

Board of Directors Meeting Minutes

7pm on August 21, 2024 via Zoom and in-person @ Liberty Lake Library

IN ATTENDANCE

HOA Directors – Vicky Markussen, Diane Grecco, Linda Ball and Cody Koppenstein

There was a quorum.

Rockwood Property Management (RPM) – Gil Pierce (in person) and Tisha Goodman (via zoom)

Homeowners in attendance- 11: John Nagel, Bruce Bell, Dennis Scott, Rod and Irene Holbrook, Marsha Binder, Linda Kilgore, Nancy Green, Lupe Owens, Karen Pagliaro, and Ashley Barker

Online attendees using Zoom: 1: Chris O’Neil

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 we were using additional microphones to pick up the voices and requested that each member introduce themselves before speaking so they could be identified. Vicky asked if anyone in attendance had any objections with the meeting being recorded. There were no objections. The recording was not used for preparing these minutes due to a technical error.

ITEMS APPROVED VIA EMAIL

- The meeting minutes from May 15, 2024 were approved by the Board and were posted to the website.
- The members were informed about a homeowner violation regarding a vehicle violation; 3 board members met with the homeowner; the board sent the homeowner the decision outlining their decision regarding the violation; the violation was dismissed.
- The Board approved sending a survey from the library to the HOA members via the email list.
- The Board approved electronic voting in November 2024.

FINANCIAL REPORT – Cody Koppenstein

1. Due to an error in the materials being referred to and utilized for the report; the Financial Report was not provided as expected.

COMMITTEE REPORTS

CC&R Committee – Diane Grecco

1. Diane reported that some progress has been made to start discussions on the CC&Rs
2. That focus would be on the “use and regulations” sections primarily
3. The committee is made up of: Diane Grecco, Walt Ford, Collins Sprague, Tamara Wirthlin and Kathleen Morgan
4. That the first in-person meeting was expected to happen by the end of September
5. Linda Ball asked how many times the committee was expected to meet. That is undetermined at this time but it is anticipated that the committee will meet as many times as would be necessary

Landscape Committee – Rod Holbrook

1. Rod reported that Vaughn was staying on top of things and making sure the level of work expected was being performed
2. We could be looking at 8-10 mows for the rest summer/fall, until no longer needed.

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Finance Committee – John Nagel

Nothing new to report

OLD BUSINESS

Garden monument update:

The Gardens sign replacement at Liberty Lake Road and Settler Dr. has been delayed until next spring. Pricing for the sign is expected to be \$9,750. This includes basic landscaping to be determined. This Figure creates an increase to the budget as the original amount allocated for this project was \$4,000.

NEW BUSINESS

Board Vacancy

- The next order of business was to address the Board Member seat vacated by Zac Scott on July 12th.
- Zac Scott's seat expires December 2025.
- Vicky indicated that the announcement about Zac Scott's resigning from the Board was noted in the July newsletter which was posted on our website, July 27th, and sent to homeowners with an email on record.
- Vicky indicated there is no rush to fill the vacant seat. There is no specific procedure or timeline in the By-laws requiring the Board to fill a vacant seat immediately. Vicky provided the relevant sections to the By-laws: Sections V.4 and RCW 64.38.025 that allow the Board discretion on whether to appoint someone to the open position.
- Board members: Vicky Markussen, Diane Grecco and Cody Koppenstein were not inclined to appoint a new board member to the vacant seat but instead let the members decide, call for candidate applications; hold a candidate Q&A, and elect someone to that position in the November election.
- The topic was opened up to the members for discussion:
- Two members present expressed their interest in being appointed, and/or elected, to a Board position.
- Interested candidates were Ashley Barker and Chris O'Neill.
- Ashley has been a HOA member for approximately 2 years and Chris was a previous HOA president in CA and a MeadowWood HOA member since July 2024.
- Lupe Owens and Karen Pagliaro expressed their opinion, and belief, that the By-laws required that the seat be filled by appointment.
Lupe Owens expressed her opinion that the By-laws state that all 5 board seats must be filled.
- Marsha Binder and Rod Holbrook expressed their opinion to wait and call for applicants.
- It was suggested we should encourage the neighborhoods that don't have someone on the Board to run.
- Karen Pagliaro and Lupe Owens felt strongly that the Board make a decision tonight and appoint Ashley Barker to the vacant seat.
- Vicky repeatedly responded that it was a Board decision and the Board will vote on whether to appoint someone to the vacant seat or let the members decide in the November election.
- No invitation for any nominations from the floor was requested and it was unanimously agreed that no appointment would be made but that the matter would be handled in November by the members.
- Motion was made by Diane Grecco for Board members to wait to fill the vacant seat until November. Cody Koppenstein 2nd the Motion. The Vote was unanimous.

