
IN ATTENDANCE

HOA Directors - Vicky Markussen, Cody Koppenstein, Zac Scott, Byron Koch

Rockwood Property Management (RPM) - Gil Pierce

Homeowners - 9

Online attendees using Zoom: 2 homeowners

CALL TO ORDER

The meeting was called to order by Vicky at 7:00pm.

Vicky announced the meeting is being recorded. Vicky noted that once the minutes are drafted and approved, the recording will be destroyed. Vicky asked if anyone in attendance had an issue with the meeting being recorded. There were no objections.

The minutes from the February 21, 2024 board meeting were approved.

Vicky noted there was one item reviewed and acted upon by the Board via email since the last meeting.

- The board unanimously agreed to sign the landscape contract with Clearwater. The contract was accepted and approved by the previous Board. Terms are 3-year contract with annual increases of 5% for 2025 and 2026.

EXECUTIVE SESSION

An executive session included on the agenda was not held and tabled until the next meeting. Vicky noted that Diane Grecco needs to be in attendance for the executive session.

REPORTS

Financial Report

Cody reported on HOA financials.

- Financial summary at the end of February: \$537,827 cash on hand; income of \$26,413 which is \$11,496 under budget (primarily due to members prepaying in December); expenses of \$40,296 which is \$4,961 over budget.
- There were many CC&R violations in February: 46 holiday decor, 3 parking, 7 trash can, 1 architectural, and 4 maintenance.

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- The 2023 tax return was completed in February.
- The Gardens monument entry design was approved last month. Pricing is not finalized.
- There were no snow removal events in February.
- The reserve study was posted on the HOA website.

Communication Committee Report

Barb Farrell provided an update. The committee identified and recommended 3 ways to improve communication:

- Add a box to the website home page to highlight important information.
- Send a mass email to all homeowners and explain what it means to “opt in” to receive emails, with the objective of encouraging email use and lowering mailing costs.
- Publish a quarterly newsletter. Barb asked if the newsletter would be sent out or posted on the website. Vicky responded that distribution needed to be discussed, but it would definitely be posted on the website, noting there is a spot for newsletters already on the website.

Byron asked what the timing for the mass mail was. Vicky responded that the board needed to approve the recommendations before anything was sent out. Gil commented that RPM can send out the email and the newsletter, and there was no charge to do so. He brought up mailing the newsletter, and there was agreement that emailing the newsletter would be the approach and “save some trees”.

Byron moved to accept the recommendations from the Communications Committee. Cody seconded the motion. The Board members present voted unanimously to approve the motion.

Vicky stated a Communication Committee meeting would be scheduled to discuss how to move forward, including drafting the mass email.

OLD BUSINESS

Member Statements

Vicky led the discussion on member statements. Last year, the HOA mailed coupon payment books to homeowners, which was outsourced, and cost \$4023. In January, RPM created a paper statement produced internally, and outsourced the mailing January at a cost of \$1100. Vicky asked RPM to provide an estimate for generating paper statements for the remainder of the year, which RPM estimated would be \$922. She commented that the Board was looking at ways to save money, and using RPM for the remainder of the year would reduce expenses by \$1923. Vicky showed an example of the statements RPM sent out in January.

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Byron asked if the January mailing was outsourced. Gil explained the actual mailing was outsourced using SouthData, with RPM generating the statements internally. He added that RPM would use SouthData in a similar manner for the rest of the year.

Vicky explained the statement has a section at the bottom that is detached and returned with payment, and that the mailings will not include envelopes. There was a question if homeowners can still pay online using the new statement, Gil responded that homeowners can still pay online using the portal. He added that more homeowners opting in for email or setting up autopay will help reduce mailing expenses.

Cody moved to have RPM continue with generating statements for the remainder of the year, and Zac seconded the motion. The Board members present voted unanimously to approve the motion.

Items Homeowners Can Vote On

Byron led the discussion and presented a summary of items homeowners can vote on. The topic was brought up by a homeowner during the February meeting. The Board had a call with RPM to talk through homeowner voting. Byron presented a summary at this HOA meeting.

