



## Board of Directors Meeting Minutes:

October 16, 2019

### Called to order at 19:00

- **Directors in Attendance:** (7): Scott Kingsford, Jacob Andersen, John Mellick, Darin Morgan, Charlie Matthews, Mark Saba, Don Toombs
- **Quorum was established by the Board of Directors**
- **HOA Members in attendance:**
  - Gary Green, Dennis Martin, Richard & Sharon Shutts, Judy Kotar, Tom Berry, Mike Kennedy, James Foster, Marsha Binder, Abijah Perkins, Bruce Bell, Holly Woodruff, Lora Reeves, Stephen Morton, Brian Fulkerson, Michelle & Damion Johnson, Randy Schurer.
- **4 Degrees Team-** Christina, Monique, Alexa & Joel
- **Concerns from members in Attendance:**
  - **Judy Kotar-** Concerns about dead or diseased trees in the back of homes being visible from the street.
    - **Board Response:** Not enough information to respond at this time.
  - **Abijah Perkins-** What guidance is given to 4 Degrees as far as habitual parking definitions.
    - **Board Response:** Tabled, as this is a topic of discussion later in the agenda.
  - **Richard Shutts-** Would like to run for the Board, has another person interested from Rocky Hill. Did not like the timeline that 4 Degrees had given the residents in Gray Hawk for the street repairs. Stated that it cost lots of money to move landscaping materials that were placed in the street. Would like to request that payment is held. Was happy with monuments so far.
    - **Board Response:** The asphalt vendor was selected based on previous experiences with them, where they have always done a great job. The vendor has committed to better communications in the future. Christina has been to the property to check the work and was working with the vendor to ensure that everything was being done to satisfaction.
  - **Gary Green-** Concerns about neighbor
    - **Board Response:** Meeting with Greenstone regarding ARC concerns on October 17, 2019. We would follow up with him on an answer.
  - **Mike Kennedy-** Just reminding everyone that ballots have dropped and to please vote.

- **Board Selection of New Member-** Wayne Durnin was serving on the board, but has since relocated to Florida, therefore the Board needed to select a new member to complete his service. The Board explained the voting process as outlined in the by-laws for anyone in attendance that was interested.
  - **Bruce Bell-** In attendance and offered to serve. Formerly served on the board & was the board president.
    - **HOA Member Questions for Bruce:** Richard Shutts wanted to know what Bruce will do to help meet Quorum in the future for? Bruce explained that when there were half the number of homes that there are now, Greenstone had enough votes to get quorum by Proxy. The only thing the board can do now is to change the By-Laws, which has more to do with how the board operates.
    - **What Happens If We Do Not Meet Quorum in November?** (For Owners Meeting) – The board will have a follow up meeting within 30 days.
    - **Motion is made to select Bruce-** Darin made the first motion, Don made the second, and it passed unanimously that Bruce will serve on the board beginning immediately.
  - **Jacob noted:** Would like more notice for homeowners to be part of selection when a Board position comes open that way in the future.
  
- **Financial Review-** 2020 Preliminary Budget was reviewed by 4 Degrees. Garden Ridge budget needed updates to snow removal and landscaping sections. Meadowwood needs additional landscaping accounted for based on acquisition of property near Rocky Hill. Accounted for the 5% increase for Clearwater, based on the current contract. Additional income in Rocky Hill and Meadowwood is due to additional homes that were added in 2019. 4 Degrees is not recommending any increases for assessments in any project for the 2020 year. Edits will be made and the Board agreed to vote on the budget via email.
  - Rocky Hill
    - Reserves: \$9936
    - Savings: \$83.14
    - Operating: \$52,128
  - Gray Hawk:
    - Reserves: \$15,582
    - Savings: \$4,631
    - Operating: \$18,884
  - Garden Ridge:
    - Reserves: \$21,223
    - Savings: \$30,321
    - Operating: \$55,690
  - Meadowwood:
    - Reserves: \$33,554
    - Savings: \$1,099
    - Operating: \$95,717

- **Delinquency Review:**
  - 4 Degrees reviewed delinquency. Meadowwood is at approximately 3.5% delinquent owners. Rocky Hill has only \$8,013 in delinquent owners, down from \$18,479 in August. Garden Ridge has only one owner who owes \$1000+, and Gray Hawk has no delinquent owners.
  - **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:**
  - **Parking Resolution-** Drafted by association attorney, who reviewed all city, county, state and federal regulations applicable to this situation, all three sets of governing documents for Meadowwood (The Gardens, Meadows and The Cottages). The board reviewed the document and is sending back for further clarification on parking restrictions/requirements/definitions and specifically definitions on “Habitual”. This was read aloud to the membership in attendance & all Board Members. This document was NOT adopted at the meeting. Resolution draft will be reviewed and adopted by the Directors via email.
    - Owner question- Will the same vehicle be allowed to park in the association if it is not associated with “Pepsi”?
      - Board asked that all questions and concerns be sent to 4 Degrees so they may be considered by the board.
  - **Rocky Hill Additions (Meadowwood Common Area)-** Greenstone installed islands along Country Vista Blvd. They assumed that the city would maintain them, and the city had declined to do so. Greenstone is asking the association to take on maintenance of the islands. Board is having the situation reviewed by an attorney to see if it is something that Greenstone can force the association to do. They have already tapped into the association’s water supply. Board was ok with covering the water, as it is a small expense, but overall maintenance and ownership for the islands will be looked at by attorney.
  - **STA Bus Stop-** STA would like to install one bus stop on association property, but will not cover snow removal. Therefore, the board will not be approving the installation of stop(s) on common area. Opens the association up for liability in the event of accident or injury by a person waiting for the bus. Board was not willing to put the association at risk for that. It will be communicated to STA by 4 Degrees of the boards decision to not move forward.
  - **Park Install-** Board voted to immediately remove park systems after failed safety inspections. Removal has been scheduled, happened October 16-17th. Board considered several options for both Five Fingers and Little Bear park from Intermountain Playground & Northwest Playground Systems, and determined that two parks from Intermountain Playground would be best suited for the space and budget allowed. The board voted and majority selected “Hudson” for Five Fingers Park & “Powell’s” for Little Bear Park.
  
- **Project Tracker**
  - Reviewed the completed and upcoming projects in the association for 2019.
    - Park project being scheduled as soon as possible.

- **Fine/Late Fee Waiver Requests- Approved**
  - 24234 E Pinehurst
  - 710 N Garry Dr
  - 521 N Homestead
  - 23025 E Broadway
  
- **Items Approved Via Email-**
  - Stone & Fire bid was selected for Gray Hawk Monument repair.
    - Looking to see if City of Liberty Lake can store the extra brick.
  - Previous minutes for August.
  
- **Open Forum-**
  - Owner asked to use technology in the future meetings
    - Board agreed and will have printed copies as well.
  - Owner inquired about bench on Country Vista and Mission
    - This is for an owner who passed away.
  - How many homes until completion of the project?
    - In 2020 30 homes will be built, but to completion, a total of 88 homes will be added.
  - Since we cannot meet the 420 homes needed for quorum, what is the possibility of splitting the association?
    - Based on the way that the governing documents are written, the board is able to functionally conduct business now. With that said, we would need 67% of the ownership to vote to split.
  - Can we do mass emails for communication, newsletters, etc so that owners are more informed?
    - Great idea for 2020 and something the board will consider implementing. Also looking at a way to do electronic proxies.
    - Violation photos- Owners would like time & date stamps when management is sending out violations.
      - Board & management company will work with software team to implement this.

**Meeting adjourned at 21:34**