



**Homeowners Association
Working Meeting - HOA Board of Directors
June 26, 2023**

MINUTES

Minutes are meant to reflect a summary of the Board's actions and not as a transcript of all discussions. This is a virtual meeting; members were notified on our website of the time and provided the link.

The purpose of this meeting is to conduct regular board business in an open format. Board members will provide each other with updates on steps being undertaken.

The meeting was called to order and a quorum was established. (3 out of 5 directors)

Board members present: Vice-President: Doug Moore; Secretary and Treasurer: Beth Morris; Member-at-Large: Kevin Cavanaugh; Landscaping Member: Ann Zimmerman

Joining the meeting virtually were committee members Jim Taylor, Sarah Whitney, Renee Jacobs, and Member in good standing: Rudy M.

Secretary moved to adopt the meeting minutes from June 21 following a summary of them. Board members were provided the minutes prior to day's meeting and given an opportunity to note errors or omissions. The motion passed with 4 votes. Items from the executive session following the June 21 meeting were shared with the members present. These included developing a step-by-step protocol for addressing complaints and violations. The board gave our Violations Committee chair, Jim Taylor, the authority to reach out to the homeowner of an online complaint to make the changes needed. He would advise the board if the complaint is resolved or of the need for a notice of violation if non-compliance is necessary. Also in executive session, the board scheduled weekly meetings to be held through the summer.

Renee J shared that her husband, Mike, would be another asset to the Stormwater Committee.

Kevin asked about current reserve accounts and compared to past years. Beth agreed to provide that historical data at the next meeting.

Vice-president reports that fifty-five owners have signed a preference form to receive all correspondence by email. He continues to work to gather forms from all homeowners.

At this time, Doug shared the resignation letter from Sam Menzies, board president. Members of the board shared kind thoughts and well wishes for Sam's future.

Discussion arose about our upcoming reserve fund study. Elite has shared with Beth that the same company, Pacific Crest Reserves, from 2017 is prepared to do our next study this fall.

However, there is some question about an \$850 on-site visit compared to \$2,200 in our budget for the study.

Renee shared her review of the reserve study which showed the inflation rate built into the study did not accurately reflect the actual inflation we've experienced in the last few years. Even with a new study coming, she suggests that a close review of the old study adding accurate inflation numbers could be useful. We could also add new items that were not foreseen in 2017 and add them to our existing study to gain a better picture of our needs as we consider increasing our dues. Our understanding is that the HOA and accounting/study firm Kevin asks if we are required to pay for a reserve study or if we can use a study done by the members. We will determine the legal requirements for a reserve study.

Division 1 Lot 64 is being fined \$25 per day until it is complete. This letter has been sent. Kevin asked how the fines are collected. Jim T. reports that his experience is that Elite sends an invoice either for a one-time fine or monthly for a daily fine.

Div 1 Lot 24 is extremely overgrown and hazardous. It has been overgrown for over a year and is impacting neighbors. Beth says that Elite has been asked to send a letter to owners informing them of our plan to take care of the property and send them the bill. Ann asked about the legality of going on the property. Beth will seek guidance from Janene at Elite.

Div 1 Lot 60 – garbage can complaint. Violations chair notes that it is screened for the most part and one needs to be really looking to notice it. The current bush in front of the can does not completely hide it. The Board acknowledges that “screened “ from view is not the same as “blocked” from view. The homeowner has agreed to place a solid screen in the future. , No further action is required; response will be sent to complainant.

Storm Water drainage – We don't have all the information we need to understand the complexities of stormwater and drainage. We do have a large investment in one half of a solution: a storm grate. Our committee members will be in town next week and will be looking into the issues to advise the board.

Looking toward raising dues, it appears that inflation alone could be argued for a raise. However, the board has committed to getting real bids and numbers for upcoming expenses in order to support a new proposed budget with an increase in dues. Renee has a plan to identify our needs and a process for gathering this data and helping the board move forward. She will meet with board members individually for their input and share results and actions needed at our next meeting.

Rudy M's concern regarding failing trees on our boulevards opens the larger issue of tree maintenance needed. Some trees appear to be slowly dying. Past tree trimming from 2021 did not include an arborist but trimmed the low branches which were being hit by trucks. It cost between eight to ten thousand dollars. A complete examination of our needs will be part of upcoming data collection.

Meetings was adjourned and motion to move into Executive Session.

Executive Session items: Consider board membership changes.