Homeowners vote primarily in the following instances:

1. Election of the Board Directors. Byron noted the Board Directors can be recalled by a majority vote of the homeowners.

Byron commented that by electing Directors, homeowners delegate authority to the Board members. This authority is outlined in the HOA Bylaws, Article IV. Most of the "voting" is conducted by the Board during meetings.

2. Rejection of the Annual Budget. If a budget isn't rejected by enough homeowners, the budget is approved.

There are other situations where homeowners can vote.

1. Members can call for Special Meetings.
2. If the Board amends the Bylaws, homeowners can vote to repeal or change those amendments.
3. Homeowners vote on other actions that require approval by membership as stated in Article II, Section 2 of the Bylaws. Byron noted this includes voting that needs to happen on any action not covered in the HOA Bylaws, Articles of Incorporation or other governing documents. He commented that if any of these actions impact only one Project (e.g. Meadows, Gardens, Cottages), then the homeowners in that Project need to vote. A map was displayed during the meeting showing each of the Projects.

There was discussion on what actions might fall in this area. Gil commented on the three Projects, and that the developers came together and combined them into the MeadowWood

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HOA. Marcia Binder shared that an example is when a previous Project (Gray Hawk) voted to separate from MeadowWood HOA.

John Nagel commented that he had raised this agenda item concerning budget approvals, budgets are not approved by Project, and homeowners in Rocky Hill don't get to vote separately on their budget. Gil responded that the budgets are organized by service areas, which is different than a Project. Gil noted that the Board could still address John's concern. Byron commented that John's concern was something the Board should review further, and maybe each special service area should have the opportunity to reject their respective budget.

Gil confirmed that although the same landscape contractor is used for the entire HOA, the special services budgets reflect the services actually provided to that service area.

Enforcement of CC&Rs

Gil explained the RPM enforcement process, noting that it is reflected in the HOA rules and regulations posted on the website. Previously, inspections occurred weekly on Wednesdays with violations needing follow-up inspections occurring on Fridays. The current Board approved inspections every two weeks on Wednesdays with follow-up inspections occurring on Fridays. The inspections cover everything included in the CC&Rs. Violations result in a courtesy notice. Any violation that isn't corrected in defined time frame results in a second courtesy notice. If the violation still isn't corrected, the fine schedule is followed.

Gil noted that in addition to regular inspections, RPM follows up on complaints submitted by homeowners.

There was general discussion on "beating" the system, for example moving a boat from one parking spot to another. Gil commented that RPM will follow up on these situations if they are reported to RPM.

A homeowner shared a current parking violation involving a commercial vehicle occurring over multiple months, and after reporting it to RPM being directed to contact the City of Liberty Lake. The homeowner understood that RPM can't share the specifics about violations, but expressed frustration over not knowing if anything was being done to correct the violation. RPM and the homeowner agreed to discuss the specific situation after the meeting.

A homeowner asked if the Board would consider asking homeowners to volunteer to conduct inspections. He noted that this approach had been taken in the past. Vicky responded that this Board hadn't discussed it but she would take it as an action item.

Byron shared that he had added this topic to the agenda because of comments the Board received with evaluating management companies, specifically that favoritism might exist or that violations might not be addressed if a homeowner is intimidating. Gil responded that the inspection person isn't a Liberty Lake resident, and he further described the inspection and enforcement process, which includes documenting what is happening.

How Homeowner Information Is Handled

Vicky shared that during the evaluation of management companies, some concerns were raised by homeowners about how homeowner information was being handled. Gil responded that RPM doesn't give out information except for name and address, which is allowed by law. He commented that prior homeowner concerns were when homeowner registries were being requested, which again is allowed by law and is information that can be pulled off of the Spokane County website. Vicky noted that RPM has a process to handle and protect homeowner information.

Gardens Monument

Gil noted with the improved weather, he'd like to setup a time to meet with the Board at the site. Vicky indicated she would follow up with the Board to get a date and time for the site visit.

