



**Homeowners Association
Regular Meeting - HOA Board of Directors
August 7, 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 and by email 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 action items.

The meeting was called to order and a quorum was established. (3 out of 5 directors) Board members present: Acting President: Doug Moore; Secretary: Beth Morris; Treasurer: Diana Johnson

Joining the meeting virtually were committee members Renee Jacobs and Sarah Whitney. Members joining were: Jeff & Nanci Lamdin, Rudey Mulaly, Kevin Ryan, Paty Williams, Rock Morris, Roberta Reyes, and Kathy & Ryan Barnes.

OLD BUSINESS

Secretary, Beth Morris moved to adopt the meeting minutes from July 31, 2023. Board members were provided the minutes prior today's meeting and given an opportunity to note errors or omissions. The motion passed with 3 votes. Special meeting was held August 3, 2023 for the purpose of taking a vote on the awarding for a contract to a new management company. A search committee met twice in the week prior. On August 2nd, committee members shared opinions to narrow the field from 8 to 2 to 1.

August 2nd, one 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.

The HOA Board of Directors applied the 16 Criteria set forth for evaluating the other 8 Property Management prospects and found the new 9th prospect lacking. Modern Online HOA Management Software, Real Time Financials, and streamlined Dues Payment options outweigh a local home office.

During the HOA Board Open Meeting August 3rd, the board voted to award our Property Management contract to PropVIVO.

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

Treasurer, Diana Johnson reported we are awaiting our July financials.

Communications Chair, Renee Jacobs reported on committee activities this past week.

(HOA Director of Landscaping and Architectural Standards, Jim Taylor, joined the meeting)

Property Management selection Committee After the first meeting where semi-finalist were compared to our criteria pared down to two finalists, committee members agreed to review the detailed proposals and video presentations from the two top firms. Committee re-convened Aug. 2 to voice their preference. Committee member Kathy Barnes brought forward an additional firm she wanted interviewed before moving forward. A review of the information indicated that the company didn't match our top criteria. The committee heard from members who had watched the video interviews. A consensus was reached.

Following the vote on 8/3, Prop VIVO is ready to on-board The Greens At Loomis Trail; a contract is forthcoming, and the CEO will meet with board members and Elite tomorrow (8/8). Renee watched the video interview showcasing the PropVIVO HOA Member experience – and predicts it will be welcomed, well-received by HOA Members.

Finance Committee The Finance Committee reviewed the most recent Reserve Study, and Concluded our savings/reserves are significantly underfunded. Furthermore, the Fully Funded Model is the best model for our community. *Those present voiced agreement that the most appropriate next step is a new reserve study – prior to raising HOA Dues.*

Landscaping and Infrastructure Committee Members met with representatives from WRS, our landscaping vendor, to review the scope of their contract and their failure to adhere to the terms.

Another day, members met with a referral company received from Loomis Trail Golf Course management, to walk through the neighborhood and identify our needs. Business owner, Henry, assured the committee that, using resources both his business resources AND golf course equipment too, he can provide the care we are looking for. A couple of bonuses: No Equipment Rental, No Travel Time getting equipment to site, AND the bonus of permission to use the golf course debris field. When Henry has tree limbs or stormwater debris/cuttings to remove, he can use our golf course neighbor's property. This is opportunity for significant savings. In addition, Henry's crew has resources to power wash where needed and even maintain asphalt/repair cracks. Henry will return with a crew to better evaluate our needs, in order to give us detailed quote for services.

Not only are we asking WRS to honor our current contract, we're looking at other vendors and ways to achieve better service for less money – if possible.

Stormwater Committee Met Sunday night along our storm water ponds to look at maps, learn where our stormwater basins are different from the golf course run-off, and evaluate next steps. The county's recommendations from an on-site visit includes: cut the vegetation to expose the drainage as it moves past our ponds and into the final tract in our property. Perhaps twenty years of sediment has been collecting in tract E which is causing a slow-down in the flow and can be easily cleared. The Stormwater committee is hopeful this is the most cost-effective opportunity to find a solution, without the additional fees for engineering surveys and permits to re-design our stormwater maintenance. This was confirmed by the Whatcom County Inspector.

In the event that no blockage is found on our property, the Whatcom County Inspector will investigate properties downstream, between our property and California Creek.

Sarah Whitney brought up the idea of goats for clearing vegetation in tracts downstream of our stormwater ponds. She and Rudey will look for local companies. Perhaps we can save money over mowing to reveal the stream path and look for blockage.

NEW BUSINESS

Gate Repair - Jim Taylor Having met with representatives from Gateway Controls, consulted with others having gate experience, and examined issues with the main gate, it is recommended that we move forward with replacing the track. While our reserve study anticipated over \$15,000 on gate/motor repair in 2021, the replacement of the track is deemed an actual need at this time. Research by Kevin Cavanaugh suggests that

the gate itself likely has 10 more years of life; this is likely to be verified during our reserve study. It was mentioned that the most common cost for repairs that we incur yearly are due to faults with the track. Of the six companies contacted, three responded, and the best bid comes from Gateway Controls for about \$5,400. Motion was made to engage vendor to replace the track; motion passed unanimously.

Division 1 Lot 80 submitted a request to Elite, our current Property Management company, on June 8th which the board did not receive until August. The request is to pour concrete for a path. Motion made to approve was passed unanimously.

Division 1 Lot 24 submitted a request to replace gravel path with concrete and build a deck over the existing patio. Having confirmed the contractor's request with the homeowner, motion was made to approve the work. Motion passed unanimously.

Division 1 Lot 61 - Board addressed a complaint regarding accent features on the roof of the house. While it is noted that the design elements are metal, they do not constitute a roof. Therefore, no violation has taken place. The original architectural submission included these design elements and was approved by the board. No further action is needed.

Reserve Study – Diana Johnson is gathering quotes. In addition to the company we've used in the past, she has reached out to firms recommended by PropVIVO, our new management company. The board will be reviewing service options and fees.

Asked specifically, when our annual stormwater vegetation cutting is going to take place, Diana reported the WRS response it that it is too wet now and will likely be in September. Doug asked about the specialized equipment they used last time, and it is noted that they have to rent that equipment. Diana also was told that WRS no longer rents equipment to mow for us, but our contract continues to include rental fees.

MEMBER DISCUSSION

Rudy M. shared that a local couple has goats they "lease" for clearing lots, but it's unknown if they would be able to clear our marshy areas. The cost is miniscule, and it is environmentally friendly.

Roberta R. asked for details about our chosen management company. Board members will be meeting with both Elite and PropVIVO tomorrow, signing a contract, and will be able to share more details next week.

Kathy B. noted that she didn't know about the special meeting and expressed disappointment, a feeling of being 'disrespected' because her favorite company was not scheduled for interview.

There being no further discussion, motion was made to move into executive session following the meeting for the purpose of reviewing next steps to ensure a smooth transition to the new management company and to confirm next action steps for upcoming projects and contracts. Motion passed with 4 votes.

Motion was made, and passed, to move into the executive session. HOA Members, other than the HOA Board of Directors, left the meeting.