

March 16, 1994

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Dear Board Members,

As you know, the last scheduled meeting for March 15, 1994 was canceled due to schedule conflicts. Since the next few weeks present the same difficulties, I would like each of you to address the two agenda items by way of this letter.

1. What should be done to solve the malfunctioning gate locks?

I have enclosed Attachment #1, which is a chronicle of contacts made with Entrance Control. The locks do not hold up in outdoor elements.

ADDITIONAL BACKGROUND: Eric has repeatedly made remarks to Mark (repairman from Entrance Controls) how the locks have been abused & damaged by owners/renters. While I was discussing my displeasure with Mark, Eric was present and kept implying the locks were not working because of abusive treatment. I was unable to politely quiet or excuse Eric from the office. I did explain later to Eric I didn't appreciate his opinions, they were comments that were not appropriate at the time and that he should have the best interests of NYBA in mind at all times. These types of conversations as well as a comment made to the repairman while fixing the lock on covered A, "These locks are no good, I've even used a screwdriver to get in", may hamper our efforts to negotiate this situation to our advantage.

Handwritten note:
I've just had a meeting with the Board on 3-17-94. The notes are in the file.

MY RECOMMENDATION: To date, gates A covered, F and B/C have been replaced with Schlage heavy duty & Corkey tri-sec locks. So far they appear to be working fine, however, the keys function a little differently and new instruction cards should be posted. All locks should be changed to the above type lock and a new one year warranty. If any problems occur within the new one year warranty period due to rust or faulty parts, then all locks and keys will be returned for conventional locks and keys.

YOUR RECOMMENDATION?

2. Please evaluate Carole and Eric's job performance over the past year and what merit pay, if any, should be given.

MY RECOMMENDATION: Hire a bookkeeper to do payroll, balance all bank accounts, do quarterly reports and all preparation work for cpa's annual report.

YOUR RECOMMENDATION?

Thank you,

Carole Greene, Manager

P.S. Enclosed are Attachment #2, Article explaining zinc to be sent to members; Attachment #3, Board of Directors roster to be sent to members; Attachment #4, Draft of annual meeting (again, only 1 of 3 tapes had anything to transcribe). Please make additions or corrections and return to me.

7

6/28/93 locks installed by Entrance Control

6/30/93 called Mark, needs to fix D and men's room locks, left message.

7/30/93 called Mark, E gate lock not working
X Found someone had jammed wire into mechanism. Straightened it up, reassembled, and reinstalled. Tested & checks OK. \$97.38

8/3/93 called Entrance Control re: B/~~and~~ C gates
X Found position return spring had broken on one side.
X replaced spring & tested. Checks OK.

9/14/93 called Mark at Entrance

12/3/93 called Mark at Entrance, he said if Eric couldn't fix lock to call him.

1/13/94 called Mark, need new springs for both A gates, E, F & B gates.

1/18/94 called Mark, scheduled to come out at noon, changed time to 4 p.m. No Show

1/18/94 called Keith Galloway and Joe Pelky.

1/19/94 called Don Grant and/or Keith Galloway

1/25/94 called Don Grant, left message.

1/28/94 Talked to Don Grant re: resolution to lock malfunctions. Mark from Entrance scheduled to come around 4:30 p.m. and fixed B, A E & F locks, switched B lock with maintenance shop lock. Worked til 7:30 p.m.

2/1/94 called Mark at Entrance, left message for Mr. Pelkey to call.

2/2/94 Mark & Keith (Service Manager) to check out all locks.
X Found springs not standing up to usage. If no heavy duty spring is available, suggest converting to a non spring back Corkey would correct problem.

ERIC TOWER: B west taken apart at least 3 times for rust and magnets sticking; 2 times for wood shoved in key slot.

2/9/94 Mark from Entrance replaced locks on B & F *Schlage*

ERIC TOWER: F taken apart for rust, sticking magnets at least 2 times.

2/24/94 Replaced broken Corkey mechanism with Corkey/Schlage unit at F. Cleaned and rebuilt B east lock. Replaced broken spring on men's bathroom lock, tested. Checks OK

ENTRANCE MEASUREMENTS

ERIC TOWER: A west taken apart & cleaned of rust 2 times, return spring broken & replaced. A east taken apart 2 times for rust. 2/27/94 knob removed 4 way key slot bent back - straightened it. Knob had again been removed 4 way key slot bent back worse.

3/7/94 Replaced A north gate lock with schlage heavy duty & corkey tri-sec. (coded)

Installed rain-shield on F and tightened lock.

ERIC TOWER: B central taken apart for rust removal, once for wood in change key holes. Weak magnets - re-magnetized.