HOA Laptop

Byron reported that he had reviewed the laptop contents and there was only some old meeting minutes from 2018 and 2019 saved on it. He applied all the Windows updates so that it is current. The virus subscription had expired, so he activated the built-in Windows protection which is free. The laptop is usable.

Vicky commented that maybe the Board should donate the laptop. She has an action item to have a follow-up discussion with the Board. Byron added that there is also a projector to consider.

Community Map

Vicky noted that the HOA community map is posted on the website. Byron added that as discussed at the February meeting, the Board needed to decide if the Google map that includes irrigation information for HOA common areas should also be posted on the website. Gil commented that access to the map is limited by user, and that the map is "owned" by the HOA and would be turned over to the HOA if RPM is no longer the management company.

There were no objections to RPM posting the map link on the HOA website.

Reserve Study

Vicky noted that the results of the reserve study would be discussed separately, as part of the 2024 budget process, with any follow-up items noted and presented to the Board.

Cody moved to post the study to the website. Zac seconded the motion. The Board members present voted unanimously to approve the motion.

NEW BUSINESS

County Increase - Lien Fees

Spokane County recently increased the fee for liens. Gil explained that when a lien is filed, the lien fee is billed to the homeowner the lien is filed against. RPM provided a resolution to Vicky that will allow this fee increase and future fee changes to the homeowner, without having to deal with each change individually. There were no questions from the Board. RPM will send out the resolution to the Board for signature.

Location of Annual Meeting

Vicky has been looking at locations for the next annual homeowners meeting. A homeowner suggested that instead of having the meeting at the school, the meeting could be held at the Trailhead Golf Course event room which would be at a cost of \$75. Vicky shared there were complaints about the acoustics during the 2023 meeting. Cody commented he didn't think the acoustics would be any different. There was discussion that the school had been used for several years, the number of homeowners in attendance wasn't that many, and the added cost unnecessary. Based on the discussion, Vicky noted the location would be left as it is.

Finance Committee

Vicky noted that John had expressed interest in being on the Finance Committee. John confirmed he would serve on the committee. Vicky commented that additional volunteers would be good, and she may send out an email to homeowners. Vicky will follow up with John on next steps and send him some background information.

Landscape Committee

Vicky noted landscaping and property management are the two biggest HOA expenses. She believes there is opportunity to reduce landscape costs. The current landscape contract has a 30 day termination clause. She asked if anyone was interested in leading the effort to look at options. No one at the meeting expressed interest in being involved. Cody suggested, and there was general agreement, to revisit this topic at the end of the summer.

Meeting Schedule

Byron asked if the Board wanted to discuss the meeting schedule. At the January meeting, the Board committed to monthly meetings through April and to revisit the schedule. Vicky commented that she was fine with monthly meetings. Cody noted that scheduling meetings in the summer is more difficult, and we should evaluate the schedule when we get closer to summer. There was agreement to confirm a May meeting. There was discussion about known conflicts for some Board members, the frequency of Board meetings in the past, and how many meetings RPM is contracted to attend (10).

MEMBERS FORUM

Vicky opened the floor for HOA member questions and comments.

Bruce Bell - Garden Ridge

- Bruce asked about the leaf pickup that happened on Monday, how it had come about and what the expense was. He expressed that he didn't want to pay for it. He also shared that aeration had been discontinued and thought that aeration was needed. Vicky indicated that a spring pickup was included in the scope of work for landscaping and had been approved by the Board. Gil shared that spring cleanup cost \$833 for Garden Ridge. There was discussion on the areas covered, which is the common and homes. Gil commented that spring cleanups are common in the HOAs they manage. There was general acknowledgment that this was a topic that could be covered by a landscape committee.

John Nagel - Cottages

- John asked about the CC&R violations Cody had reported, and if there were related fines and collections. Cody responded that violations initially result in courtesy notifications. Gil added that the process is outlined in the rules and regulations. Vicky pointed out the violations are spelled out in the HOA Bylaws.
- John commented that there was probably some overlap between the finance, landscape and snow removal committees.

