

**Meadowwood HOA**  
**Board of Directors Meeting**  
**March 8, 2006**

**Time:** 7:00 P.M.

**Location:** Lower Level, Palenque Restaurant

**Attendees:** Jennifer Mackey, Dawn Lenss, Karen Mack, Colette Seubert, Scott Kingsford, Pat Cunningham, Dennis Scott, John Korondy, Becky Kurtz, Mark Andresick, & Bruce Bell (arrived late)

**Absent:** Anton (Rass) Rasmussen, Odin Langford, Gary Manthey, Ben Regules

**Guests:** Trudi Kuhn and Kevin Stocker from Greenstone

Dennis called the meeting to order at 7:00 pm.

**Approval of minutes:** Copies of the minutes from February 15, 2006 were distributed to the Board members at the meeting to review. A motion to approve the minutes was made by Bruce, with a second of the motion made by Scott. All voted in favor of the motion.

***Old Business***

**Budget review:** Dennis did not have a budget update available for this meeting. He explained that by changing our meetings to the second Wednesday of the month will preclude budget updates at the meeting. Instead, he will email the budget update to everyone each month when he receives it from Greenstone.

**Association software update:** Trudi - new software is working well.

**Enforcement:** Kevin has been putting door hangers on homeowner's front doors for the first notice of violation. The door hangers have friendly and courteous language, and so far have been working out well. People are calling the hotline number regarding the notices and have been for the most part cooperative in complying with the covenants. Trudi has been able to obtain their phone numbers from these calls and has updated the homeowner database. No one so far has been willing to leave their email addresses. Mary is looking for phone numbers on the incoming checks as well. Trudi has not had to fine anyone yet under the new system. Of the four past due accounts that were greater than \$1,000:

- Two homeowners have agreed to payment plans that will bring their accounts current in about six months

- One judgment obtained on an account where the homeowner didn't respond to collection attempts
- One account now paid in full

Trudi stated that they just received about 50 checks today, a week late. They will all receive late fees. Trudi was unaware about the quarterly billing proposal until she saw it in the minutes. It would cost an additional \$1,000 for each extra mailing, unless if they were to send statements to just the accounts that are past due. Unfortunately, they can't do a sort in the software system, so Trudi would have to manually go through the accounts to find the delinquent ones. Changing the billings to three mailings / year - every four months - was suggested. It was agreed among the Board that a letter needs to go out every time an additional fee is imposed. While technically the rules allow that notices don't have to be sent out until the next billing, it was agreed that wouldn't be fair and that homeowner deserve to be notified. We could handle the late fees notices by still sending out dues billings semi-annually, and then send out past due letters every month to the outstanding accounts. For the past dues accounts where Greenstone doesn't have phone numbers, Kevin has been leaving door hangers asking homeowners to call the hotline regarding an important association issue. Kevin and Trudi are getting a good percentage of call backs with this and they are able to obtain the homeowners' phone numbers to add to the database. Kevin said that he leaves about four hangers a day regarding various issues. He added that people have been very cooperative and are actually supportive of the covenants.

The motion was made by John that Greenstone mail a dunning notice to a homeowner anytime a late fee is assessed to their account, and to not change anything else with the account billing procedure. A second of the motion was made by Scott. All voted in favor of the motion.

A discussion followed of various dues payment options. Greenstone doesn't have the option yet to accept credit cards for dues payment or to initiate a direct account debit. Homeowners do have the option of using their own bank's online bill pay.

The question came up on how weekend violations are handled. Becky has a neighbor that is parking a work trailer on the weekends - when the management office is closed. Kevin said that in those cases, when complaints have been received, that he can stop by and talk to the homeowner without having to observe the infraction himself. Jennifer mentioned that there are snowmobiles that have been parked on a trailer on Homestead for the past two years. Kevin said in that case it would be a police matter because it is on the street. Scott suggested adding an info space on the website showing who to call for various situations - i.e., what situations are the responsibilities of the Association and what ones the homeowner needs to contact the city. Trudi has been getting calls complaining about loose dogs.

**Guidelines on Appeal Process:** Dennis proposed that this issue be carried over to the next meeting; no one has yet reviewed this information. Dennis asked board members to

review between now and the next meeting, so that we can accept/reject it and get it off the agenda.

John moved that the board accept the process as written, until objections are received about the process. At which time, we could review the process if necessary. A second of the motion was made by Bruce. All voted in favor of the motion.

### **Board Member Reports**

**Splash Ad/Notifications:** Mark said that the Splash will now show our meetings as occurring on the second Wednesday of each month. If we want to run ads in addition to our free spaces, a 16 " ad (about ¼ page) is \$108 per ad and an 8 " ad (about business card size) is \$54. Mark asked if the Board thought that an ad is really worth it every other month, even at only \$54/ad? John doesn't believe at that price it is a good use of the homeowner's money. John suggested instead using other "free options", such as letters to the editor. Scott mentioned that the Liberty Link also mentions our meeting times and dates. A marketing friend of Mark's suggested keeping ad the same, with just giving the website address and the date/time/location of the monthly meeting. Mark suggested using the ads that Jim pays for to give the meeting information and then see if we get an increased homeowner presence at our meetings. Scott can also add a hit counter to our web site to see how many hits we get each month. Mark suggested that we should attempt to get the ad in the same place in the Splash each time. Dennis explained that this issue was started as part of our communications with homeowners and we need to direct them to the website. Dennis said that once we go to quarterly meetings, we really wouldn't need a monthly/bimonthly ad.

