



Board of Directors Meeting
February 12, 2020 7pm
Liberty Lake Water & Sewer Building

Called to order at 17:02

- **Directors in Attendance:** (8): Jacob Andersen, John Mellick, Don Toombs, Bruce Bell, Joline Messina, Stephen Morton, Steven Falardo, Charlie Matthews. Quorum was established.

- **4 Degrees Team-** Christina & Monique

- **Appointment of New Director-** Three members from the HOA volunteered to serve and gave a brief explanation of why they would like to be considered. Members who volunteered were Judy Kotar, Richard Shutts and Scott Kingsford. Directors voted via secret ballot.
 - Scott Kingsford was elected by the majority to serve the remainder of the vacant position, which is through 2020.

- **Board Officer Positions Selected-**
 - **President-** John Mellick was nominated by Scott & accepted the nomination, Jacob seconded the motion & it was unanimously voted that John would serve as President for the 2020 term.
 - **Vice President-** Stephen Morton Self Nominated & that nomination was seconded by Jacob & it was unanimously voted that Stephen would serve as Vice President for the 2020 term.
 - **Secretary-** Bruce nominated Scott and the nomination was accepted. Don seconded the motion & it was unanimously voted that Scott would serve as Secretary for the 2020 term.
 - **Treasurer-** Scott made the first motion to nominate Bruce as Treasurer, Bruce accepted the nomination and it was unanimously voted that Bruce would serve as treasurer for the 2020 term.

- **Financial Review-**
 - **Meadowwood**
 - Operating \$142,449
 - Reserves \$39,695.55
 - Savings \$1,100.99
 - **Garden Ridge**
 - Operating \$42,181.79
 - Reserves \$23,277.87
 - Savings \$30,372.35
 - **Gray Hawk**
 - Operating \$19,620.96
 - Reserves \$6,040.20
 - Savings \$4,636.20
 - **Rocky Hill**
 - Operating \$46,663.04
 - Reserves \$11,974.56
 - Savings \$83.30

- **Park Rededication Committee-** The board discussed having a committee to celebrate the newly installed park structures in Five Fingers Park by holding a community celebration. Joline made the first motion to accept the formation of the committee, which was seconded by Stephen F. It was unanimously voted to have said committee. Joline will chair and Scott will co-chair committee.

- **Tree Root & Health Committee-** Jacob had brought it to management's attention that there were pushing up sidewalks and will consistently be an issue unless they are appropriately addressed. Joline made the first motion to accept this committee, which was seconded by Jacob. The Board unanimously voted to have the committee. Jacob will chair & Don will co-chair.

- **Town Hall Committee-** Motion tabled until further notice.

- **Snow Removal Vendor Issue-** Board discussed the issues that have happened over the last two years with C&C Yard Care, the current HOA Vendor for snow removal. Many of the Board members would like to move on from C&C, however ultimately, need to have them repair the damaged sections of the association. Steven F asked to review the current contracts with C&C.
 - Board has tabled this until the March meeting to have more time to review contracts and information.

- **Violation Clock Reset-** Management brought it to the Boards attention that there is not any clarification on the amount of time that can pass between first, second and third violations before there is any grace allowed or a 'reset' period.
 - Jacob made the motion that if there are six (6) months between violations that the management company can begin the process over again, allowing for less violations that carry a fine attached. This motion was seconded by Joline & passed unanimously.

- **E Settler Parking Waiver-** Homeowner needs waiver to allow parking of his commercial vehicle in his driveway, as there is a ramp in his garage for his wife to use with her wheelchair.
 - The motion passed unanimously to allow the vehicle to park in the driveway to not disrupt the use of the wheelchair ramp.

- **Fine & Late Fee Waivers-**
 - Motion to Waive all fines unanimously approved by the Board.
 - Fines waived were:
 - PWP22905
 - BA23209
 - SSR1416
 - OKR1372
 - PPC25059
 - MVR1123
 - H1008

 - OKS2225- Board would like to get confirmed payment plan in place from owner before agreeing to waive any late fees. Jacob made the first motion, John seconded, and the motion passed unanimously to make contact with owner prior to moving forward. Agreed to vote via email on final decision.
 - Email conversation attached regarding decision on vote via email.