Kim Middleton - MeadowWood

- Kim brought up CC&R violations. She asked about violations that may have been brought up a year ago, and wonders if the violation and the time to resolve it is "reset" at some point. She commented there are violations along Mission Avenue that have been brought up a lot and not resolved. She wonders about violations that have been there for a year, then what is happening? Gil shared that each situation is different, and that he cannot share details about specific violations. Cody added that an individual homeowner's situation is important and needs to be considered.
- Kim mentioned a prior situation with a homeowner having a special situation that required a trailer to be parked in a driveway. It was her understanding, based on a Board meeting where the situation was discussed, that this homeowner wasn't given an exception by the Board. Zac shared that the Board subsequently approved an exception. Kim noted that this is another example of not knowing what is going with some of the violations, there is no communication, and people are left to wonder.

Marcia Binder - Gardens

- Marcia asked about the timing of when the Board meeting minutes are posted. She said the minutes are a great way of communicating what is going on to homeowners who couldn't attend

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a meeting. There was discussion about approving and posting the minutes before the next meeting. This would allow homeowners to be up to date on HOA topics before the meeting. There was general agreement that approving and posting the minutes before the next meeting is something the Board should do. Vicky agreed to follow up on this topic with the Board.

Jackie Babin - MeadowWood

- Jackie confirmed that she and Gil would discuss a specific CC&R violation after the meeting had adjourned.

Gil asked one of the Zoom attendees, Nancy Green, if she had any questions. There was no response.

ADJOURNMENT

Vicky asked if there was any additional business. None was noted.

The meeting adjourned at 8:12pm.

The next meeting is scheduled for April 17th at the Liberty Lake Library.

Respectfully submitted,

Byron Koch, Secretary, MeadowWood HOA

Board of Directors Meeting - Visual Aids
March 20, 2024

The following visual aids were presented during the Board meeting. They are not part of the official meeting minutes but are made available to provide visibility to what was used at the meeting.

Meadowwood HOA GENERAL LEDGER DETAIL

Run Date: 03/06/2024
Run Time: 08:52 AM

As of: Start: 01/01/2023 | End: 12/31/2023

| Account | | | Balance Forward | Debits | Credits | Ending Balance |
|------------------|-----------------------|--------|-------------------------|-----------------|------------|----------------|
| 6626-000 Postage | | | \$0.00 | \$12,853.43 | \$0.00 | \$12,853.43 |
| Date | Source - Entry Type | Check# | Description / Vendor | Reference | Debits | Credits |
| 1/23/2023 | AP 250653 Print Check | 1168 | GSM1421 - Greenstone... | Reimb Mailin... | \$96.25 | \$0.00 |
| 1/23/2023 | AP 250653 Print Check | 1165 | SOU201 - SOUTH DATA | Coupon Books | \$4,022.81 | \$0.00 |

~ Coupon Book

| Description | Month(s) | Qty | Total |
|----------------------|----------------------------------|-----|------------------------|
| Semil Annual Billing | July 1st | 1 | \$ 722.44 |
| Quarterly Billings | April 1st, July 1st, October 1st | 3 | \$ 199.55 |
| | | | \$ 921.99 Total |

Meadowwood HOA GENERAL LEDGER DETAIL

Run Date: 03/06/2024
Run Time: 02:51 PM

As of: Start: 01/01/2024 | End: 01/31/2024

| Account | | | Balance Forward | Debits | Credits | Ending Balance |
|------------------|-----------------------|--------|----------------------|-------------------|---------------|-------------------|
| 6626-000 Postage | | | \$0.00 | \$1,177.59 | \$0.00 | \$1,177.59 |
| Date | Source - Entry Type | Check# | Description / Vendor | Reference | Debits | Credits |
| 1/24/2024 | AP 358524 Print Check | 1320 | SOU201 - SOUTH DATA | Mailings | \$1,177.59 | \$0.00 |
| Total: | | | \$0.00 | \$1,177.59 | \$0.00 | \$1,177.59 |

