

Regular Meeting Minutes
Wallingford Court Condominium Association

Order: 6NWNXP4KW
Address: 4530 Meridian Ave N Apt S02
Order Date: 03-20-2026
Document not for resale
HomeWiseDocs

No meeting was held during this period: Aug 2025.

Approved Minutes
July 23, 2025
Wallingford Court Board of Directors meeting
Held by Zoom

Attendees:

Aaryn Shadlow, President
Doug Kilgore, Vice President
Benjamin Crabill- Board member
Jessica Campbell, Treasurer
Theresa Callahan, Assn. Member
Phillipa Myler, Assn. Member

At 6:06 PM President Aaryn Shadlow called the meeting to order finding a quorum present.

Homeowners Forum:

Theresa Callahan suggested that house rules related to sale of units be amended to require that when key lock boxes are used for realtor access, that the lock boxes be attached to the unit door- not the front gate, and that owners provide realtors with the unit's gate entry code. This would prevent incidents of vandalism where lock boxes are broken open and keys stolen. The Board will consider acting on this suggestion.

Phillipa Myler asked the Board to check for any remaining moldy smell in the North Building utility closet. Doug reported having applied bleach solution to clear mildew but will check again.

Old Business:

Roof cleaning: Doug reported that the roof has not been cleaned since December 2023. The Board voted to have Doug call East Side Roof Cleaning to schedule cleaning, roof inspection and clearing of downspouts of any leaves or debris.

Window cleaning: Board discussed window cleaning. TMT has reported that when cleaning is done, residents typically fail to remove screens, preventing full cleaning of windows. The Board has been concerned about the expense of maintenance services. Doug pointed out that except for those fixed single pane window present in most units, all other windows can be cleaned by residents from inside, by removing the bottom pane or by stepping out on their deck. Doug proposed that we inquire as to possibility of hiring a window cleaner to clean the fixed windows at Assn expense but to allow the cleaner and to be available for residents who wish to pay a fee to have their windows cleaned. The Board decided to think about this but to share information with residents on how to remove windowpanes for cleaning.

New Business:

Closing Special Assessment Reserve Account. Doug moved to not transfer \$970.42 in Operating Account to Special Assessment Reserve Account and to direct TMT to close the Special Assessment Reserve Account and transfer those funds to Operating Account. Motion seconded and carried by unanimous vote.

Possible Special Assessment for May 2025 water main repair and June 2025 drainpipe failure. Board discussed whether to pay for these two unexpected expenses using a special assessment or to pay for them out of Reserve funds. The combined expense is in the range of \$20,000. The impact of the decision is that if the repairs are funded out of reserves, it will require more significant dues increases to meet our reserve funding obligations. If they are funded by special assessment owners will be immediately charged something in the range of \$1000 each. The board decided to talk to members and act at a future meeting.

Earthquake Insurance Policy. TMT insurance group has negotiated for Earthquake coverage by a new carrier. (see attached). Doug moved that the Board accept the offer and bind coverage with Lloyds of London. **Motion seconded and carried by unanimous vote.**

Implementation of Loss Control Policy. Following their inspection of the property, the Association's new Fire and Casualty insurer has recommended we adopt Loss Control Policies to keep dryer vents in laundry room clear of lint, to have washer supply hoses replaced with guaranteed hoses to prevent water leaks and to retain a roofing contractor to do regular inspections of the roof and adopt a roof replacement plan. Doug moved to maintain the existing policy of roof inspections and maintenance/replacement based on results of those inspections, to have laundry machine supplier replace the water supply hoses with guaranteed or burst proof hoses and clean lint from dryer exhaust hoses and to report these actions to our insurer. **Motion seconded and carried by unanimous vote.**

Financial Report: as of 5/31/25

Operating Cash: \$9201.51

Reserve Account: \$243837.79

Special Assessment Reserve: \$7,459.94

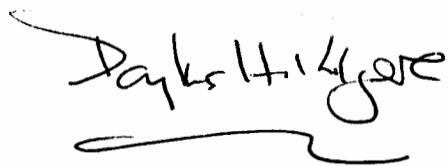
A/R: \$1,410.50

A/P: (\$2381.90)

Next Board meeting: September 8, 2025

A motion was made to adjourn.

These minutes prepared by Doug Kilgore Vice President



No meeting was held during this period: Jun 2025.

Draft Minutes
May 27, 2025
Wallingford Court Board of Directors meeting
Held by Zoom

Attendees:

Aaryn Shadlow, President
Doug Kilgore, Vice President
April Breon, Secretary
Jessica Campbell, Treasurer
Benjamin Crabill, Board Member
Philippa Myler, Owner
Theresa Callahan, Owner

At 6:02 PM President Aaryn Shadlow called the meeting to order finding a quorum present.

