

Board of Directors Meeting Minutes

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

IN ATTENDANCE

HOA Directors – Vicky Markussen, Cody Koppenstein, Diane Grecco, Zac Scott

Rockwood Property Management (RPM) – Tisha Goodman

Homeowners – 10

Online attendees using Zoom: 1 homeowner

CALL TO ORDER

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

- Vicky announced the meeting is being recorded to assist with meeting minutes. Vicky noted that once the minutes are drafted and approved, the recording will be destroyed. Vicky asked if anyone in attendance had any objections with the meeting being recorded. There were no objections.
 - The meeting minutes from March 20, 2024 were approved by the Board and posted to the website.
 - The Board voted unanimously that inspections by board members is outside the scope of duties so they will not do compliance inspections.
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EXECUTIVE SESSION

- Diane moved that we go into executive session and Cody seconded the motion and it was approved unanimously.

The Board meeting was adjourned at 7:02 pm to go into Executive Session.

The Board Meeting resumed at 7:25 pm.

- During the executive session, the Board reviewed two specific delinquent accounts.
 - Diane moved to send one account to collections, Cody seconded the motion and it was approved unanimously.
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FINANCIAL REPORT

- Cody explained that he did not have anything to report as he has not received the March financial packet. Those are generally sent to the Board sometime between the 20th and the 25th of the month.
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COMMITTEE REPORTS

1. Communication Report: Linda
 - The Meadowwood HOA Website's main landing page has been updated with links to the community newsletter, community maps, and other important information. There is a location designated for announcements so anything new and exciting will be highlighted here.
 - The newsletter is coming. I've already written it with a feature on the Board of Directors. It will also include a section on first-quarter board accomplishments. So, please check out the website.
2. Landscape Report: Rod
 - Rod asked for clarification on the scope of work. He asked if the scope of work he was provided was the scope of work used during the bidding process. The answer was yes.

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- Rod also asked what specifically “side of yard” means and he shared there have been issues with the landscapers bagging the lawn clippings. Tisha recommended that a meeting be set up between the landscape committee and Vaugh with RPM. Vaugh took the lead on assisting with the landscape bidding process and he is the RPM team members that oversees the landscape contracts. Tisha agreed to take the lead to set up that meeting.
- Tisha also explained that Vaughn tracks all the complaints that RPM receives related to landscaping and snow removal. He then uses this information when meeting with our contractors to share areas of concerns. Tisha also indicated that Vaughn has maps that might assist in answering some of the questions around snow removal and possibly for landscaping.
- The snow removal contract will go out to bid around August. Vaughn will solicit bids so if there are any changes to the scope of work, those changes will need to be made before then. Tisha explained that budgeting for snow removal is difficult as it is directly related to how much snow and deicing is needed and that changes every year. Tisha explained the approach they use for their MF and Commercial properties is to take a 5 year average, but even then it’s an educated guess.

3. Finance Report: John

- There is a general lack of understanding or confusion amongst members as to what some of the items on the budget relate to in comparison to the financial statements. He asked if the GL account numbers in the budget correlated to the GL accounts in the financial reports. Tisha responded that they are the same in both the budget and the financial reports.
- There seems to be a lack of transparency and concerns related to financial management oversight in some cases.
- John recommended that the Board consider expanding the information provided during the annual budget process. He indicated he thought there was a spreadsheet with notes related to each account number that he thought might be helpful for members to see.
- John indicated he would like the finance committee to have access to the bank statements and transaction history. Tisha referred those decisions to the Board President.
- Tisha explained that RPM provides the Board of Directors with an extensive monthly financial packet, which has more detailed and member specific information than what is posted to the Meadowwood Website’s quarterly financial report.

OLD BUSINESS

1. HOA Meeting schedule for the rest of 2024:
 - Board Meetings will be held in May, August, and October. The Annual meeting will be in November.
2. Garden monument update:
 - Diane and Vicky met with Gil from RPM at the sign location to talk through the sign placement, digging up the concrete sign and other logistics.
 - Gil is still waiting on pricing from the sign vendor.
 - There was some additional discussion about the design of the sign that was selected at a previous Board Meeting. Diane mentioned that she thought it wasn’t a very attractive design. There were some recommendations about possibly adding some landscaping around the sign or maybe some large decorative rocks. It was recommended that maybe the landscaping committee could make some recommendations for landscaping in this area, keeping in mind the lack of irrigation.
3. HOA Laptop

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- There was discussion about the laptop that belongs to the HOA. It is not being used and it wasn't over the past few years by RPM. It was purchased prior to RPM so we aren't sure how old it is. The question was posed about donating it and Diane indicated she would consider buying it. Since it is so old and probably doesn't hold much value, Zac made the motion that the laptop be given to Diane. Cody seconded the motion and it was approved unanimously.
4. Opt-in for electronic receipt of board notices
 - In an effort to reduce physical mailing and postage fees, the Board drafted an email encouraging members to opt-in to receiving official notices electronically. The response has been good and approximately 170 members have opted in since the email was sent out.

NEW BUSINESS

1. Board member resignation – Byron
 - Byron Koch, Secretary and position #5, officially submitted his resignation effective 4/12/24
 - Diane Grecco, Vice President and position #3, officially submitted her resignation effective 4/17/24
 - A motion was made by Cody to appoint Diane Grecco to board position #5, Zac seconded it and it was approved unanimously.
 - A call for candidates will go out to the membership and the Board will appoint a member to the open Board position #3 at the next Board meeting.
2. Sprinklers – Group Rates
 - There was discussion about the rates that homeowners are being charged for the turn on and shut down of sprinkler systems. The question was posed: Is there any benefit to talking to contractors in the area to see if they would provide members with discounted rates.
 - Tisha explained that at one of the associations RPM manages, the members reached out a local contractor to do something similar for backflow testing. The contractor provided a discounted rate, if the community could sign up a minimum number of homeowners. This was all coordinated by the members and the contractor. It was suggested that this might be a project the landscape committee might want to take on.
3. Picking up after your dog
 - This has been an ongoing issue that seems to be getting worse. There are dog stations located throughout the community. A few new dog stations were added over the past couple of years but this hasn't eliminated the problem.
 - It was suggested that maybe the communication committee could add something to the newsletter about picking up after your dogs.
4. Accomplishments Q1 2024
 - The Board voted to retain Rockwood Property Management for two more years.
 - Committees have been established: Communication, landscape/snow removal, finance
 - Updates to the website, including: quick links to newsletters, community maps, assessment information, and ARC information.
 - Statement printing and mailing costs have been reduced by \$1,923.
 - Meetings are being recorded for the accuracy of minutes.
 - Violations are reported monthly in the treasurer's report.
 - Quarterly newsletters have been brought back to life.
 - The project to replace the Gardens sign at Settler and Liberty Lake Road is moving forward.

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MEMBER FORUM

Etiquette was reviewed by Vicky:

1. Each member will be given ONE 3-minute period of uninterrupted time to speak.
2. State your name and neighborhood
3. Stay on topic
4. Wait your turn to be recognized by the president
5. Be respectful to each speaker
6. Do not interrupt/respond to the person who is speaking

*Note: The recording ended right as the member forum began so minutes for this portion of the meeting were not captured.