

**MEADOWWOOD HOA Minutes**  
**January 13, 2010 at 7:00 pm**  
**Location: Liberty Lake Water and Sewer Building**

Colette called the meeting to order at 7:04 pm.

**Attendees:** Colette Seubert, Karl Patchin, John Mellick, Jesse Starr, Kathy Oliver, Michael Walsh, Bruce Bell, and Scott Kingsford

Eric Busch, Jon Seubert, Sue McVicars, Bob McVicars

**Absent:** Don Andrews

**Approval of Minutes:**

Bruce made a motion to approve the November and annual meeting minutes as presented. Scott seconded motion. Minutes approved by all members present.

**Meeting Procedure Review:**

The president provided an extensive overview of the board's meeting procedure and policy. This included expectations of board members and the management company. The president has a written copy of her presentation.

**Introduction of Guests:**

Tim Pullman – Just attending meeting

Dennis Scott – Dennis is looking for a clarification from the annual budget meeting.

Tom Campbell – Just attending meeting.

**Budget Review:**

Karl just received the budget information today. He doesn't have a summary of current budget information at this time since the meeting was a week earlier than usual and bank statements were just received by McVicars a few days ago.

December budget information is updated in budget spreadsheet put together by Karl.

Dennis had questions about carry over balances from when Dennis left the board and when Karl took over the budget. The carry over number and incoming dollars doesn't seem to make sense according to Dennis. Sue McVicars explained that two months of balance is from Rockwood time period. Rockwood had one large account that McVicars had to split up into carryovers according to splits proportions that Dennis had in his accounting spreadsheets. Current report shows correct numbers. Karl explained that there were some transposed numbers in the November spreadsheet that has been corrected. Dennis is happy with finding.

Karl will send email with December budget update for board review.

Karl and Scott will get year end budget posted to the website.

## **Old Business**

### **Parks:**

Little Bear – Bruce will take over monitoring Little Bear park.

Five Fingers – John will monitor this Five Fingers park.

Pumphouse - Scott & Kathy will monitor Pumphouse park.

### **ARC Update:**

Jesse provided update from meeting with Greenstone. John and Jesse are working with Greenstone to standardize communication information between Greenstone ARC member Drew and the Meadowwood members John and Jesse.

John and Jesse are actively working on various ARC issues. They noted that some homeowners submit ARC paperwork after work is already done. John and Jesse noted that the 3 day ARC response time is a bit aggressive.

### **Garden Ridge Tree Spraying:**

A Garden Ridge homeowner asked in November how much extra it would cost to have Jet Green spray trees on private property while they were spraying the common area trees. Jet Green came back with the following quote.

Quote from Jet Green bid “Chris could include all personally owned trees for \$130.00 per spray. The unincluded price, if we were to say have them as a client away from the normal spray routine, would be \$180.00”.

The board recognizes the challenges with spraying homeowners trees and collecting money for this activity. The board decided the best course of action is to notify the homeowners of the potential savings if they coordinate with Jet Green. The next Garden Ridge billing statement will include a letter from McVicars informing homeowners that Jet Green is providing a discount for individual tree spraying if coordinated with their regular spring application. It will be up to the homeowner to contact and make arrangements for spraying and payment options directly with Jet Green.

Motion for board to coordinate spraying and payment collection from homeowners died for a lack of a second.

## **New Business**

### **Tutorial for New Members – Duties of board & management company:**

President read a few paragraphs from rules and regulations. Colette described general expectations from board. President has approval to spend up to \$500 without board approval. Any amount over \$500 requires board approval.

Current president has a policy of always getting board members input prior to any money expenditures regardless of amount. Members are allowed to discuss topics, make motions, and approve motions. Bylaws require 1 member from each sub association. Board participation is expected.

### **Election of Officers:**

The following individuals were nominated for officer positions:

President – Colette Seubert

Vice President – Mike Walsh

Treasure - Karl Patchin

Secretary – Jesse Starr

Officer election results are as follows, each approved by all board members present:

President – Colette Seubert	1 yr term
Vice President – Mike Walsh	1 yr term
Treasure - Karl Patchin	1 yr term
Secretary – Jesse Starr	1 yr term

### **Landscape Contracts:**

Clearwater Summit's cost is quite a bit lower than anyone else. Eric has talked extensively with Clearwater and feels comfortable with their bid. Eric verified Clearwater's references and road around with them throughout entire association area.

Board discussed quality of service concerns that have surfaced in the past when the board chose a different vendor. Discussion ensued regarding future budget reserves in Garden Ridge and future road repairs.

Scott made a motion that we use Clearwater for Meadowwood. John seconded motion. Approved by all members present.

John made a motion that we use Clearwater for Grayhawk. Jesse seconded motion. Approved by all members present.

John made a motion that we use Clearwater for Garden Ridge. Mike lives in Garden Ridge and is very happy with Greenleaf. It took half a year to get Greenleaf to the point were they are today regarding quality of service. Scott seconded John's motion.

Tim from Clearwater is present and committed to be available via cell phone 365 days per year. Tim said that Clearwater has a number of high end homes around CDA lake. He has lived in Liberty Lake since 1995, takes pride in the community, and feels they can do a better job then anyone else.

John amended his motion that we use Clearwater with a 60 day trial period in Garden Ridge wherein board will re-visit quality of service and rectify if needed. Jesse seconded amendment. Approved by all members present.

Bruce made a motion that we use Clearwater for Rocky Hill. Scott seconded motion. Approved by all members present.

**Grayhawk Annual Budget Approval:**

This is actually old business but the board was waiting for completion of landscape contracts that needed to be discussed at this meeting before they could approve the annual budget.

Karl made a motion that we approve the Grayhawk budget as presented and with no dues increase. Seconded by John. Approved by all members present.

**Tree Contacts:**

Jesse has questions about price spread from various vendors. Eric has been happy with Jet Green and service provided in 2009. Business owner is local homeowner. We are getting a 10% discount if we prepay.

Bruce made a motion that we use Jet Green for the tree spray services in the common areas of the HOA. Seconded by John. Approved by all members.

Board agreed that we should prepay to receive 10% discount.

**Attendance Policy:**

President feels that the board should have a policy requiring greater than 70% attendance. Policy was discussed and is in the minutes from 2008 or early 2009. John made a motion that we have a courtesy procedure added to the minutes that if you miss 4 meetings in a year, it will be brought up as an agenda item. Seconded by Bruce. Approved by all members present, except for Karl and Scott.

**Update from the Mayor:**

The Mayor is looking for individuals to participate in the following committees:

- Library Board
- Arts Commission
- Salary Commission
- Easter Egg Hunt
- Lions Club

**Land Donation in Rocky Hill:**

Donation of land in Rocky Hill to the City was approved by John, Bruce, Karl, Scott, Jesse, Michael, and Kathy. Donation of land has a stipulation that it will remain open to the public and will remain unmaintained (natural).

**Vinyl Fence Bids:**

Bids are for 1700 feet approximately along Country Vista Road from 5 fingers park to two blocks from Molter (Wright). Expense of Vinyl bids surprised board. Bids can be used for future reference. No action will be taken with current bids.

**Kirby Land Donation:**

President required city to take ownership of land near Kirby residency as a requirement to the HOA donating the land in Rocky Hill to the city. City agreed to arrangement.

**Toshiba Laptop:**

Jon Seubert will get extended service agreement quote for the HOA Toshiba laptop computer.

Meeting adjourned at 9:28 pm.

Respectfully submitted by Jon Seubert