Homeowners Forum:

- Theresa requests approval for LVP flooring installation in preparation for condo sale. Theresa was advised to submit a drawing, material description, flooring specs as proposal for Board approval.
- Philippa requests a document stating that water line replacement work is complete for personal insurance reporting purposes.
- Benjamin requested that the Board regain access to the security camera footage. Doug and Aaryn to follow up.

Board motions to approve 4/28/25 Board meeting minutes.

Consent Agenda:

- Board anonymously approved the bid to replace the water line on 5/12/25.

Financial Report: as of 4/30/25

Operating Cash: \$11,027.98
Reserve Account: \$245,230.61
Special Assessment Reserve: \$7,459.11
A/R: \$636.36
A/P: (\$15,297.96)

Old Business:

- Board requests TMT to follow up on 4/28/25 Minutes request: Board requests TMT to engage their suggested law firm to perform a review of our association's declarations against current law.
- Doug to call Safety Team to inquire about 4/28/25 Minutes request: Board requests TMT to provide information on next Safety Check. The Board is interested in installing a back up battery to alarms in the case of power outages.

New Business:

- Board requests TMT to update the Portal with the approved 2023 WCC House Rules. Current version is from 2011.

- Safety Team inspection occurred on 5/27/25. No issues with fire alarm testing. House Rule was reviewed as a reminder for owners that units must be accessible in case of emergency.
- Board requests TMT to provide roof cleaning and window cleaning quotes.

Next Board meeting: July 22, 2025

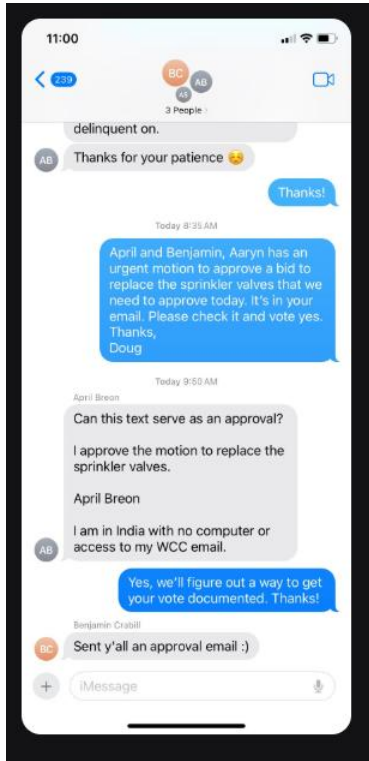
A motion was made to adjourn.

These minutes prepared by April Breon, Secretary and Doug Kilgore, Vice President

Water line replacement Approval Request sent by Aaryn Shadlow on May 11, 2025. Unanimous approval was received on May 12, 2025.

Request followed by Board unanimous approval:

April Breon approval – May 12



Aaryn Shadlow

To: Jessica, Cc: me, and 2 others · Mon, May 12 at 8:06 PM

I also approve. Do we have to all vote yes or is it by majority. I really think we need to decide by tomorrow morning because it may be a part that they need to order ahead of time. Also, to save money we should do all the work the same day. I would hate to miss the opportunity and have to schedule a different day where they will have to shut off the water.

-Aaryn

Sent from my iPhone

On May 12, 2025, at 9:37 AM, Jessica Campbell <jjhcampbell@gmail.com> wrote:

I vote to approve
Jessica

Douglas Kilgore

To: me, and 3 others, Cc: Stephanie, and 2 others · Mon, May 12 at 9:34 AM

Thanks for putting this together, Aaryn.

I approve. See Tamara and Vaughn above- they should be able to put out the notice to owners on the inspection, sprinkler work and water shut off.

Best,
Doug

From: Benjamin Crabill <benjaminrabill@gmail.com>

Sent: Tuesday, May 13, 2025 9:34:38 AM

To: Aaryn Shadlow <aaryn.shadlow@gmail.com>

Cc: Douglas Kilgore <DouglasKilgore@outlook.com>; April Breon <wccboardsec24@yahoo.com>; Jessica Campbell <jjhcampbell@gmail.com>

Subject: Re: Wallingford Court

Oops just replied to Aaryn, didn't hit reply all. I approve!

