board decided that no sheds will be allowed.)
- Investigated asphalt sinking/cracking issues (A warranty issue. This is still in process.)
- Referred unit owners with warranty issues to the appropriate parties.
- Supervised the contracted property manager. (Who has done a fantastic job!)
- Initiated a unit-tracking sheet for issues regarding each of the units.
- Had the exterior vinyl siding of all units power washed in August 2003.
- Invested association contingency reserve funds of the association in safe, interest bearing bank accounts.

- Initiated an Architectural Modification Request form and dealt with a number of modification request forms, as well as policy exception requests.
- Parking on the common driveway was dealt with. (There is no parking on the common driveway (the “street”). It is narrow; kids are difficult to see behind a parked car; there is a \$2,500 fine to the association if fire trucks can’t pass; snow plows can’t get their work done; and all of these issues could involve a monetary issue that would come from association (your) funds. Park once on the street and you’re tagged. Parked twice and you’re tagged. Park three times and your car is towed.)
- Researched siding warranty issues. (Ongoing.)
- Board members were provided training on serving on a board. (Please see attached.)
- Discussed access from Birch Knoll to the path (Ongoing. A fence or thick bushes may be placed alongside the trail and there is the possibility of paving a walkway to the path.)
- Monitored city transportation issues which could affect Birch Knoll. (There have been transportation suggestions for Klatt Avenue to connect over to Old Seward to take congestion off of O’Malley.)
- Researched stain selection for fence, decks, and stairs staining and decided unit owners can use *Olympic Maximum Toner*, *Cedar Naturaltone*, or an equivalent product in quality/color.
- Researched lawn seeding. Unit owners may use *Arctic Carpet* by *Denali Seed Company*.
- Implemented the Birch Knoll web site at: <http://www.birchknollcondos.com/> (Thanks to Mark Masley of *RE/Max Properties*). Click on “Your Association” page for condo association policies and association contact information.
- Discussed a monthly association newsletter to better communicate with owners. (This is a necessity for the future.)
- Research discounted rate for group cable television. (Ongoing.)
- Discussed deck additions (This has been TABLED for now, but may be reopened in the future.)
- Discussed landscaping issues. (The landscaping was recently put in. Typically need to wait a year or two until the lawn/landscaping settles in and then decide how much money that association members want to invest in it. We need unit owners to remove any modifications they have made to the landscaping so that we may hold the builder/developer accountable for the Landscaping plan filed with the city and ensure that 4” of top soil is present. The board must approve any landscaping modifications in advance. The board suggests unit owners place flowerpots on decks and along the side of the drive to personalize the landscaping around their unit. All flowerpots must be removed from the driveway before the first snow.)

Future board work:

- To finalize the policies in process listed above.
- To formalize many of the issues listed above and create policies as needed.
- To improve association member communication through a monthly newsletter.
- To issue unit owner surveys on a more regular basis.
- To develop an emergency phone number directory.
- To design policies on the following issues (among others): Responsibility for Exterior Hose bib breakage; Architectural Modification; Landscaping; Pets (waste; dog runs; noise; pets on a leash); Gutters; Neighborhood Gatherings; Personal item storage; Noise; Parking; Signs)

Some reminders to unit owners:

- Please make sure that your children do not pull down the poles used to mark landscaping for the snowplow contractor.
- Parking on the common driveway (the “street”) is prohibited at all times.
- No speeding. Speed Limit 10 mph.
- Turn down your car stereo while driving in Birch Knoll.
- No riding bikes on the grass.
- Card parked on the grass will be immediately towed and unit owners will be financially responsible for landscaping repair.
- Owners are not permitted to make additions or alterations to the exterior common or limited elements without prior approval of the Board of Directors
- Condominiums: Unit owners have bought a “box of air”...the outside of the units are common elements, owned in common by all unit owners, the only exception being limited common elements...driveways, front walk, stairs, and decks.
- Trash is limited to two cans and must be placed out only on trash day.
- Change batteries on smoke and carbon monoxide detectors every 6 months. (Change batteries when change the clocks during Daylight Savings Time.)
- No storage of any sort under any exterior stairs.

It was a pleasure to work with the current board members of the *Birch Knoll Condominium Association*. We have made a good start this first year in dealing with issues that concern all of us. It has been a pleasure for me to serve the association on the board of directors. We have a great community, made up of good people and the board, even as its members may change, will continue to serve you to the best of its ability.

Sincerely,

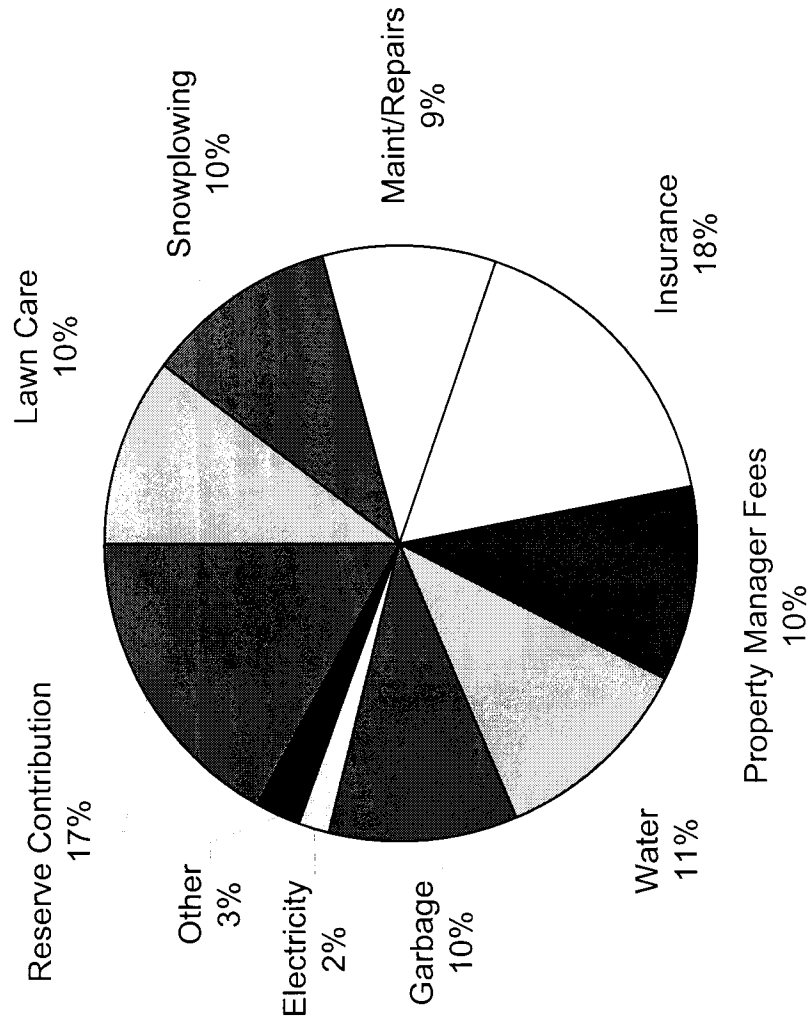


Rob Hemmen
President
Birch Knoll Condominium Association, Inc.
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Birch Knoll Condominium Association, Inc.

Breakdown Allocation of Monthly Dues



Birch Knoll Condominium Association, Inc.

Breakdown Allocation of Reserve Contribution