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Increasing the number of board seats

- The next order of business was to discuss increasing the seats on the Board
- Board members: Vicky Markussen, Diane Grecco and Cody Koppenstein were not inclined to increase in the number of Board members from the current amount of 5.
- Linda Ball expressed her opinion, and belief, that the Board should be increased to 7.
- The Board opened the topic to the members for discussion.
- Lupe Owens expressed a desire to increase the number of Board Members, as did Karen Pagliaro.
- Karen Pagliaro expressed concern, and her opinion, that when the Board was decreased to 5 it was done illegally or not within the guidelines provided by the By-laws.
- Previous Board Presidents: Bruce Bell and Dennis Scott, were present, and expressed their opinion and reasoning as to why the Board was decreased to 5. They expressed that more than 5 Board Members was unattainable and unmanageable.
- John Nagel expressed that the one reason he might see the need to increase the number of Board members would be if the number of committees increases to the point additional Board members could be a benefit to oversee the committees. Otherwise, he was fine with 5.
- Chris O'Neill expressed that he came from a HOA board which consisted of approximately 200 members and 9 Board members.
- Cody Koppenstein asked how many Board meetings had been canceled in the past because they could not meet a quorum. Vicky Markussen responded she had read the minutes for 2021, when there were 9 members on the Board, and they had canceled 2 meetings that year because they didn't have a quorum. The current board, which has 5 members, has never canceled a meeting because of a lack of a quorum.
- Motion was made by Linda Ball to table the discussion on increasing the number of Board members until after the 1st of the year and after the 2 open board seats were filled in November. Vicky Markussen 2nd the Motion. The Vote was unanimous.

Snow Removal Contract – Gil Pierce

The contract with our previous snow removal company has expired. Gil shared that the snow removal contract would go out to bid and explained the process for requesting bids. The form used was shared with the members. The terms of the contract and scope of work was discussed and how snow removal is triggered. The contract is prepared by RPM and not the vendor selected. Gil explained how vendors are chosen to bid on the contract and how certain companies are eliminated because they may not be large enough to handle a heavy snow season.

2025 Budget – Gil Pierce

Gil went over the major variances in the budget. Linda Ball reported that the City Council approved a .1% increase in the city sales tax, eliminating all utility taxes effective 9/1/24, which should lower utility bills.

The Board voted earlier this year to not print coupon books because it saved \$2,000 per year and deliver them electronically. The budget numbers reflect this change.

The Board and Finance Committee will hold 2 Zoom conference calls to answer questions they have about the budget. The homeowners are welcome to join and the link will be posted on the website. The dates are September 4th and October 10th.

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Budget Timeline

- August 16th -Board receives preliminary budget
- August 21st Board meeting
- September 4th-Q&A Zoom call with Board and Finance Committee
- September 18th -no Board meeting
- October 10th-Q&A Zoom call with Board and Finance Committee
- October 16th -Board meeting, budget must be finalized
- October 18th-Send out Annual Meeting notice

Election Timeline

- September 18th-Send out the call for BOD candidates
- October 4th-Deadline for BOD candidate applications
- October 18th -Send out the Annual Meeting notice
- November 6th -Candidate Q&A 7pm Liberty Lake Library
- November 20th -Annual Member Meeting
- November 26th-Board meeting with new board members

Painting lines on the Pumphouse basketball court

- A renter has offered to paint the court lines on the basketball court at the Pumphouse Park.
- Vicky expressed a concern that since the lines were not on the court originally this would create a new maintenance expense.
- She also expressed concerns about the liability of having a volunteer paint the lines, not knowing if they have adequate experience to do it properly.
- RPM does not have a liability waiver contract we can use, so we would need to hire a lawyer to draft one for us, which would be an additional expense.
- Vicky will talk to the homeowner to see if they approve the renter painting the lines on the court.
- If the homeowner approves, Vicky will vet the renter and report back to the board.

MEMBER FORUM

No open member forum was provided since time ran out.

The meeting was adjourned at 8:33 PM