 - Late Fees for:
 - OKS1889
 - WCS2172
 - STD23018
 - H525
 - MXC23517
 - WRS23517

- **Items Voted & Approved Via Email-**
 - Pepsi van parking waiver
 - Previous meeting minutes

- **Time & Frequency Meeting Change-**
 - Charlie made the first motion to move to monthly meetings, this was seconded by Joline. The board unanimously voted to have monthly meetings and approved the additional expense for 4 Degrees to attend the meetings at the rate of \$75 per hour, per associate, that attends.

- **Concerns from Owners in Attendance & Open Discussion-**
 - **Judy Kotar-** 2018 Tree letter brought up. The trees in the association aren't being appropriately maintained.
 - **Board Response-** The Board has assembled a committee to help address trees, Judy volunteered to help address the trees with the newly formed committee. Joline suggested placing a section in the newsletter regarding best practices on tree maintenance since, as Charlie advised, there are specific ordinances on the trees in the city.

- **Mr. & Mrs. McKinney-** Brought up concerns on C&C Yard care, “Maintenance Free” advertising by Greenstone while selling the Cottage Homes, concerns with budgeting & questions on assessments being so high when services are not provided.
 - **Board Response-** Board & 4 Degrees are working to resolve the issue of snow removal of the driveways, specifically, by asking to supplement current contract with an additional vendor or switch all together. Also, will be meeting with Greenstone to get clarification on what their definition of ‘maintenance free’ is, so that we can ensure we’re meeting the expectations of our owners.

- **Darlene Page-** Communicated some of the same concerns with regard to not meeting expectations sold by Greenstone. ‘Maintenance Free’ should have been communicated to HOA so that the scope of work provided to vendors would meet the expectations of owners.
 - **Board Response-** Darlene provided the board with an email transcript from Monique (4 Degrees) and Jeremy (Greenstone) where Jeremy provided his idea of what “maintenance free” meant. This did not align with the scope of work that Management had been provided with. Updates to the scope of work and the meeting with Greenstone will ideally alleviate this concern.

- **Linda Ball-** Addressed the board & the lack of snow removal from C&C Yard Care. Mentioned that the Association Manager, Christina, had been to her home to shovel the walkway up to the property, since C&C was missing so many areas & was unresponsive.
 - **Board Response-** The Board is looking at the current contract, along with bid received from Cutting Edge Landscape. Board will follow up with these owners and work to address their concerns.

- **Richard Shutts-** Offered edit to meeting minutes from December 23, 2019. One member who was not in attendance was listed as ‘attending’ the meeting. Also, asked that when someone has a topic that they would like to discuss at a Board Meeting, that they are provided with a form where they can write down their contact info, along with their concern, for follow up after the meeting in the event that they are not able to address the board during the meeting.
 - **Board Response-** Board acknowledged the edit in the minutes and the management team will update to be accurate. Also, the board agreed that the contact form was an excellent suggestion. Association manager will have forms ready for the next meeting.

- **Mike Kennedy-** Appreciated the moving to monthly meetings. Raised concerns about open meeting/disclosure laws (Washington Uniform Common Interest Ownership Act) Addressed the fact that every year for the last 18 years there has been damage done by snowplows.
 - **Board Response-** Board acknowledged that there are laws that are for associations created after July 1, 2018. Joline suggested to, down the road, look at a forming a committee to address any issues that could be seen as potential lawsuits.

- **Tom Stroud**- Raised a concern about the Board operating outside of the By-Laws by not having equal representation for all projects. Did not like that the votes were supposed to be 'secret ballots' in December, but that we asked for owner information on the ballots themselves.
 - Board acknowledged his concern about equal representation, as they are working to revise the by-laws. (Representation after the newly appointed member is 4 from the Meadows, 2 from the Gardens and 3 from the Cottages) Also, the ballots needed to have owner information to ensure that there was not a manipulation of the votes or multiple votes by the same owner. The voting was not published outside of the amount of votes each candidate received.
- **Marsha Binder**- Raised concern about what Greenstone is selling people versus what the information is that the HOA had.
- **Scott Kingsford**- asked to add the cost of revamping the HOA website (\$500) to the meeting agenda in March.
- **Meeting was adjourned at 9:37pm**