Coupon Books Cost 2023: \$4,022.81

Statement Cost 2024 RPM in-house: \$2,099.58

SAVINGS: \$1,923.23

WHEN HOA MEMBERS VOTE

Members Primarily Vote in Two Situations

1. Election of the Board Directors (Bylaws Article III, Section 2)

- a. Board Directors can be removed by a majority vote of the Members (RCW 64.38.025 (5), Bylaws Article III, Section 5)
- b. Members “delegate” authority to the Directors by electing them to the Board.

“The Board shall have the powers and duties necessary for the administration of the affairs of the Association.” (Bylaws Article IV)

2. Rejection of the Annual Budget (RCW 64.38.025 (3))

Other Voting Situations

1. Special Member Meetings

“A special meeting shall be called by the Board upon receipt of a written request therefore signed by Members representing not less than ten percent (10%) of the total voting power of the Association.” (Bylaws Article II, Section 6)

2. Amending HOA Bylaws

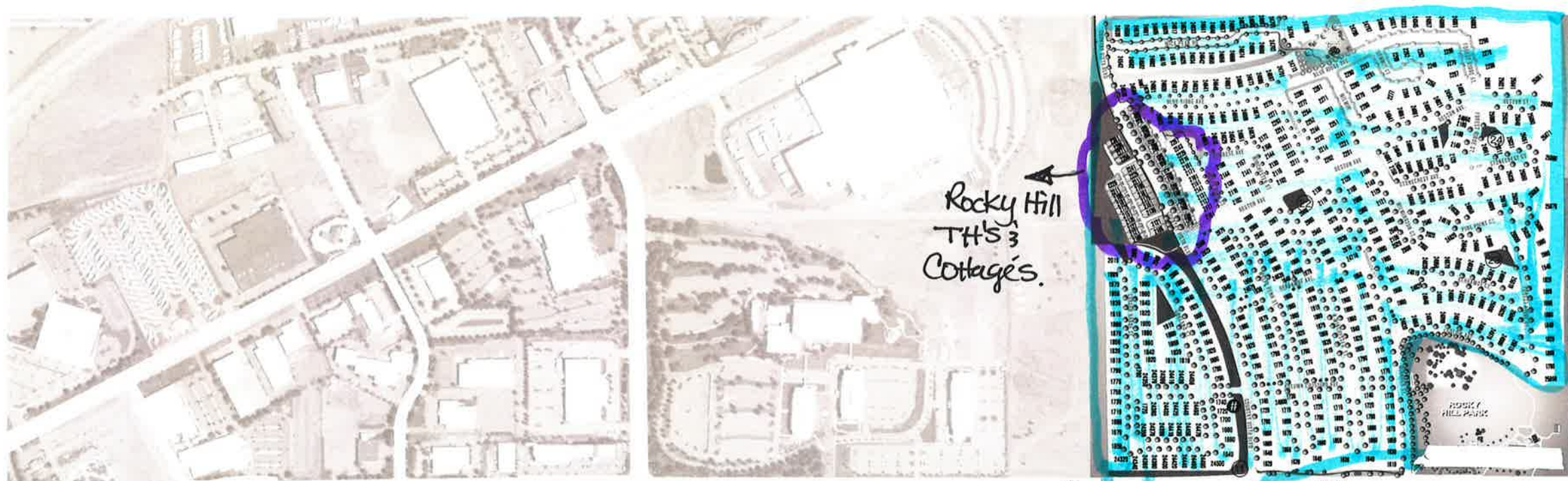
“...Bylaws may be amended at any time and in any manner by resolution approved by a majority of the Board of Directors, *subject to repeal or change by action of a majority of the voting power of the Members, ...*” (Bylaws Article VIII)

