

Board of Directors Meeting Minutes

6pm on September 20, 2023 via Zoom and in-person @ Liberty Lake Portal Building

The meeting was called to order at 6:03pm by Scott with 3 Directors present: Zac Scott, Karen Pagliaro, Scott Kingsford (via Zoom)

Eugene Winter joined the meeting via Zoom about 10 minutes after call to order.

Approximately 20 Members were present in person and 7 via Zoom. Gil Pierce and Tisha Goodman with Rockwood Property Management were present in person and Melissa Owens with Rockwood joined via Zoom.

Scott Kingsford reviewed the meeting guidelines and requested that all participants including Directors and Members follow the meeting guidelines to allow for a respectful and efficient meeting.

The August Board Meeting Minutes were approved with a majority vote and are posted to the website at <http://meadowwoodhoa.com/>. Karen reiterated that she declined to approve because certain opinions and actions by attending members weren't recorded. Scott clarified that meeting minutes are intended to record Association business conducted by the Board.

OLD BUSINESS

Appoint Director to Serve Rod's Term – 4 nominations were received; 3 candidates attended the meeting and were given an opportunity to introduce themselves. The Directors voted by secret ballot to appoint Cody to serve the remainder of Rod's term.

2024 Landscape Bid Update – RPM is attempting to gather five landscape bids for 2024. Two of the five bids were shared with the Board. All additional bids will be added to the comparison spreadsheet and provided to the Board as soon as they are submitted to RPM. To ensure that the Board is able to compare apples to apples, each contractor will follow the bid format requested by RPM.

Gardens Monument Refurbishment – RPM submitted the font and artwork to a metalworker for design consideration and proposal. If/when approved, installation likely won't happen until the spring.

Management Contract – a committee was chartered at the last meeting and charged with reviewing the existing scope of work in preparation for distribution to companies that meet the minimum criteria outlined by the Board at the previous meeting. Despite the charter, the Committee solicited and received 3 proposals from management companies. One of the companies received the current scope of work and two did not. Scott called for discussion and approval of the current scope of work so the Board can move forward with soliciting bids and/or ensuring existing bids meet the scope of work requirements. The committee members expressed no concerns with using the current scope of work and Karen will send the names of the management companies that have been requested to bid. The Board agreed to take next steps in soliciting and reviewing management company bids before the October meeting.

NEW BUSINESS

2024 Budget – the proposed 2024 Budget and 2023 annualized actual expenses were presented by RPM for Board consideration. This information was sent to the Board on 9.19.2023 and RPM asked the Board to come prepared with questions. During the meeting, Gil reviewed the prominent impacts on the proposed 2024 budget.

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- The 2024 landscaping numbers are based on the 2024 bid from the current landscape contractor, Clearwater. These numbers could change if the Board elects to use another landscape contractor.
- The 2024 management fees are based on RPM's 2023 contract. RPM gave their notice and will no longer manage next year so this number will likely change.
- To meet projected expenses for the Meadowwood Main, an increase of \$1 per month per lot is required to avoid a deficit. Without an increase, the Main Association is projected to end with an \$11k deficit.
- Garden Ridge Calls for an increase of \$20 per quarter per lot to maintain the current service levels. Without an increase, a deficit of \$5.6k is expected.
- Rocky Hill Townhomes & Cottages will also require an increase of \$21 per quarter per lot to maintain current services. Without an increase, a deficit of \$4.6k is expected. The Board discussed the option of holding off on a 2024 increase, which would eat into the operating cash balance leaving a projected cash balance of 46.6k. This would leave a cushion of approximately 6.3 months of operating expenses.

Cody asked if the cost centers can borrow money from the main. Technically, MeadowWood HOA is one entity so operating funds are all in one operating account and they are tracked using cost centers. Using cost centers allows us to track how much of the operating funds belong to the Main Association, Gardens Ridge and Rocky Hill Townhomes/Cottages. When Gardens Ridge had a negative operating balance, they were using the HOA Main funds. This was the reason they had a special assessment in 2023.

To give members an adequate amount of time to review candidates running for a Board position and cast their votes, the Board unanimously agreed to approve the 2024 Budget over email prior to the October 18th board meeting. This will allow for RPM to produce and distribute the ballot and budget to the Membership for review.

HOMEOWNER FORUM

A member asked the Board to look for cost savings rather than raising dues.

Another member protested the increase in assessments under the pretext that they weren't advised of the potential for an increase.

The prior two management companies did not advise the Board appropriately regarding proper reserve funding or overall budgeting. The Board didn't know they were making decisions based on inaccurate information or it would have taken action to avoid this circumstance. Had the Board known this at the time, it would have presented the need for an increase sooner.

Member read from the previous meeting minutes siting what was approved for the committee formed to review the property management scope of work.

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The sharp tree stakes still remain. These present a safety hazard and need to be removed. Can you charge the landscape contractor for nonperformance.

Gil submitted a request to the landscape company to be removed on 8/28 and on 8/31 they confirmed that it will be done within a few weeks. It was explained that we can't charge a vendor for "not" performing a task timely but we do withhold payment if/when services aren't rendered. Upon contract renewal, the Board determines if the landscaper should remain under contract or if the Association should contract elsewhere. With respect to this specific issue, RPM will seek an outside contractor to address this issue.

A member requested that the membership be given more opportunity for input on the budget prior to approval. WA law requires that HOAs ratify a budget annually, which means a copy of the proposed budget is distributed 15-50 days ahead of the ratification meeting for member review and comment. Unless 51% of members reject the budget, it's automatically ratified.

A member requested that the Board take a look at ways to be more proactive with regard to water conservation. The member pointed out a swale that occasionally has standing water that he believes is due to overwatering. The Board can look at various options with regard to irrigation management, however, there is a cost for those types of services. This service would be related to irrigation inspections and adjustments.

A member asked about the approval process for Board minutes. In response, the Board agreed to postpone approval of the minutes to the next Board Meeting rather than approving by email in the interim.

A member pointed out that there is a deck in Rocky Hill Park, that sits at the top of the hill, that is in disrepair. The member was informed that Rocky Hill Park is a city park and encouraged the member to reach out to the City of Liberty Lake to share her observations and concerns.

Is the HOA a member of the city tree program?

No, the HOA is not a member.

Please consider the life of the trees over life of the asphalt when maintaining the common area.

A member asked about weeds in the alleys.

The alleys are the owner's responsibility. Homes with ongoing violations are receiving notice and enforcement but issues with respect to specific homes should be reported to contact@meadowwoodhoa.com.

A member requested that the Board offer Zoom attendance to all members and allow for recording. Zoom is offered to all Member. Recording of the meetings has not been approved by the Board.

With no other Board business on the agenda the meeting was adjourned at 8:20pm due to multiple disruptions in the room which interrupted the ability to have professional interaction between Members and the Board.

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