

Board of Directors Meeting Minutes

The meeting was called to order at 6pm by Rod with all Directors in attendance:
Rod Seagraves, Zac Scott, Karen Pagliaro, Eugene Winter and Scott Kingsford (via phone)

In addition, Tisha Goodman, Vaughn Dieter and Melissa Owens attended on behalf of the management company, Rockwood PM.

Meeting minutes of February 15th were previously approved and posted on the website.

Old Business

Electronic Notifications – a budget of \$500 was granted for legal review of a Bylaws amendment to allow for electronic notifications for owners that opt-in to email delivery. On a motion made by Scott and seconded by Eugene, the Board unanimously agreed.

Digital Landscape Map – at the request of the Board, Vaughn is working on a digital landscape map for use by the HOA in managing service contracts. The map will include irrigation zones, main shutoffs and dog station locations. Completion is expected by the end of May.

In addition, a proposal of \$896 was offered by Greenstone Marketing to complete the remainder of the HOA map at buildout of the final phase of development. The existing map doesn't include the final phase. RPM needs a Board decision on this before they contract for this to be complete.

Reserve Study Update – Vaughn reported on his ongoing efforts to assist in updating the reserve study. Several relatively minimal projects are on the horizon as follows:

- Common Area Parks & Asphalt were called out in the Study, but inspection determined that these elements are still within their regular lifespan and no action is needed this year.

New Business

Landscape Scope of Work – Vaughn presented RPM's landscape contract format, including the scope of work, for the Board's consideration. Vaughn provided physical copies and RPM will email soft copies to the Board members. RPM requested that the Board review the documents and submit requested changes to Rod, who will consolidate the updates and send RPM a final copy.

Capital Improvement Projects

- A proposal in the amount (not to exceed) \$4k was presented for the removal of the entry monument at the corner of Liberty Lake Dr and Settler. The Board is reviewing options for the new sign. RPM will look for Board direction on removal of the current sign and how they want to proceed with the new sign.
- A new bench and picnic table were installed at Five Finger Park

Karen provided a Treasurer update and requested that RPM inquire about the HOA insurance policy as the 2023 policy indicated that Grey Hawk was still on the policy. RPM will inquire and provide an update.

Homeowner Forum

- How are violation inspections done, how does the HOA enforce?
 - RPM explained the violation process and indicated this information can be found on the Meadowwood HOA website.
- Member attended to again appeal to the Board for a variance to allow him to park a utility trailer in his driveway. He is asking for this variance to allow his wife easy access to the trailer, which is used to transport equipment for his daughter, who has a medical condition. One of the members neighbors was in attendance and indicated she did not have any issue with this variance. Previously, the Board denied his

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request to park in a guest space down the street. His new appeal is requesting that he park in the driveway. The Board will consider this request and get back to the member with their decision.

- A flat, steel lid is ajar at the new pocket park located off Blue Ridge Ave creating a hazard. RPM will investigate and secure as needed.
- A member asked who was responsible for fence repairs when a members fence backs up to a common area. RPM explained that homeowners adjacent to a common area are responsible for the repairs to both sides of their fence. This information was sent to members in August 2022 and it is posted to the website. RPM will distribute reminders to owners that fall into this category.
- Owner reviewed Clearwater and CNC contracts for Rocky Hill area and asserts that service providers aren't satisfying the terms of their contracts. She pointed out that she did not like that the snow removal contract states the contactor has up to 6 hours to respond once snowstorm has stopped. She further reports concerns that Roundup is being used in and around the park. She stated that she called the Liberty Lake Water District and spoke with someone who indicated Roundup is used because the weeds absorb the product therefore it does not seep into the ground. She stated that he also indicated that water and vinegar would work. The Board agreed to review her suggestion to substitute vinegar in place of chemicals when they go out to bid for new landscape contracts.
- How do I calibrate/turn on their irrigation at the Cottages? Vaughn explained that typically the systems can just be turned on and they should maintain the same settings from the previous year. If they want to modify the timing of their irrigation system (when they run, how often and when), they can do so as the system is theirs to maintain. There are video's on youtube.com that will walk you through how to change your irrigation timer. They can also call RPM to assist walking them through it over the phone.
- Member raised a concern that landscape spring clean-up hasn't been completed, but the water is turned on. When can we expect the clean-up? Vaughn will review the site and scope of work then discuss with Clearwater.
- Do the Cottages have individual irrigation controllers? Yes, it's typically outside. It will have a dial and a timer inside of a small box.
- Can I review the landscape contract online somewhere? Contracts are not posted online. Members can schedule an appointment to review contracts at the RPM office.
- When do I have to submit for approval when improving landscaping? ARC guidelines and request form are available on the website at www.meadowwoodhoa.com.
- How do I find out what's been approved for my home in the past? Members are welcome to contact RPM to inquire, any applicable documents will be provided. However, any outstanding violations known to the Association would have been disclosed in escrow.
- The Fire Dept will be onsite May 20th to offer fire safety information. Members are welcome to attend.

With no other business rightfully brought before the Board, the meeting was adjourned at 7:03pm.

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