3. Other Actions That Require Approval by Membership

“Except where otherwise expressly provided in the Declaration, the Articles of Incorporation, or these Bylaws, *any action by the Association which must have the approval of the Association membership before being undertaken*, shall require the vote or written assent of the prescribed percentage (or a majority if no percentage is prescribed) of a quorum of the total voting power of the Association, without regard to Class of voting membership; provided, however, that any action that affects only one of the Projects or affects the different Projects in a substantially different manner, shall be approved by the separate vote of the Project or Projects so affected.” (Bylaws Article II, Section 2)

- a. Specific actions aren’t specifically listed.
- b. Definition of “Projects” (map)

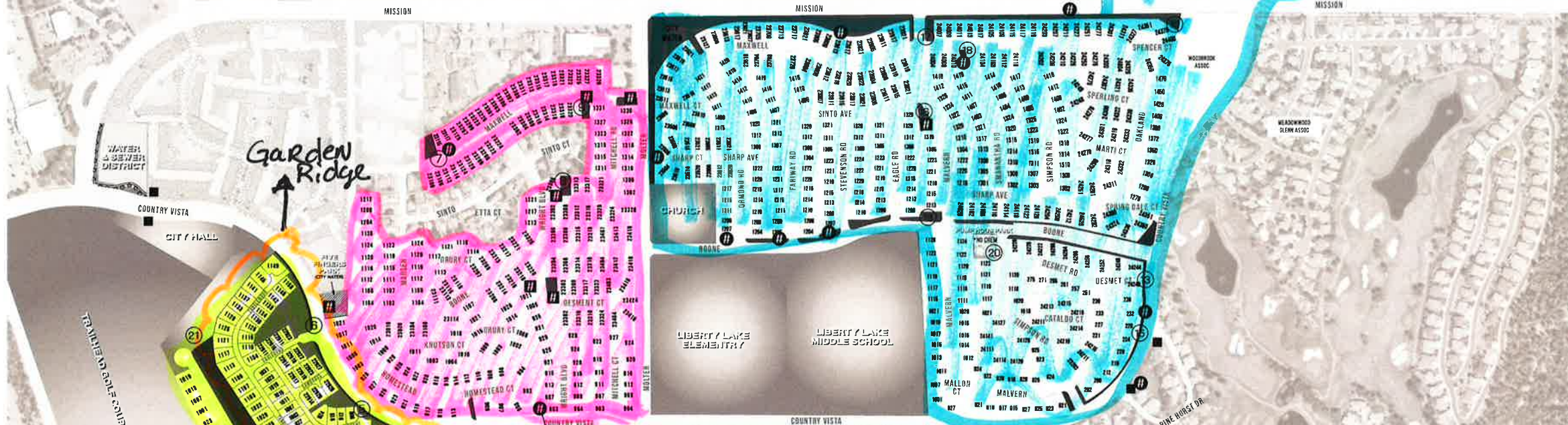
One Association
 Meadowwood Homeowners Association
 as per the "Notice of Consolidation of Homeowners Associations" dated effective Jan 1, 2005.



- Projects AS defined by Article I, Section 2 of Bylaws are:
- * THE meadows
 - * THE Cottages
 - * THE Gardens

Special services apply to:

- Garden Ridge (61 Homes)
- R.H. TH's 3 Cottages (61 Homes)



Garden Ridge

Water from this house blow out this house w/ours

BEHIND TEL POLE

MEADOWWOOD
Your Home At Liberty Lake

| | | |
|---------------------------|------------------------------|--------------------------------|
| Ⓜ IRRIGATION CONTROLLER | ■ MEADOWWOOD COMMON AREA | ■ GARDEN RIDGE COMMON |
| Ⓜ UNIK CONTROLLER | ■ POCKET PARKS | ■ GARDEN RIDGE PRIVATE SERVICE |
| Ⓜ WATER METERS (NUMBERED) | ■ ROCKY HILL COMMON | ■ CITY MAINTAINS |
| ■ MONUMENT | ■ ROCKY HILL PRIVATE SERVICE | NOT IN HOA |

*Disclaimer:
 The projects might be off by a few Houses or Streets