

# Board of Directors Meeting Minutes

7pm on May 15, 2024 via Zoom and in-person @ Liberty Lake Library

## IN ATTENDANCE

HOA Directors – Vicky Markussen, Diane Grecco, Cody Koppenstein

Rockwood Property Management (RPM) – Tisha Goodman

Homeowners – 6

Online attendees using Zoom: 2 homeowners (Ashley, iphone81)

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## 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 April 17, 2024 were approved by the Board and will be posted to the website.
  - The next order of business was to address the vacant Board Member spot vacated by Byron Koch.
  - Two members submitted applications: Linda Ball and Michael Behary.
  - An invitation for any nominations from the floor was requested: none were proposed.
  - Linda Ball was not present.
  - Michael Behary was present.
  - Vicky provided a quick background introduction for Linda Ball which included: she's a city council person, she has held HOA positions in ID and Seattle, she is a retired real estate agent and she is known as a journalist as well.
  - Vicky provided a quick background instruction for Michael Behary which included: he's been on a planning board, and he has a Masters in Urban and Regional Planning. Mr. Behary did not supplement with any additional information.
  - The BoD voted on the position in an open verbal voting format.
  - The BoD voted unanimously for Linda Ball to fill the position.
  - Two open board positions needed to be filled and voted on since Diane resigned during the last meeting. The two open positions are for Vice-President and Secretary.
  - Diane abstained from the vote but Cody and Vicky voted for Diane to resume the Vice-President position and it was unanimously decided that Linda Ball would become the new Secretary.
  - No emails were approved via email by BoD.
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## FINANCIAL REPORT

- Cody reported on March's report
- Cody reported on March's financial report;
- Cody explained that based on the timelines the reports are approximately a month or so behind when report on;
- The month was ended at \$53,9000 in our bank accounts.
- Total income for this period was about \$17,000 (which was under budget); Most of that is because of prepaids done in prior months.
- A decrease in revenue, which is also due to \$10,000 increase in A-R since 31 December;
- Total expenses for the month were about \$19,000, which was under budget by \$200

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## VIOLATION REPORT

- VIOLATIONS: There were eleven (11) trash can violations, one (1) improper storage, and five (5) holiday lights.
  - Fencing maintenance repair was noted and quotes would be forthcoming.
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## COMMITTEE REPORTS

### Communication Report: Linda

- Nothing new to report

### Landscape Report: Rod & Tisha

- Rod indicated that he had met with Vaughn. That Van had met with the landscapers to discuss and clarify the scope of work and that Van would be following up over the next few weeks to make sure procedures were being followed;
- Rod indicated that instead of using the big mowers, especially on the Hill, it was discussed that they would use 40", or larger plates, and use smaller mowers on the hills.
- Rod discussed that bag should be used based on the scope of work but that is still being ignored; although currently the grass was not growing so aggressively so not using bags didn't seem to be problematic or leaving big piles of grass at this time.
- Rod indicated that the landscaping company would be moving around some equipment in order to accommodate the hills and prevent gauging or leaving burn marks.
- Rod indicated that Vaughn will be checking their work on a regular basis and the issues will be revisited as necessary.
- Tisha reported on the fence repair. The final fence repair in the common area adjacent to 2080 North Oakland, was supposed to be done by May 14<sup>th</sup>. Tisha will do a drive by and report.
- Tisha reported that the community fencing, and repaint for the area would be moving forward and is done on a 3-year rotating project and the start dates would be set within the next week or so; door knockers would be letting people know; it gives people an opportunity to cover plants etc. because of overspray, and a small portion next to the swell off Settler is scheduled for carpentry and wood work on June 10<sup>th</sup>.
- Tisha reported that the repairs to the turfed area along Mission Avenue are set to be done by Avista so, so Gil, talk to Kevin Schneidmiller who's on the development team of Greenstone. Getting a date to get that turf area repaired.
- Tisha also reported that tree replacements for dead and damaged trees are being set up for all the common areas throughout the community. New trees, and tree pruning for clearance was done along Mission Avenue last year and will continue to work through community.
- Tisha reported that compliance with backload testing for the Rocky Hill Cottages began in November and on May 13<sup>th</sup> and should take about a week to complete. All test results are sent directly to Liberty Lake Water District when those are completed.
- That's done by Mac Backflow.
- Members are encouraged that if they see irrigation issues or common area, or landscape issues, they should reach out.

