



City of Bellevue

DATE: May 14, 2025

TO: John Resha, Finance & Asset Management Director

FROM: Kim Bui, Parks Property & Acquisition Manager
Stephanie Dompier, Contract Administrator

SUBJECT: Property Management Division's Account Receivable Write-Offs over \$1000

The City of Bellevue purchased Bayvue Village Apartments in 2007 for the expansion of Meydenbauer Bay Park. These apartments are older. The City contracted with a property management firm, Yates Wood & MacDonald (YWM), to manage this complex. Due to staffing changes with the property management firm and the City over the years, a number of these past due accounts didn't have any action taken. Covid was another factor that may have impacted some of these tenants and their ability to pay. Going forward we are proactively working on those with past due accounts by setting up payment plans or implementing a 14-day notice to evict.

Attached is a list showing 11 accounts, totaling \$35,638.32, requesting to be written off as part of the 2024 Write-Offs. These charges are from 2009 to 2022.

The collection process with Yates follows this process:

- Review AR report after the 5th of the month. Contact tenant and provide rental assistant resources information.
- Apply late fee if there is still no payment.
- After 3 months of non-payment, Yates seeks City's approval to proceed with an eviction law firm to collect overdue charges through re-payment plan or 14 day-notice to vacate.
- Attorney sends notice to tenant regarding repayment plan set up or proceed with eviction and send to collections.
- The statute of limitations for collections is 6 years from the date of default (usually the first missed payment) for unpaid debts.
- Also attached is backup documentation from the tenant files that were still available from Yates.

Please authorize these write-offs by signing and dating below.

A handwritten signature in black ink, appearing to read "John Resha", written over a horizontal line.

John Resha, FAM Director

16Jul2025

Date

Bayvue Village Collections

6 year statue of limitations

These residents were sent to collections, but since 6 year statue of limitations has elapsed, we would like to write them off.

Name	Amount	Date of Tenancy	Account Status	Notes
1 Unit 1 - LW - 2012	\$ 2,265.00	1/2012 - 11/2012	Sent to collections	Backup documents provided
6 Unit 19 - EP - 2017	\$ 1,325.00	2/2017	Sent to collections in 2017	Financial Assistance, Inc.
7 unit 29 - YK - 2016	\$ 4,609.00	9/2016	Sent to collections in 2017	Financial Assistance, Inc. of Bellevue
8 Unit 30 - E - 2013	\$ 2,149.00	12/2013	Sent to collections	
12 Unit 106 - N&O - 2010	\$ 1,260.00	1/2010 - 11/2010	Sent to collections	Professional Credit Service.
13 Unit 106 - OC - 2013	\$ 1,075.00	4/2011 - 1/2013	Sent to collections	
16 Unit 204 - ES - 2018	\$ 3,556.61	11/2006 - 10/2018	Passed away	
17 Unit 206 - TJ - 2010	\$ 3,379.50	12/2009 - 8/2010	Sent to collections	Professional Credit Service
19 Unit 301 - JS - 2022	\$ 3,600.00	8/2022	Passed away	
20 Unit 302 - RA - 2018	\$ 5,844.21	2/2018	Evicted	
				Attempted to collect through LT Services.
				Transaction Ledger provided in
				attachments
21 Unit 14 - JP - 2022	\$ 6,575.00	3/2018 - 5/2022		
TOTAL	\$ 35,638.32			