

Board of Directors Meeting Minutes

7pm on January 17, 2024 via Zoom and in-person @ Liberty Lake Library

Call to Order:

The meeting was called to order at 7pm by Vicky with all Directors present: Diane Grecco, Byron Koch, Cody Koppenstein, Vicky Markussen, Zac Scott

Approximately 7 Members were present in person and 5 Members attended via Zoom.

Election of New Officers:

The following Board positions were assigned as follows by unanimous Board consent:

President – Vicky (motioned by Byron and seconded by Diane)

Vice President – Diane (motioned by Cody and seconded by Vicky)

Treasurer – Cody (motioned by Vicky and seconded by Byron)

Secretary – Byron (motioned by Diane and seconded by Zac)

Member at Large – Zac

President's Remarks:

Vicky thanked all the homeowners for participating in the election. She felt providing electronic voting was successful and she understands that the community wants the Board to operate openly and collaboratively. There will be a learning curve for the new Board, however, the Board is committed to creating a Board that is open to ideas from the homeowners.

Approval of the November 29th Board Meeting Minutes:

Vicky asked if there were any changes to the November 29th Board Meeting minutes that were sent to the Board via email. No changes were requested. A motion was made by Cody to approve the meeting minutes, the motion was seconded by Vicky and approved unanimously.

Financial Report – Rockwood Property Management – Gil Pierce

The November 2024 financial report was sent to the Board for review. The December financial report will be sent out between the 20th and the 25th of January. Gil doesn't expect there will be anything significant in the December report. There will be some variances which he will explain in the financial cover letter, such as the utility variances between the Main association and Garden Ridge due to the Avista billing corrections. Income in December will likely be over budget due to a higher than projected number of prepayments because January 1, 2024, statements were sent out earlier than usual this year. This will also impact the January 2024 financials as you will likely be under budget for income due to the prepayments received in December. The Board is welcome to send us questions related to the financials via email or ask us at Board meetings. We post quarterly financials to the Meadowwood HOA Website. Vicky asked if there was a timeline for approving the financials. Gil said there wasn't a deadline and financials could be approved via email or at the following Board meeting if that is the format the Board would like to take.

A copy of the 2024 Budget was sent to the Board and a physical copy was provided tonight. The version we provided to the Board is in the format that has all the budget notes. Vicky asked if the Board had any questions and there weren't any questions.

OLD BUSINESS

2024 Member Statements: In lieu of coupon books, statements were sent out for the January 1 dues. If a Board decision hasn't been made on the 2024 management company by early March, the Board will need to decide if another statement should be sent out before the quarterly membership dues for Garden Ridge and Rocky Hill Townhomes and Cottages which are due on April 1, 2024. There is a cost associated with physically mailing out statements to members. The cost for the

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January mailing was over \$1,000. Gil explained that members who are set up on auto-pay do not get coupon books or statements, so as this grows it will help with this cost. Vicky asked if RPM knows how many member email addresses we have on file. *RPM took an action item to provide this data to the Board.*

2024 Landscape Contract: Clearwater Summit was awarded the 2024 landscaping contract. This has been communicated to Clearwater both verbally and in an email. It was also memorialized in previous meeting minutes. If the Board selects Rockwood as their 2024 management company, we will put the Clearwater contract into our contract format, and it will be signed around. If they choose another management company, it will be up to the Board and the new management company to move forward with signing the contract. The only work being done by Clearwater, until landscape services begin, is the management of the dog stations and there has been no disruption in this work.

Vicky asked about the snow removal contract. Gil explained that snow removal is still under contract. *RPM took an action item to send landscaping and snow removal contracts to the new Board for their review.*

Byron asked for clarification about the landscape contract and if it's been signed and what the term is. Gil explained that the contract isn't signed but Clearwater knows they have been selected for the 2024 landscape contract and they know it will be signed once the Board decides on a management company. The contract begins January 1 and it is a 3 year contract. They are doing the work required of them based on the verbal and email confirmation that they have been awarded the contract.

Diane asked if there would be an issue with having them sign Rockwood's contract with the understanding that if the management company changed, it would void our contract. Diane's concern is not having legal recourse if they aren't completing their responsibilities. Gil indicated we could have him sign our contract. Tisha asked if that was how the Board wanted Rockwood to proceed. It was decided that if a management company hasn't been selected by the next Board meeting, RPM should sign the landscape contract.

Reserve Study Update: Rockwood is reviewing the draft to ensure it is accurate. Once complete, a copy will be sent to the Board for review and final approval.

Gardens Monument Contract: Once received, the metal sign design and cost estimate will be forwarded to the Board for consideration. Vicky asked for more clarification on this project. Gil explained that the previous Board was looking to refurbish the current Gardens Sign. When they went to refurbish the sign it started to break apart. At that point, the Board started to look at replacing the sign with a metal sign like the Meadowwood Glen sign which is on the corner of Sharp and Country Vista.