On Sun, May 11, 2025 at 9:03 PM Aaryn Shadlow <aaryn.shadlow@gmail.com> wrote:

Hello fellow board members,

I received a bid to replace the water flow tamper switch in both the north building and the south building. It is attached in this email. They are trying to do it on the same day as the fire system safety check which is tentatively planned for Tuesday May 27th at 9:00am. Can we vote to approve/reject this action? Stephanie has been on vacation but we also need to alert the owners/residents about the upcoming fire alarm safety check. Do I need to email someone to send out a notification? If we were to give 2 weeks notice we would have to decide by this Tuesday.

Thanks,

Aaryn

Sent from my iPhone

Begin forwarded message:

From: Elaine Caliwag <elaine@thesafetyteaminc.com>

Date: May 9, 2025 at 2:43:22 PM PDT

To: Aaryn Shadlow <AARYN.SHADLOW@gmail.com>

Cc: stephanie.steiner@managementtrust.com

Subject: RE: Wallingford Court

Good Afternoon,

Please see attached Bid #24818.

To proceed, please sign and return. If anyone has any questions or concerns, please let me know.

Thank you,

Elaine Caliwag

Elaine Caliwag

Account Representative

The Safety Team, Inc.

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Order: 6NWNXP4KW

Address: 4530 Meridian Ave N Apt S02

Order Date: 03-20-2026

Document not for resale

HomeWiseDocs

Phone: (206) 762-1450

Physical Address [670 S Lucile St, Seattle, WA 98108](#)

Mailing Address for all Correspondence PO Box 81246, Seattle, WA 98108

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Please consider the environment before printing this e-mail

Draft Minutes
April 28, 2025
Wallingford Court Annual Meeting
Held by Zoom

Attendees:

List of attendees requested from TMT - pending

At 6:03 PM President Aaryn Shadlow called the Special Assessment meeting to order finding a quorum present.

- Annual meeting Proof of Notice opened by Stephanie during meeting.
- One time payment Special Assessment for Charter Construction for mailbox installation reviewed and shown on screen. Budget was passed and ratified.

A motion was made to adjourn. Special assessment meeting was adjourned at 6:08pm.

At 6:09 PM President Aaryn Shadlow called the Annual Meeting to order finding a quorum present.

- Board introductions: Benjamin, Doug, April, Jessica, Aaryn
- President's report: Water issue currently being worked on. Thank you to everyone who helped out.
- Treasurer's report:
 - Operating cash \$30,008.50
 - Reserve: \$238,995.13
 - Special Assessment: \$7,458.31
 - A/R: \$586.36
 - A/P: \$12,456.80
- Home owners moved to approve 2024 Annual Meeting minutes. Minutes were approved.
- Board of Directors candidates. No other nominees. April and Doug were approved.
 - April Breon
 - Doug Kilgore
- 2025 IRS Resolution. Homeowners moved to approve the 2025 IRS Resolution. 2025 IRS Resolution was unanimously approved.
- Homeowners Forum: Request to send advanced notice of Board meetings.

A motion was made to adjourn. Annual Meeting was adjourned at 6:32pm.

At 6:33 PM President Aaryn Shadlow called the Board Meeting to order finding a quorum present.

- Movement to close Special Assessment account and move fund to Reserve Account. Motion approved.
- Movement to approve current Board assignments: Aaryn Shadlow President, Doug Kilgore Vice President, Jessica Campbell Treasurer, April Breon Secretary. Motion approved.
- Motion to reimburse April Breon for Zoom account total \$176.45. Motion approved. Original approval can be found in 7/15/24 approved Board minutes.
- Next Board meeting: May 27, 2025 at 6pm

A motion was made to adjourn. Board Meeting was adjourned at 6:52pm.

These minutes were prepared by April Breon, Secretary and Doug Kilgore/, Vice President



Draft Minutes
March 24, 2025
Wallingford Court Board of Directors meeting
Held by Zoom

Attendees:

Aaryn Shadlow, President
Doug Kilgore, Vice President
April Breon, Secretary
Jessica Campbell, Treasurer

At 6:06 PM President Aaryn Shadlow called the meeting to order finding a quorum present.

Homeowners Forum:

- Update on courtyard plantings: Doug spoke to Landscaping company to ensure the landscaping crew knows not to touch courtyard garden plots.

Consent Agenda:

- WCC Insurance Policy Approval Mar25 (attached). Board approved policy that resulted in a ~\$10k/year savings from prior year.