**Web Site:** Scott asked Trudi to update the Board on how Greenstone was proceeding with the new website. She said that the websites would use the same template format for each association. They can each be individualized. Scott will meet with the Greenstone web designer once they have the template set up. For now, Scott will get agendas and minutes posted right away. Karen will strip out the formatting so the documents can be uploaded directly.

**Name of Arboretum:** Scott said that the City is pushing forward on designing the Arboretum. The existing path would stay, with other paths branching off from it. Scott suggested that we should have a name ready for the city for when they have their kick-off dedication. He needs to find out what date the City has decided upon for that dedication. He will approach the elementary school for a contest to name the arboretum.

**Street Lights:** John said that there is nothing to report at this time - City has been occupied with the water damage. John sent note to Patrick Jenkins (City Councilman) about the issue - he has also been tied up. The Mayor has been on vacation.

**Fun Activities:** Jennifer sent Trudi an email inquiring about the flower purchase for the monuments. Jennifer checked out the cost of geraniums at other florists - they were in line with the price quoted to us by the Garden Gate. The plan is that the Board would

plant the flowers and invite the community to help. Trudi has ordered the flowers and will find out when the flowers should arrive. Out work day is scheduled for Saturday, April 15 th. We will freshen up the entry signs by power washing, removing old shrubs, and painting the signs. We will make a list of the needed items as we go. Kevin suggested making up a sign saying something about the board thanking the homeowners, etc. Jennifer felt that the Cottages probably needs the most work. She suggested planning a homeowner picnic for when the Arboretum is up and running.

### **Park Improvements:**

**Five Fingers – Jennifer** . There are problems with pea gravel kicked out of one side of the play area. It doesn't seem to get kicked out of the other side. She suggested maybe having a higher curb poured would take care of the problem. Kevin will take a look at the park. He said that there are other options, such as putting a buffer planting area around the pea gravel. Jennifer has looked at getting additional benches - there is only one bench there right now. Trudi and Kevin will look at additional costs. Right now it is the least-used park in the Association. It needs to be brightened up and made more user-friendly. Gary said the benches need to have two more braces added - they need the support in the middle or they will start to sag like the benches at the Pavilion Park tennis courts. Jennifer will have a total estimate ready for the next meeting. She also suggested adding a doggy debris pick up station - it is the only park without one.

**Pump House Park – Colette/Becky** . Becky looked at the park and thought that it looked pretty nice, just needed some spring cleaning. Colette mentioned that new bark is needed.

**Little Bear - John** . Gravel is getting pretty bad, and there is a lot of accumulated trash. It seems to be loose trash blown out of trash bins on trash day. Scott will add a note to website mentioning that homeowners need to bag their trash before putting it in their trash bins to prevent loose items from being blown away. Kevin said they are in the midst of replacing the trash can at that park.

Dennis said that he would like to see specific proposals for each park, including estimated costs.

**Board Attendance:** Dennis sent Rass an email - he has attended only four out of 16 meetings. He hasn't received a response from Rass. Dennis will send another email to him. We need to be prepared to make a decision at the next meeting if we don't hear back from Rass.

### **New Business**

**Collections update:** One property owner went to collections on February 23 rd. We received a judgment against the homeowner, and the house is now for sale. The homeowner didn't respond to the court summons. The judge awarded attorney fees, etc. to the Association. Dennis explained that he was mistaken on how foreclosure works.

Trudi explained that bank is in the first position to buy the house. The Association attorney said that it would be too expensive for the Association to buy the house. The procedure should be that we go to court and get a judgment. Liens expire after only eight months. However, a judgment remains in place until the property is sold. When the house is sold, the title company is supposed to contact the management company to get an updated amount. Judgments will show up on a homeowner's credit report, so even if we can't foreclose there is still an incentive to the homeowner to get it cleaned up. The homeowner can not clear title until the judgment is cleared. You can not reinstate a lien in the state of Washington, but can file for a new lien amount. \$125 charged to the homeowner when the Association files a lien. Our actual costs are \$32 to file, plus \$1 for each additional page.

**Enforcement of Architectural Review Committee (ARC) Rules – HOA or ARC?** Jim expressed the opinion that the ARC has always been a developer prerogative and doesn't want to release it to the Association until Rocky Hill is built out. Dennis asked what do we do if we see a violation of ARC rules - how do we get it enforced? Trudi said that they will enforce. Mark brought up an example of missing street trees on Madsen Court. We would need to have the committee be responsive to the Board's inquiries. Trudi explained that progress has been made on the home at 903 Wright. The fence will be taken care of in the Spring. The Board can send Trudi emails on ARC issues just the same as covenant violations.

**Meeting frequency:** The question was raised if should we change the meeting frequency at this time. The consensus was that we are not ready to change yet. Scott suggested scheduling according to seasonal needs, and Jennifer suggested meeting every other month. We will discuss the possibility of skipping the May and July meetings at the April meeting. The appeals Board would not be affected by a meeting frequency change and will continue to be handled the same way.

**Other items:**

- Scott volunteered to research the cost of vinyl fencing.
- John asked the Board to consider getting involved with the annual garage sale. We could participate by printing flyers, etc. The Board will consider his proposal and discuss it at the next meeting. Jennifer suggested that John call the garage sale organizer to get more details about how we could possibly participate.

The meeting adjourned at 8:50.