Management Contact: Cody has provided the Board with the proposals collected thus far. Some questions have yet to be answered. He has the Webb contract updated. The organizations are ready to make presentations to the Board. Cody asked if there was a day next week when they could hold these presentations.

Vicky clarified that the Board decided to take a step back because there were questions that several Board members wanted to get answered before making a decision. They are going back to square one and meeting with the companies to get questions answered so the Board can make an informed decision. Vicky also mentioned that members can provide feedback about this process during the

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open forum or by sending an email. *RPM took the action item to add the Director emails to the Meadowwood HOA website.*

The Board decided to hold virtual meetings with the management company candidates on the evening of Tuesday, January 23. Cody asked if RPM would like to do a presentation and Tisha confirmed RPM would like to do a presentation.

A member asked which companies were being considered. Cody shared that the four companies are: Rockwood Property Management, Ponderosa, Webb and Century.

Street Light Cost Allocation Audit: Denyse thanked Tisha for her contribution in reconciling the overbilling, which resulted in the following corrections:

- \$12,078.79 reconciliation completed in October 2023. Main Association paid Garden Ridge for 2022 & 2023.
- Vicky motioned and Cody seconded that \$12,683.82 be credited back to GL 6415-100 (Garden Ridge) from 6415 (Meadowwood Main) to reconcile the overbilling for 2020 & 2021. This was approved by the Board unanimously.

NEW BUSINESS

Communications / Board & RPM: currently, the contact@meadowwoodhoa.com is going to RPM and one Director, currently Cody. Vicky will take over as the assigned Director, but the process will remain otherwise the same until the Board decides on a management contract. A member mentioned that she appreciated how quickly RPM responded to an account question that she emailed after she first purchased her home. Another member mentioned that she was a previous Board member and as a Board member and a non-board member she has also been happy with the communication with Rockwood Property Management. Vicky asked if there was anything that members wanted to share that might not be working well with communication. One member shared that she would just like to be able to contact a Board member directly without going through the management company beyond the access they are provided at a Board meeting. Diane made the recommendation to add Board member emails to the website to ensure members can contact the Board directly. This would allow members to email the Board privately. It was decided that Board of Director emails would be added to the website.

Minute Taking: Diane shared that when she reviewed meeting minutes from previous meetings, she felt the minutes were pretty sparse. Collectively the Board felt the minutes should be more detailed going forward. One of the methods Diane has used as an attorney is to record meetings and then minutes can be transcribed from those recordings. The intent would be to use the recordings for accuracy and then the recordings would be destroyed. The recordings would not be maintained or shared with members. Byron, as the Secretary, would be responsible for this process and the management company would no longer take meeting minutes. If the Board were to record the meetings, the Board would disclose that the meeting is being recorded as that is required by Washington state law. Byron made a motion to begin taking this approach at the next meeting. Cody asked for clarification. Vicky indicated that this is a bylaw issue. The Board asked RPM if they knew when the decision was made to have the management company take meeting minutes. Tisha explained that the expectation from the previous Board was that RPM would take the meeting minutes and when researching the Avista billing issue, she could see that previous management companies were also taking minutes. Vicky asked if there was a second to Byron's motion to record

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Board meetings for the purpose of transcribing minutes. Diane provided a second and the motion passed unanimously. Gil clarified that, after tonight's meeting, Rockwood Property Management would no longer be required to take meeting minutes and that was confirmed.

Appoint Director contact for RPM:

Tisha explained that our contract requires that the Board select one point of contact for the management company. That Director is the only Director to provide Rockwood with direction. It was decided that the Board President, Vicky, would be that contact.

Board Meeting Time & Frequency:

Time: Vicky asked the members present for feedback on the meeting start time they preferred. Then Vicky asked the Board what time would work best for them. After discussion by the Board, it was decided that the meetings would begin at 7 pm. Cody requested a hard end time if the meetings were going to start at 7 pm.

Frequency: There was discussion by the Board and a few members shared their thoughts. The Board decided to meet monthly in February, March, and April on the 3rd Wednesday of the month. They would revisit the meeting frequency after the April meeting.

HOMEOWNER FORUM

Byran (Board Director) – There was a member who previously asked about moving the homeowner forum earlier in the meeting. In addition, there was a question posed about allowing homeowners to ask questions during a Board meeting. Vicky mentioned that members can ask questions during a Board meeting if they are recognized by the Board. Diane mentioned that the Board had discussed moving the homeowner forum to the beginning of the Board meetings or just opening up for comments from members when an agenda item was being discussed that warranted member feedback.

Member: I can offer some apps that will support the Board in transcribing minutes.

Member: where is the monument the Board discussed? It's at the corner of Setler and Liberty Lake Drive.

Member: I look forward to the transparency promised by the new Board. I've had concerns about this and proper decision-making by past Boards. Specifically, actions taken outside of a meeting must be made by unanimous written consent.

Member: Please cancel the CNC snow removal contract this year, I don't care for them.

Upon a motion made by Vicky and seconded by Zac, the meeting was adjourned at 8:25pm.

Respectfully submitted,
Rockwood PM