Financial Report: as of 2/28/25

Operating Cash: \$29,927.44
Reserve Account: \$232,759.03
Special Assessment Reserve: \$7,457.49
A/R: \$1,569.05
A/P: (\$6,295.82)

Old Business:

New Business:

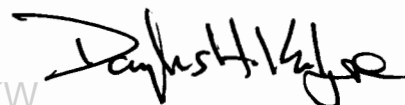
- Board votes to implement a special assessment to all owners to cover the cost of the mailbox replacement project. The Board requests TMT to assess each owner their proportional share of the total \$7,630.85 payable in one payment due within 6 months of the date of notice.
- Board requests TMT to engage their suggested law firm to perform a review of our association's declarations against current law.
- Board requests TMT to provide information on next Safety Check. The Board is interested in installing a back up battery to alarms in the case of power outages.
- Laundry machine issues have been reported to vendor and are in the process of being repaired.
- Annual meeting is scheduled on April 28, 2025.

Annual Meeting: April 28, 2025

Next Board meeting: April 28, 2025

A motion was made to adjourn.

These minutes prepared by April Breon, Secretary and Doug Kilgore, Vice President



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Insurance Approval Request sent by Doug Kilgore on March 19, 2025. Unanimous approval received on March 19, 2025.

Request and Doug's vote followed by Board unanimous approval:

From: Benjamin Crabill <benjaminrabill@gmail.com>
Date: March 19, 2025 at 3:35:28 PM PDT
To: April Yeager <aprilmaeyeager@yahoo.com>
Cc: Douglas Kilgore <DouglasKilgore@outlook.com>, Aaryn Shadlow <aaryn.shadlow@gmail.com>, "Jessica Campbell (jjhcampbell@gmail.com)" <jjhcampbell@gmail.com>, Stephanie Steiner <stephanie.steiner@managementtrust.com>
Subject: Re: Please reply immediately: Urgent vote needed on insurance.

I vote yes as well!

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On Wed, Mar 19, 2025 at 3:18 PM April Yeager <[aprilmaeyeager@yahoo.com](mailto:aprilmaeyeager@yahoo.com)> wrote:

I vote to approve!

Thanks,

April

Sent from my iPhone

----- Forwarded message -----

**From:** Jessica Campbell <[jjhcampbell@gmail.com](mailto:jjhcampbell@gmail.com)>  
**Date:** Wed, Mar 19, 2025 at 2:47 PM  
**Subject:** Re: Please reply immediately: Urgent vote needed on insurance.  
**To:** Aaryn Shadlow <[aaryn.shadlow@gmail.com](mailto:aaryn.shadlow@gmail.com)>  
**Cc:** Douglas Kilgore <[DouglasKilgore@outlook.com](mailto:DouglasKilgore@outlook.com)>, <[april.wcc.board@gmail.com](mailto:april.wcc.board@gmail.com)>, <[benjaminrabill@gmail.com](mailto:benjaminrabill@gmail.com)>, Stephanie Steiner <[stephanie.steiner@managementtrust.com](mailto:stephanie.steiner@managementtrust.com)>

I vote yes for LO

Jessica

On Wed, Mar 19, 2025 at 2:46 PM Aaryn Shadlow <[aaryn.shadlow@gmail.com](mailto:aaryn.shadlow@gmail.com)> wrote:

Hello,

I vote yes as well on the LO proposal! Seems like it is the best option.

Thanks,

Aaryn

**From:** Douglas Kilgore <[douglaskilgore@outlook.com](mailto:douglaskilgore@outlook.com)>  
**Sent:** Wednesday, March 19, 2025 2:19 PM  
**To:** [april.wcc.board@gmail.com](mailto:april.wcc.board@gmail.com); Jessica <[jjhcampbell@gmail.com](mailto:jjhcampbell@gmail.com)>; [benjaminrabill@gmail.com](mailto:benjaminrabill@gmail.com); Aaryn

Order: 6NWNXP4KW  
Address: 4530 Meridian Ave N Apt S02  
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Shadlow <[aaryn.shadlow@gmail.com](mailto:aaryn.shadlow@gmail.com)>; Stephanie Steiner ([stephanie.steiner@managementtrust.com](mailto:stephanie.steiner@managementtrust.com))  
<[stephanie.steiner@managementtrust.com](mailto:stephanie.steiner@managementtrust.com)>

**Subject:** Please reply immediately: Urgent vote needed on insurance.

Hello all,

I'm re-forwarding the insurance proposal received today from TMT.

We have a very short window in which to decide to bind insurance. Coverage expires 3/25/25 and we've been asked to decide by 3/21.

Fortunately one of the options offers coverage for our current level of insurance at a savings of about \$10,000/year. The other offer would increase premiums by about \$20,000 per year.

I propose we approve the LO proposal- total premium \$18,752- a reduction from our current rate of \$28,236.

Please reply immediately with your vote. We need unanimous consent to approve this between meetings.

I am voting YES.

Doug Kilgore

Vice President