



**Homeowners Association  
Special Meeting - HOA Board of Directors  
August 3, 2023**

**MINUTES**

Bylaw 5.3.4 Notice of special meeting shall state the purpose of the meeting. Attendance (by a director) at a meeting constitutes waiver of notice of that meeting. The special meeting was announced at the HOA Board of Directors Open Meeting July 31 and at the committee meeting August 2<sup>nd</sup>; the meeting was posted to the website with a link to the meeting.

**PURPOSE:** Vote to award a contract to a new management company.

Present: Doug Moore, Acting President; Diana Johnson, Treasurer; Beth Morris, Secretary; Jim Taylor, HOA Director of Landscaping and Architectural Standards.

The board developed criteria for selecting a new company and Diana Johnson vetted dozens of companies before narrowing the field to 8 potential firms. On July 29th, a selection committee of interested association members reviewed the criteria and shared their opinions to narrow the field of eight down to two finalists.

The full prospectus and interview videos from the two finalists were shared with committee members and they were charged with reconvening August 2nd to give feedback and recommendations.

At the August 2nd meeting, an additional property management firm was put forward by committee participant Kathy Barnes. Kathy voiced her opinion regarding the strengths of a local company that uses Survey Monkey for polling. This firm did not meet the critical criteria applied to the semifinalists, however. A majority of the committee members who had reviewed the materials from the two finalists, expressed a preference for one over the other.

The board voted unanimously to engage PropVIVO as our management company.

PropVIVO is based out of Bellevue WA. It has a local representative, modern HOA Management Software, Real Time Financials, Streamlined Dues Payment options, and Resources for Project Management including a member Portal, and Polling.

Motion made and passed to adjourn.