

Board of Directors Meeting Minutes

The BOD meeting was called to order at 6pm.

Directors in attendance: Karen Pagliaro, Scot Kingsford, Zac Scott, Rod Seagraves, Eugen Winters
Also present were Gil Pierce and Melissa Owens of Rockwood Property Management.

As the first Board Meeting since the election of directors, the Board enumerated officers as follows:

Unanimous approval to appoint Rod as President.

Rod motioned and Eugene seconded to appoint Scott, Karen dissented resulting in a majority vote of 2/3.

Karen nominated Eugene for Secretary and Treasurer but without a second, the motion failed.

Unanimous approval to appoint Eugene as Secretary.

Unanimous approval to appoint Karen as Treasurer.

Director at Large: Zac Scott

The following data and discussion is referencing Board Meeting minutes posted online.

In 2017 the Members elected 2 Directors (each for a term of 3 yrs.) and the Board appointed 3 Directors.

In 2018 the Member's election looked to be normal per the Minutes posted

In 2019 the Members elected 3 Directors at the annual meeting, December 11th. At the December 23rd Special Meeting a resolution was passed stating newly elected member Richard Shutts was not an Owner at the time of the election. Scott Kingsford was appointed by the Board to that position as Director for term of 3 years (2020-22).

In 2020, at the February Board meeting, the Board appointed a director (also Scott Kingsford) to replace a vacant position created by a Director resignation. Term to expire in 2020.

Thus, the discrepancy in Scott Kingsford's current Director term resulted from his appointment to two different Director positions, one of which ends in 2020 and the other in 2023. To reconcile, RPM suggests that the Board add that Director position to the 2023 election ballot but for a term of only ONE YEAR.

In the 2023 election there will be three Positions voted on.

2 Positions will carry a 3-year term and one Position will carry a 1-year term, as described above.

The top 2 vote getters will fill the 3-year terms and the third vote getter will fill the 1-year term.

Moving forward, all Directors will serve 3-year staggered terms (2-2-1) as specified in the Bylaws.

The Board unanimously voted in favor to move forward as described herein.

2023 Reserve Maintenance

Per the Reserve Study, the following items are scheduled this year:

Main Association

- Safety surface replenishment in parks

Garden Ridge

- Metal Fencing - reach out to Prebble Painting if it's determined to be necessary this year.

Rocky Hill Townhomes and the Cottages

- Has no reserve maintenance scheduled for this year.

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7 of 10 mailboxes were replaced this year due to vandalism. Director asked if RPM recommends replacing the other 3 mailboxes early to keep the maintenance schedule the same as the others or hold out until 2025? Gil suggests that the Board wait provided the mailboxes are functional. Reconsider replacement during the next reserve study update but unless the mailboxes are compromised (beyond aesthetics) and/or if USPS mandates.

NEW BUSINESS

Contract Management - 2022 Landscape & Snow Removal

- The majority of the issues we're experiencing are directly related to disruptions in the labor force. RPM continues to work with HOA contractors to ensure adherence to contractual expectations.
- Irrigation services were lacking, resulting in geysers. Scott asked that RPM provide additional oversight during the performance of major services such as seasonal irrigation maintenance. Gil will reach out to Tom to inquire if he's interested and willing to perform quality assurance.
- The current contract term is 3 years with a scheduled 3-5% increase annually. When the contract ends, the Board can expect a 15-20% increase in landscaping expenses when the contract goes out to bid.

Capital Improvements - 2023

- Gardens Monument: Gil offered some renderings for the Board's consideration. Using the existing concrete foundation, a new sign will be mounted and stand tall enough to be visible from the street (above foliage). After discussion, the Board tabled further discussion pending additional ideas/suggestions from Zac.
- Scott requested an asphalt bid for a trail between Maxwell and the Molter/Mission roundabout.

Board reviewed variance request for utility trailer parking at the Townhomes and Cottages. Request from 2243 Wolfe Penn was denied.

Weekly Compliance Tours - During bi-weekly inspections in the winter, RPM provides service for 2nd checks. During the warmer months inspections are done weekly and so 2nd checks are provided by the Board.

Digital Landscape Map - Gil proposed digital Google mapping for common area elements such as common area water meters, irrigation timers and zones, etc. Mapping would provide a considerable benefit to the Association's ability to manage vendor contracts now and in the future. The map will belong to the HOA in perpetuity in exchange for RPM's hourly rate of \$60 This project in its entirety may take 10 hours. The Board unanimously approved a budget up to \$1000 for the completion of this project.

HOMEOWNER FORUM

- A question was posed as to who is responsible for snow plowing at Five Finger park walk way and Along Country Vista.. The first is maintained by the HOA and the latter is covered by the City.
- A question was raised as to why the pedestrian garbage can was removed from X. That can is maintained by the City so it must have removed it.
- A question was raised as to whether candidates will run for a specific position (3 yr term vs 1 yr term). No, the candidates receiving the most votes will fill the 3 year potions and the least votes will fill the one year potion.
- A question was raised as to whether online voting will be included in future budgets. Provided it's successful, the Board will continue to budget for online balloting services.

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- Will the Digital Landscape Map be available to owners? Yes, it will be linked to the HOA's website for all to view.
- Will woodchips be replaced at the Cottages? The owner was asked to email Gil a specific location as the woodchips surrounding this area fall under owner responsibility.
- Clarifications were asked about the snow removal trigger? Once the snow accumulates to 2" the contractor aims to respond within 8 hours. Shorter response times can be contracted but it will cost more.
- Why are meetings at 6pm instead of 7pm? The Board prefers 6pm because 7pm meetings end after 9pm. Members that wish to attend are encouraged to make arrangements to attend at 6pm every other month. To ensure that all decisions are recorded, the Board announces all decisions made in the interim at the next Board Meeting to ensure they're recorded in the minutes. During budget season, the Board meets monthly. As a testament to RPM's successful management, the Board is not needing to meet as frequently, thus the return to bi-monthly meetings.
- Is Clearwater doing the landscaping this year? Yes, the HOA is still under contract with a scheduled 5% increase in 2023.
- Why does Gil run the meeting? The Board has contracted RPM to provide this service.
- Who runs the elections? RPM runs the elections as its part of our contract
- Does RPM receive any additional compensation for its services? Only services performed outside of the Management Contract as directed by the Board.
- Were members able to hear each other and participate in the Annual Meeting as per the RCW? Yes, the Annual Meeting was held in person, at which the members were provided a great deal of time to ask questions regarding the budget and election materials. When the Annual Meeting was reconvened, it was done so to achieve quorum sufficient to support an election outcome. Members were still given another opportunity to ask questions through Zoom for response by the Board.

With no other business rightfully brought before the Board, the meeting was adjourned at 7:45pm.

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