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## Finance Report: John

- Membership discussed matching income expense reports to the budget for the G-L numbers.
- Possibility adding line-item comments for meaningful variations between the budget and reports.
- RPM is working with the BoD to modify the existing reports.

## **OLD BUSINESS**

### 1. Garden monument update:

- Pricing for the sign was available.
- The pricing was for only two variations on the sign which had to do with the addition or color/paint for the flowers depicted on the sign.
- Price with colored flowers:
- Price without colored flowers:
- Voting on which option the BoD would elect was shelved for a later discussion.
- The sign is over budget due to the replacement of the entire sign (having to remove the base due to deterioration) which was not originally anticipated.
- There was discussion regarding the price of the sign and that the quote was from 2 years ago.
- There was discussion regarding the weeds and vegetation around the current sign and members had some discussion.
- The discussion and decision would probably be made via email.

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## **NEW BUSINESS**

### • CC&R Violations – Backyards

- Tisha reported that backyards are not within the scope of violations identified per guidance from the BoD.
- If tenants are storing things in the backyard that cause rats or insect infestation, or it poses a safety hazard, or violated local ordinances, regulations, or significantly impacts the neighboring properties, said reports would not be investigated nor violations reported.
- The standards for reviewing violations have remained the same since RPM has been on-board, RPM and the BoD will continue to monitor the situation in the event it needs to be readdressed.
- Diane discussed reviewing the CC&Rs down the road for updating as situations and technology will warrant a review on regular basis.
- Marsha indicated that the CC&Rs were reviewed in 2020.
- An email will be drafted to solicit for members who would like to be on a CC&R review committee, Diane would like to chair that committee.
- BoD voted on adopting the violation baseline discussed for RPM to use when complaints are received.
- Cody made the motion to adopt the baseline, Diane second it, and Vicky was in agreement; so, the baseline was unanimously adopted for use.

### • Flag Policy & Political Signage

- BoD and RPM want to make sure that our flag policy does not conflict with any local or state law; and allows members to display flags and/or political signs in accordance.
- The previous board said that political flags were not permitted and political signs were only allowed during an election and had to meet the size requirements.
- There are not a lot of complaints on these issues; maybe 1-2 a year.

## Board of Directors Meeting Minutes

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- The BoD did not feel that temporary signage that addresses short term events like advertising a birthday, or community support for an event or individual fell into this category and no objections were noted for this type of signage.
- In accordance with Liberty Lake sign code, all political campaign signature shall be removed within 14 days following the general election. If a run-off election for a candidate or initiative is required, the signs may remain until 14 days following the run-off election.
- The BoD voted unanimously to allow RPM to address signage violations in accordance guidelines that align with LL code and State law; if it becomes an issue BoD will revisit issues.
- Melissa Owens
  - Melissa is now a contract employee with RPM; new person handling her old duties.
- Bankruptcy Write-off
  - Cody made a Motion to write-off the uncollectable bankruptcy debt; Diane 2<sup>nd</sup> the Motion, and Vicky made it unanimous.

### 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
- Rod discussed the sign by Settler and if there were any plans to spruce up the area;
  - Clarified that Diane would now be in a 3-year position and Linda Ball's term would be up for re-election by members in November 2024;
  - John began a discussion about the bankruptcy write-off that was voted on. It was clarified that the bankruptcy was discharged. Once it's discharged, whatever amount is in that bankruptcy is non collectible, we can't go after it. It did not make sense for the BoD to keep a lien on the books that would not be collectible so the BoD elected to write it off.
  - Further discussions were had on the baseline criteria for violations and clarification was provided.
  - The Markup for the Garden Monument sign was passed around for review and discussion about the \$800 difference in price was provided.
  - The 2 members on zoom were asked if they had any questions, comments, or anything they wanted to add to the open forum: no response.



\$ 8396.74



\$7582.66

The following were my comments on the Finance Committee for the *Minutes*:

John Nagel, Cody, and Vicky met on April 25. The following items were discussed:

- 1) What Reports might be at hand that could be used to make additional information available to the Membership
- 2) Matching y-t-d Income/Expense Reports to the Budget per GL Account #'s
- 3) Line Item comments explaining meaningful variations between Budget and Income/Expense Statements

The Board is working with RPM to modify existing Reports where needed to help provide clearer or more detailed financial information for the benefit of the Members.