

## Board of Directors Meeting Minutes

6pm on October 18, 2023 via Zoom and in-person @ Liberty Lake Library

The meeting was called to order at 6:04pm by Scott with 4 Directors present: Cody Koppenstein, Karen Pagliaro, Zac Scott, Scott Kingsford (via Zoom)

Approximately 30 Members were present in person and 3 via Zoom. Gil Pierce and Tisha Goodman with Rockwood Property Management were present in person.

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.

Cody made a motion to approve the September Board Meeting Minutes, Zac provided the second, Karen voted to oppose the motion and it was approved with a majority vote and the minutes will be posted to the website at <http://meadowwoodhoa.com/>.

### OLD BUSINESS

#### **Review Landscape Bids – Select Company and Award Contract**

The Board was provided a financial comparison of the three landscape bids. Rockwood was asked to reach out to TLC and Inland Lawn to request the name and address of projects where they currently perform work. It was decided that for the 2024 budget they would use Clearwater's 2024 bid, however, the Board agreed to hold off on awarding the 2024 landscape contract.

#### **Review Management Bids – Select Company and Award Contract**

Three bids are currently being considered. Century Management, Web Property Management and Ponderosa Management. It was decided to use a door fee of \$6/per door per month in the budget, however, the Board agreed to hold off on awarding the 2024 management agreement contract.

#### **Review 2024 Budget – Adjust Cost for Landscaping & Management**

- RPM explained that a billing error was found by two members of Garden Ridge related to common area electricity. Garden Ridge's Avista bill includes one irrigation meter (that belongs to Garden Ridge) and 46 street lights. Garden Ridge only has 12 streetlights, so they have been billed for 34 streetlights that are actually part of Meadowwood Main. RPM worked with Avista to move the 34 streetlights to the Meadowwood Main bill so going forward this should no longer be an issue. In addition, RPM reviewed the Avista expenses between January 2022 and October 2023 and found that Meadowwood Main owed Garden Ridge \$12,078.79 for common area electricity. RPM will process this GL transfer and the 2024 budget was updated to reflect this transfer. In addition, the 2024 budget – Common Area Electricity now reflects 12 streetlights for Garden Ridge and the 34 streetlights have been moved to Meadowwood Main. After making these changes, the following decisions were made:
  - Meadowwood Main Budget - increase of \$2 per door per month
  - Garden Ridge Budget for their special services – no increase
  - Rocky Hill Townhomes and Cottages ONLY for their special services – no increase

Since all members will be impacted by the \$2 per door per month increase, this equates to the following dues for 2024:

**Meadowwood Main:** \$144 semi-annually

**Garden Ridge:** \$447 quarterly

**Rocky Hill (Townhomes/Cottages ONLY)** \$411 quarterly

Cody made a motion to approve the 2024 budget, Zac provided the second, Scott voted in favor and Karen elected to abstain.

## Board of Directors Meeting Minutes

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### NEW BUSINESS

#### HOMEOWNER FORUM

*Member: Scott why are you no longer here in person?*

Scott elected not to answer.

*Member: Garden Ridge – When I look at the budget, it's hard to understand what costs are for common areas and which are for individual homes. The example used water "water"*

RPM: We would look at ways to better label those expenses.

*Member: Can clearwater rake the leaves please?*

RPM: This is part of their contract, and it will happen as part of the fall cleanup. Typically, they wait until most of the leaves have fallen so they don't have to do multiple leaf cleanups as this would cost the association more money.

