



## **Meadowwood HOA Board of Directors Meeting**

**October 18<sup>th</sup>, 2017 at 7:00PM**

**Liberty Lake City Hall**

### **Meeting Minutes**

The meeting was called to order at 7:00PM

#### **I. Introductions**

- a. Board of Directors
  - i. Present: Scott Kingsford, Sharon Carvo, John Mellick, Richard Haugen, Jon Swatzell, Charlie Matthews, Wayne Durnin
  - ii. Absent: Steve Kempf, Anthony Frei
- b. WEB Properties Inc
  - i. Present: Bill Butler and John Schumaker
- c. Homeowners / Guests
  - i. Eight homeowners were present, see sign-in sheet

#### **II. Open Forum**

A homeowner discussed that the Reserve Studies were not previously shared with homeowners prior to large capital expenses being approved and should have been. The homeowner stated that the "Estimated Useful Life" recommendations in the reports should be reviewed on a case by case basis based on the current condition of the item and not held on to as the being true when the timeline is set to expire. As well, the homeowner requested that the Board ask Inland Asphalt for the total number of tons of asphalt that were laid for the Eaglebend entrance project in Garden Ridge to determine the proper calculation prior to payment. The contract was for a depth of 2", but when measured by the homeowner it was only graded down to 1 3/4". Scott Kingsford stated that the Reserve Studies have been posted online and are available for all to review. The decision to move forward with the Garden Ridge sealcoat and asphalt replacement projects was reviewed by the Board and Andrew Staples with the City of Liberty Lake. As well, the Board does not follow exactly what the Reserve Study calls for, but instead reviews each situation independently. WEB Properties will review the invoice received from Inland Asphalt and discuss with the Board prior to payment.

A homeowner expressed concerns about the situation with employees from a ChemDry business continuing to park their vehicles at 23921 E Maxwell Dr in the morning, leaving for work during the day, then removing their vehicles in the evening once their work day has completed. WEB Properties has contacted the renter once more and weekly fines will be sent to the homeowner going forward until the matter is resolved to the Board's satisfaction.



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A homeowner requested an update on the situation with a tree that was removed from 22922 E Eaglebend Ln. A homeowner in attendance who works for the City of Liberty Lake provided further information about the previous owner discussing the tree with the City. Due to the utilities located in the area, it was decided that the tree should be removed and instead replaced with a bush. The homeowner that removed the tree had a second tree in front of their property, therefore they are in compliance with the rule that all Garden Ridge homeowners are to have one tree along the road in front of their property.

III. August 16<sup>th</sup> Board Meeting Minutes have been approved via email

IV. 2018 Landscaping Bids

a. Meadowwood

Bill Butler provided an overview of the bids received from vendors. Board members discussed amongst themselves why the bids increased as much as they did from 2017 to 2018, factoring in increases in the cost of labor and insurance. The Board and Bill Butler discussed differences in the number of services and price per service between vendors. Wayne Durnin motioned to award the contract to Clearwater Summit if they will agree to only a 10% increase over the 2017 contract price, and if not, to provide justification for why they can't. If they are unwilling to move down to the 10% increase over the 2017 contract price, then it will be requested that they come down from the \$84,209.91. John Mellick seconds the motion. Richard Haugen and Jon Swatzell favored the motion. Charles Matthews and Sharon Carvo opposed the motion. The motion passed. WEB Properties will contact Clearwater Summit to discuss reducing the bid as directed by the Board and will also discuss the potential of a multi-year contract.

b. Garden Ridge

Wayne Durnin gave a brief overview of the landscaping service received from Senske in 2017 and that a Garden Ridge Landscaping Committee was formed and new Scope of Work written for the 2018 bidding process. Bill Butler provided an overview of the bids received from vendors. Wayne Durnin explained the inclusion of a new vendor in the bidding process per a recommendation received from a Garden Ridge homeowner. As he and the Garden Ridge Landscape Committee had discussed and was heavily leaning to Clearwater Summit, Wayne Durnin motioned to award the contract to Clearwater Summit. Sharon Carvo seconds the motion. The motion passed unanimously.

c. Grayhawk

Bill Butler provided an overview of the bids received from vendors. John Schumaker discussed issues noticed with the service provided by Clearwater Summit in 2017. Sharon Carvo motioned to award the contract to Clearwater Summit. Richard Haugen seconds the motion. The motion passed unanimously.

d. Rocky Hill

Bill Butler provided an overview of the bids received from vendors. John Schumaker discussed complaints received from homeowners and issues noted by Management in 2017. Bill Butler spoke about Clearwater Summit having issues with their billing and invoices being received late.



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Sharon Carvo motioned to award the contract to Clearwater Summit. Richard Haugen seconds the motion. The motion passes unanimously.

V. 2018 Draft Budgets

a. Meadowwood

Bill Butler discussed income and expense totals in the draft budget, and the variables taken into consideration for each category. Bill also noted that \$9,388.00 was paid in 2017 for WEB maintenance personnel for 356.75 hours of mostly sprinkler repair work. This averages to \$26.32 per hour, as opposed to previously used vendors at \$90.00 per hour. Bill noted that this, combined with the sub-HOAs, produced a savings of approximately \$30,000 in 2017. Various minor questions were asked by the Board.

b. Garden Ridge

Bill Butler discussed income and expense totals in the draft budget, and the variables taken into consideration for each category. Various minor questions were asked by the Board. The Operating, Reserve, and Savings Account balances were discussed due to a projected budget deficit of -\$9,792.00 for 2018. Because Garden Ridge has \$40,089.30 in the Savings Account, an increase in HOA Dues is not recommended at this time, however, a conversation should be started about a potential increase beginning in 2019.

c. Grayhawk

Bill Butler discussed income and expense totals in the draft budget, and the variables taken into consideration for each category. Various minor questions were asked by the Board. The Operating, Reserve, and Savings Account balances were discussed. Grayhawk is projected to have a net income of \$1,873.24 in 2018 and has \$4,606.58 in their Savings Account. Looking forward to 2019, it is recommended that the HOA Dues be reviewed and an increase be taken under consideration.

d. Rocky Hill

Bill Butler discussed income and expense totals in the draft budget, and the variables taken into consideration for each category. Various minor questions were asked by the Board.

Scott Kingsford requested that WEB Properties send the Board a HOA Dues increase projection for review due to a projected budget shortfall for Rocky Hill.

WEB Properties will finalize the budgets for continued discussion at the November 15<sup>th</sup> Annual Meeting of homeowners.

VI. Adjournment at 9:17PM