



## Board of Directors Meeting Minutes:

August 21, 2019

Called to order at 19:00

- **Roll Call & Proxy Count to establish a Director Quorum**
  - Board Members in Attendance (9): Scott Kingsford, Jacob Andersen, John Mellick, Darin Morgan, Charlie Matthews, Richard Haugen, Wayne Durnin, Mark Saba, Don Toombs
- **HOA Members in attendance:** Brittney Smith, Tom & Marsha Stroud, Michelle & Damion Johnson, Marsha Binder, Ian Martin, Russell Kinney, Holly Woodruff, Lora Reeves, Matt & Abbey Shuster, Karen Pagliaro, Erin Schwartz, Andrew, Sharon Shutts, Randy Scheurer, Gary Greene.
- **Financial Review-** No Budget questions from the Directors or members.
  - Rocky Hill
    - Reserves: \$7905.72
    - Savings: \$83.14
    - Operating: \$43,040.93
  - Gray Hawk:
    - Reserves: \$14,321.22
    - Savings: \$4,628.60
    - Operating: \$22,992.05
  - Garden Ridge:
    - Reserves: \$19,183.34
    - Savings: \$30,293.86
    - Operating: \$62,261.36
  - Meadowwood:
    - Reserves: \$30,484.76
    - Savings: \$1,099.19
    - Operating: \$187,620.20
- **Items Approved Via Email-**
  - Previous meeting minutes
  - 4 Degrees late fee/interest waiver threshold of \$15 or less, waive without board approval.

- **Delinquency Review:**

- Discussion on assessment collection process. 4 Degrees presented collection method to board for review. Will begin sending two (2) statements via certified mail, then will proceed to move forward with intent to lien process, all appropriate fees will be charged back to the homeowner. (Postage & handling, Intent to Lien fee, or any other applicable attorney fees incurred during the collection process) Richard made first motion to pass as written, Don second, and the motion passed as written. The motion passed unanimously.
- **Board of Directors Note: Clearing debt is an effort by the Board of Directors to continue to execute their fiduciary commitment to the HOA while holding owners accountable for their delinquent assessments. This process will be used on a case by case basis and is not considered the standard collection method for delinquent assessments.**

- **New Business -**

- Snow removal committee review- Recommended to stay with currently contracted company. Going forward, supervisor will be on the drives with the crew to ensure accuracy in removal & completion of work.
- Email communications- Board discussed what is considered an emergency & what will wait for meetings.
- Bid approvals-
  - Park Fill, 4 Degrees will reach out to Boy Scouts for service 81 project. If they are not interested, the bid for \$6800.01 was passed with Jacob making the first motion, Richard second, and the bid passed unanimously.
  - Sidewalk repair for the common are had two bids. The board discussed how they could combat the issue of the tree roots & removal prior to concrete correction. Board acknowledged that the tree roots will be a continuous issue. Ultimately, board selected Poly-Tech as the company to complete the work. Jacob made the first motion to select Poly Tech, Mark seconded and the motion was passed unanimously.
  - Crack Fill bids were reviewed and discussed. Motion was made by Mark to select C&H, Don seconded the motion, and it was passed unanimously.
  - 2018 Audit was discussed. Acknowledged the connection between a 4 Degrees employee and an employee of a firm who had bid for the project. John made first motion to select Magnuson, Don seconded and the motion was passed unanimously.

- **Project Tracker**

- Reviewed the completed and upcoming projects in the association for 2019.

- **CC&R Tour Report/Compliance Overview**

- Tours used to see about 120 violations and now were seeing around 20 each week, on average. RV Double checks will continue to be performed by board members.
  
- **ARC Process-**
  - The board, along with 4 Degrees, will be meeting with ARC Team to get their approval information to develop an enforcement process. Several homes in the neighborhood are not in compliance with the ARC Guidelines, either by erecting structures without approval, or making permanent changes to their home without ARC approval. Discussion on the topic continues, and decisions on enforcement will be decided at a future meeting.
  
- **Fine/Late Fee Waiver Requests-**
  - **1019 N Garry-** Board declined to waive. Wayne made the first motion to decline, Darren seconded, and the motion passed unanimously.
  - **24324 N Pinehurst-** Board agreed to waive- John made first motion, Richard Seconded, passed unanimously.
  - **1386 N Oakland-** Board agreed to waive, using the 12 month rule for the owner. If the owner incurs another violation for the same or similar offense, the fine will be reapplied to the ledger and all funds will be due. Jacob made first motion, John seconded and the motion passed unanimously.
  
- **Pinehurst Enclosure-**
  - Board reviewed the photos of the enclosure, determined that it does need to be pushed back, as the language in the governing documents clearly states: “8.13 Garbage and Refuse Disposal- All rubbish, trash and garbage shall be regularly removed from the property and shall not be allowed to accumulate thereon. Trash, garbage, and other waste shall not be kept except in sanitary containers. All equipment, garbage cans, wood piles or storage piles shall be kept **screened and concealed from view of other dwellings, streets and the common area.**”
  
- **Trip Hazard Walk-**
  - Walk is completed. City of Liberty Lake has stated that they will continue to assist owners with grinding their sidewalks. Poly Tech has agreed to try to offer a discount and 4 Degrees will be sending out a letter to owners letting them know their responsibility and timeline for repairs to be completed.

- **Open Discussion**

- Owners discussed having commercial vehicles parked in the association. Reviewed a poster board presented by Michelle & Damion Johnson, and some in attendance voiced their support to allow commercial vehicles in the association. Other owners also made it very clear that they are not in favor of allowing the vehicles, under any circumstances. This matter is being brought to the association attorney for review, and will be determined at a later date.

**Meeting adjourned at 21:35**