*Member of Garden Ridge: The Budget should not be voted on because the dues will go up by \$6 per quarter.*

*Member of Garden Ridge: Member would like to know why there isn't a financial process in place to ensure financial issues aren't missed.*

*Member of Garden Ridge: The Garden Ridge budget is not properly including the income and expenses that Garden Ridge members pay for the main portion of the dues.*

RPM: We recognize that the previous management company would apply all the dues that Garden Ridge members pay to the Garden Ridge portion of the budget as income and then transfer, on some schedule, the amount owed to the Meadowwood Main as an expense. We don't believe this is a good accounting practice. As an example, when the Greyhawk members separated from the Meadowwood HOA in 2021, they left owing the Meadowwood main over \$4k in dues that were never transferred to the Meadowwood Main. RPM found this accounting error, after we took over management, and we had to go back to Greyhawk to ask for the money they owed. We break out the income and expenses for the community into three Cost Centers. One is the Meadowwood Main cost center, which includes all the income and expenses for the Meadowwood common areas. The second is the for Rocky Hill Townhome and Cottages Cost Center, which includes income and expenses related to their special services. The third is the Garden Ridge Cost Center, which includes all the income and expenses for Garden Ridge's special services. For example: When a Garden Ridge member pays their 2023 dues, which in total are currently \$441 quarterly, \$375 is applied directly to the Garden Ridge cost center and \$66 is applied directly to the Meadowwood Main Cost Center. The income is applied immediately to the correct cost center and there is no risk of the money of the money not being transferred. For this reason, this is the accounting approach we take.

*Member of Garden Ridge: Last year the dues took a big jump and a special assessment was billed to the Garden Ridge members. Considering the error with the Common Area Electricity, should the dues go back down?*

RPM: The overbilling of electricity was only one of three issues that caused the increase in dues and the special assessment in 2023. The other two issues were: 1. The previous management company

## Board of Directors Meeting Minutes

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was carrying over the end of year cash balance into the follow year's budget as additional income, so the projected income was being over inflated by thousands of dollars. When RPM did a high lever review of the 2022 budget, that was drafted by the previous management company, this error was caught and brought to the Boards attention. 2. Garden Ridge was underfunding their reserve account, so the reserve funding was increased. These two issues were the majority of the reasons behind the increase in dues and the special assessment for 2023.

*Member - Webb ripped us off. I highly recommend you get a copy of the contract. They charged us for cell phones, gas, etc. He would like to propose a landscape committee to make decisions about things like fence painting, looking at the number of mows, etc. I recommend you do your due diligence before selecting the next management company.*

*Member: When she moved here, Webb was in charge and her sister lived in a community that used Webb and they ripped off her sister's association. Please be careful and due your due diligence.*

*Member from Meadowwood Main: Webb has the worst reputation on the internet.*

*Member: I would like to know if there could be a meet and greet with the members running for an open seat before the annual members meeting.*

Karen: I would be happy to reserve the library and attend.

*Member – What happened to the tree stakes.*

RPM: A member moved them.

*Member: Who will manage the website if Scott isn't managing it.*

Board: This is something we are asking management companies to include in their management contract as an option.

*Member – Susan Ashley – I'm on the FB group and you can count on me to attend the meet and greet. Are we going to be allowed to vote via proxy?*

RPM: The option to vote by proxy will be available, the same as last year.

*Member from Garden Ridge- Since we have 82k in the reserve fund, is it possible to use some of that to offset the addition \$6 per quarter increase we will have to pay next year due to the increase in the Meadowwood Main portion of the dues.*

RPM: Unfortunately, reserve funds can't be used to offset operating expenses.

*Member – Can the meetings go back to 7pm?*

RPM: That will be a Board decision.

*Member – it's helpful if all the Board members can be present.*

*Member commented via zoom: At the city council candidate meeting so can't speak but here's my comment/question: I would like the pathway north of Ormond to the Mission-Molter roundabout added*

## Board of Directors Meeting Minutes

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*to the budget for 2024. Improvements are needed!! It's constantly muddy, regardless of season, excessively long grass and is used daily by many, many HOA members.*

Scott: Started working on this in 2018 and it was going to cost \$12k and at the time the HOA didn't have the money to do the project.

7:42 meeting adjourned

Respectfully submitted,  
Rockwood PM