

## Board of Directors Meeting Minutes

The meeting was called to order at 7:00pm.

- Directors Present: Scott Kingsford, Rod Seagraves, Karen Pagliero, Marsha Binder (via telecon) and Eugene Winter
- Directors Absent: none
- HOA Management: Tisha Goodman and Melissa Owens, Rockwood Property Management

The June 15, 2022 meeting minutes were adopted by the Board and have been posted to the website.

### OLD BUSINESS

- **Marsha / Pumphouse Park:** The project came in under budget and increased the footprint of the park. Equipment is expected to arrive in November and be installed in the spring.
- **Projects Update:**
  - **Gardens Monument Refresh:** The refresh was started but subsequently paused to consult the Board regarding the deteriorated condition. The concrete footing appears to be intact but the remainder of the existing structure isn't viable. Gil suggested the Board compile a design/font for redesign with different materials and then he can begin getting bids.
  - **Five Fingers Drainage:** This is expected to be completed in mid to late September.
  - **Common Area Fence Refresh:** This common area project for 2022 was completed.
  - **Dog Station Install:** Two stations are ready for install pending location marking by the Board; Rod indicated he would mark these out and once marked RPM will install.
  - **Landscape Contract Update:** Conditions are improving but all landscape contractors in the region are experiencing similar staffing issues.

### NEW BUSINESS

- **Management Report:** This is the last night that meetings can be held in the current location. Scott and Tisha will work on securing a new location. Scott will reach out to City Hall to see if their chambers can be used in the future.
- **Board Questions / Concerns:** None at this time. Monthly reports are spot on, no complaints.
- **2022 Annual Meeting:** Scheduled for November. Call for Candidates will be distributed in the next few weeks. This will go out in the mail and via email. Two director positions are up for election: Marsha and Rod.
- **Newsletter:** Scott will distribute a template to the Board for drafting content. It was discussed that any Board member could take the lead on drafting content and putting together a newsletter for consideration of distribution.
- **Common Area Street Tree Trimming:** An annual, revolving street tree program is necessary to accomplish necessary maintenance without spending a significant amount of money all at once. RPM will assist the Board with creating a schedule, getting pricing and building it into the operating budget.

**HOMEOWNER FORUM**

**Member Comment/Question:** *Trees removed along Mission still need the areas seeded. RPM has scheduled with Clearwater and is still working to get this completed.*

**Member Comment/Question:** *When the fence painting vendor delayed the painting, the members weren't notified so this member had her plants covered in preparation for the work to be completed and she is concerned that having the plants covered in the heat for an extended period of time may cause some of her plants to die. Member was also concerned that prep work such as scraping of old paint was not completed properly. The Board agrees that both the prep work and timing are important issues, which it will work to address with RPM and its vendors.*

**Member Comment/Question:** *Are there any deadlines or timing restrictions for repairs related to hail damage that occurred last week?* The Board recognized that the repairs will take a while as there are resource constraints. They are not putting any timelines in place at this time and will continue to monitor this and share information as they know more.

**Member Comment/Question:** *Ash trees look like they're being impacted by bugs. Yes, aphids are attacking it in the spring but the annual treatment prescribed by landscape contract is intended to abate this issue. These types of issues would be addressed as part of the street tree program mentioned earlier in the meeting. An additional treatment may be required but will significantly increase the budget. The Board will look at this as it considers the 2023 budget.*

**Member Comment/Question:** *I fell delinquent in payment of dues because I didn't have the correct email address registered with the HOA. Can the management company send a bill?* Tisha explained that all the information necessary to pay dues is detailed on the meadowwoodhoa.com website under the management tab. Additionally, a bill is sent at the start of the year and emails are sent as a follow up to owners that have provided an email address.

**Member Comment/Question:** *How do I communicate with RPM and/or the Board?* Via [www.meadowwoodhoa.com/management](http://www.meadowwoodhoa.com/management), all contact information is posted there.

**Member Comment/Question:** *Who is responsible for the maintenance of the fence between my backyard and the common area?* Tisha with RPM explained that fencing that borders a Common Area is the responsibility of the adjacent homeowner to maintain and they are responsible for maintaining both sides of the fence.

**Member Comment/Question:** *Will backflow testing be included in dues for cottages this year? If/when that changed, will owners be notified in writing?* The vendor agreed to do it again next year but the determining factor is whether or not it fits in the budget. The Board will look at this as they work through the 2023 budget.

## Board of Directors Meeting Minutes

**Member Comment/Question:** Weeds remain unaddressed in the swale at location, when will this be addressed? This area is included in the HOA's landscape contract and should be addressed in time with the others.

**Member Comment/Question:** There are 5 small greenways that have repeated irrigation issues every year; can we establish a plan to prevent these from getting missed in the future? The Board agrees that while small, these areas detract from the overall appearance of the community and so it will continue to work with its irrigation team to improve coverage.

**Member Comment/Question:** Inquiry regarding the 5ft semi privacy fence along Mission, East of Malvern and why this has to remain 5ft. This section was installed by the Developer just like all other Common Area fencing. Any changes you desire should be submitted to the ARC via the website, it does not hurt to ask.

**Member Comment/Question:** Can I plant and/or remove trees in my yard? Provided it's not a street tree, you can submit a request for this type of change with an architectural application. Street trees are different in that a tree is required every 30ft.

**Member Comment/Question:** Can you update the website to include recent newsletters and FAQ? Scott will make the necessary changes.

**Member Comment/Question:** Can we create a revision history for the Bylaws to track changes that have been made over time? Scott confirmed that we have a copy of each set of approved bylaws and the changes made are detailed in the minutes in which the changes were approved. Despite this, we like the idea and will work with RPM to develop a mechanism to do this going forward.

**Member Comment/Question:** Is it going to be difficult to get ARC approval for hail damage repairs? No, the process is simple and usually pretty quick. The Declarant is prepared for the forthcoming influx of requests related to storm damage repairs.

**Member Comment/Question:** Gardens Ridge entrance street trees need to be looked at for pruning along with adjacent trees to private property. RPM and Board will discuss street pruning programs for the 2023 budget and provide a determination for responsibility to trim, Owner or HOA.

**Member Comment/Question:** Can we change the CCRs to relax the parking restrictions or revise the enforcement mechanism to avoid repeated violations that happen while I'm home for lunchbreak during the week? Tisha shared that RPM inspects weekly on a random day and time and then a second check is done 48 hours later to verify before a violation notice is sent. The Cottages CCR is very restrictive in regards to commercial vehicles so the inspection process we are following is already more relaxed.

**Member Comment/Question:** Is lawn maintenance required? I've seen a lot of brown lawns this year. Yes, RPM is working diligently with the landscape contractors to ensure they are maintaining

7pm on August 17, 2022 @ MTC

## **Board of Directors Meeting Minutes**



common areas and RPM is holding members to the same standard but these things take time. We are aware of several homes with very brown lawns that are working to remedy.

With no other business rightfully brought before the Board, the meeting was adjourned at 8:25pm.

Respectfully submitted,  
Melissa Owens, AMS, CMCA  
Association Admin, Rockwood PM

### ACTION ITEMS

RPM – tree removal areas reseeded by Clearwater

Scott – update website with recent newsletters

Scott – Resend the newsletter template to all the Board of Directors

Scott – Inquire with the Liberty Lake City Hall about using their chambers for future meetings.

BoD (Rod) – mark dog station locations for install

BoD – compile a design/font for monument redesign with different materials on the existing footing

RPM – set new meeting location & notify members / update website

Melissa – draft call for candidates

Gil – develop street tree program for 2023 budget

Melissa – draft Bylaws revision history format