



Windermere

Port Townsend, WA 98368

September 18, 2019, 5:30-7:30PM

**I. Call to order: Kristina, Jesse, Tobi, Paul, Justine**

**Approval of Minutes from 9/4: M/S/P**

Adoption of Agenda: M/S/P

Public Comment:

**II. Old Business:**

- **Paul will ask Stinson to put us on the City Council agenda in a month.**
  - Tobi will ask for October 21<sup>st</sup>
  - CONFIMED.
  - **Will have October 3<sup>rd</sup> meeting with Nora at 9am.**
- **Justine will reach out to Churches** – Done, no response, will follow up.

**III. New Business:**

- Summary of Meetings
  - Bob Little: (Tobi): Will happen Monday. **Tobi will create agenda.**
  - Pastor Coe: (Kristina, Jesse): Will happen tomorrow
  - Coker Designs: (Jesse): **Jesse is setting up meeting, with Paul.**
  - Mike (Kristina & Jesse): Mike, Amy, Jesse, Kristina met this AM on property. Civil Engineer piece needs to be done before we submit all documents to City. Mike is going on vacation Sept 30, so he says he will complete before then. **Kristina is going to email Mike to ask for calculations, and will ask for digital copies of the drawings.**
- \$27K check just written to Sather as last payment
  - Tobi picked up bond funds from City
- Cherry St updates:
  - SEPA progress: Asbestos (Paul)
    - Paul is working on getting a licensed inspection - Calling NWA Environmental
  - Other civil engineers? (Paul)
    - **Paul reaching out to Steve Zenovic (PA civil engineer)**
  - Job description and letter to Heather (Paul and Jesse)

- Cherry Street Renovation Committee
  - Is this the right time to switch to “Carmel Apartment Complex Renovation”
  - The name “Cherry Street” came from a 2007 City of PT event about discussing City properties that could be used for affordable housing.
  - Added a Certificate of Occupancy to list of deliverables
  - Added a Project Description
  - Adjusted description of compensation
  - **Motion to approve Project Manager Job Description as written and seen by the board and move to send this description to Heather Dudley-Nolette, offering her the position as described. M/S/P**
  - **Paul will write a letter to Heather – done in meeting.**
- Cherry Street Renovation Committee
  - **Motion to create Cherry Street Apartment Complex Renovation Committee that includes: Tobi, Mark, Kristina, Paul and Jesse. M/S/P**
- What does successful completion of Cherry Street look like?
  - Certificate of Occupancy
- Timeline & Drawing Update
  - Looks awesome! Added a room below the stairs for laundry & mechanical
  - Added date to begin application
  - Need to check in with Terrapin on deliverable date
  - Changed date for final civil for 9/30/19
  - Projected completion on 10/20/20
  - **Paul will be the point person on the timeline until we have a Project Manager**
- Cherry Street Proformas
- Road trip to PA (preferably before October 21st council presentation)
  - **TRIP TO Port Angeles: Monday October 14<sup>th</sup> – leave PT at 9:30am. Meet at Windermere. Tobi can fit 7 people in car.**
- Council presentation. To discuss in next meeting

#### IV. Final Business

- Presentation to Council: October 21<sup>st</sup>
- Meeting with Nora, 9am on October 3<sup>rd</sup>
- It is possible to forward “Board of Trustees” emails to “Board Member @ hbclt” and then “Board member @ hbclt” can be forwarded to Board member’s personal email address.
- TRIP TO Port Angeles: Monday October 14<sup>th</sup> – leave PT at 9:30am. Meet at Windermere. Tobi can fit 7 people in car.

**Next Board Meeting: Thursday, October 3rd 5:30-7:30 at Windermere**