

Board of Directors Meeting Minutes

7pm on October 16, 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 (in person)

There were 5 homeowners in attendance; Molly Arnzen, Bruce Bell, Marsha Bender, John Nagel, Randall Sitton

There were 2 homeowners attending via Zoom: Ashley Barker and Stephanie Last Name

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 the meeting would be recorded via zoom. Vicky asked if anyone in attendance had any objections with the meeting being recorded. There were no objections.
- Vicky also noted that because the agenda was very full with agenda items which needed to be addressed; the open forum portion would be held after all agenda items are addressed.

ITEMS APPROVED VIA EMAIL

- The meeting minutes from August 14, 2024 were approved by the Board and were posted to the website within a week or 10 days.

FINANCIAL REPORT – Cody Koppenstein

1. Due to the timing of when the financial materials are made available; which is usually the 24th of each month and after our BoD meetings; Cody addressed the August Financial Report.
2. Synopsis:
 - \$555,000 account balances
 - \$24,000 income for August
 - Which is under budget by about \$4,000 which typically is a timing issue when people pay their dues
 - \$33,000 past due balances were up
 - For the month of August, we were \$6,000 under budget
 - There were
 - 4 flag violations
 - 18 lawn violations
 - 5 fencing/maintenance violations
 - 6 trash can violations
 - 5 parking violations

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 the committee met once in September and we are scheduled to try and accomplish another meeting in October.
3. There has been a lot of communications via email which is laying the groundwork for the in-person discussions

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Landscape Committee – Bruce

1. Bruce reported that it would be helpful if a final or end of season schedule was posted regarding the remaining mowing schedule and fertilizing.
2. Bruce reported that some members do not have a clear understanding of their responsibilities regarding Fall yard maintenance.
3. Trying to skip mowing to save funds; weather dependent.
4. We can discuss further posting landscaping schedule in the new year.
5. Some members think this is a maintenance free community; Vicky will coordinate with RPM and draft letter regarding member's responsibilities.
6. Nothing else to report

Finance Committee – John Nagel

1. The Finance committee met twice with RPM to discuss 2025 budget.
2. Nothing new to report

OLD BUSINESS

2025 BUDGET ISSUES:

1. All bids for snow removal (6651) are in but since the last bid came in right before the BoD that information will be forthcoming. The Budget is based on 7 pushes. Looks like bids will be comparable to what is outlined in the budget being reviewed. It is recommended that the budgeted number remain the same for all of the communities. The Board unanimously agreed to keep the snow removal budget the same as 2024. Gil will send the Board the quotes from the companies so the Board can select which vendor we want to award our contracts to.

Note: Clearwater landscape company has increased the cost of their services by 5% for 2025. The Board agreed to a two-year contract with no price increase which expires December 2025.

2. Main

- a. **Fence Repairs (6631)** The annual fence painting has always been charged to the operating account. Since this is an item in the reserve study, RPM recommends the funding come out of the capital budget not the operating budget. The Board unanimously agreed to move the expense for fence painting into the capital funding budget for 2025.
- b. **Dues** Currently, the dues are \$24 per month. Because of the increase in expenses, if we do not raise the dues the Main budget will have a negative cash flow of approximately \$11,700. If we increase the dues by \$1.00 it will eliminate the deficit and we will have a positive cash flow of approximately \$5,900. The board unanimously agreed to increase the Main dues by \$1.00.

3. Garden Ridge

- a. **Master Tree Maintenance Program (5010 new item)** In the common areas, there are large trees that may need maintenance next year. RPM suggested we budget \$5,000 for maintenance and pruning of the trees. Vicky suggested a more conservative amount of \$2,000. The Board unanimously agreed to budget \$2,000 for tree maintenance.
- b. **Common Area Planter Beds (6890)** There are two small beds in front of the entrance posts that need refreshing. Vicky suggested we allocate \$2,000 to redo the planter beds and eliminate the maintenance service for this area from Clearwater's contract (\$1,200 per year). Vicky will reach out to the Landscape Committee for recommendations on how to landscape this area. The board unanimously agreed to allocate \$2,000 for this budget item.

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- c. **Snow Removal** leave budget as is, the amount allocated is for 7 pushes for the season.
 - d. **Capital Projects 2025**
 - i. Garden Ridge is in need of having an “overlay” or seal coating done. Which lasts approximately 7-8 years. Last done approximately in 2018. Tanglewood exhibits “alligatoring”.
 - ii. Fencing was reviewed by Gil Pearce and Diane Grecco there are lots of broken spindles & brackets. Will put out to bid.
 - iii. Also discussed asking the Landscape Committee for recommendations to redesign the grass island at the entrance to Garden Ridge. One of the trees was cut down and the tree that is left is dying.
 - e. **Dues** Per the Reserve Study, Garden Ridge reserve is underfunded. Vicky suggested increasing the allocation to the reserve fund to \$24,000 annually since it is underfunded. The board discussed this and felt it was not enough and the funding should increase to \$27,000 annually. The fence also needs maintenance. Additionally, if we don’t raise the dues, the operating budget will run at a deficit of \$3,900 for 2025. Dues will increase to \$405 per quarter; which is a \$30 increase per quarter or \$120 a year. Motion made and was unanimously agreed to the increase.
4. **Rocky Hill**
- a. **Snow Removal** leave budget as is, the amount allocated is for 7 pushes for the season.
 - b. **Dues** reserve funding is low; discussion regarding going negative or adding to reserve; increase dues to \$370 quarterly; \$31.00 quarterly; \$124 annually. Motion made Unanimously agreed to the increase.
5. **Budget**
Motion made by Cody Koppenstein to approve the budget as reviewed and sent out the membership for ratification. Linda Ball 2nd Motion. Unanimously agreed upon.

Pumphouse Park basketball court lines: subject was omitted from discussion since no response from the tenant who volunteered to paint it had been received.

NEW BUSINESS

Adding Board Member as a Signer to Bank Accounts

1. The next order of business was to add a BoD signer to the Gesa Money Market accounts and the Alliance Operating and Reserve accounts; **Motion made by Linda Ball to add Vicky Markussen as the signer not person holding president position. Diane Grecco 2nd Motion. Unanimously agreed upon.**

Dying trees:

1. Trees are dying and need to be replaced. The trees look to be similar in appearance to make sure the aesthetic of the neighborhood is maintained. Royal Burgandy Flowering Cherry was one option. Bruce interjected that homeowners need to know the price for removal and replacement so homeowners know what they are expected. Vicky will set up meeting with Joe Frank and Landscaping Committee to get ideas on where to go. Marsha also indicated that many members do not seem to treat the trees. Perhaps drafting a letter to advise members on what is needed in order to provide information to homeowners on how to maintain the tree.

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Asphalt alligating:

1. Vicky will do a walk around with Dennis and Gil Pierce.

Review dates:

- a. November 6th, 7:00 PM, Candidate Q&A. NoLL Welcome Center
 - i. Location: 21802 E Indiana Avenue, Suite 102, Liberty Lake, WA
- b. November 20th, 7:00 PM, Annual Member Meeting, Liberty Creek Elementary
 - i. December 17th, 6:30 PM, reconvened Annual Meeting if no quorum.
- c. November 26th, 7:00 PM, Board Meeting including new board members.

MEMBER FORUM

Stephanie on zoom. Recommends not proposing a single species of tree but maybe several species. Vicky will bring this up in her discussions regarding tree replacement.

Marsha asked about the candidates who will be on the ballot: (1) Ashley Barker (2) Mike Dickson

Linda Ball mentioned that trees can cause lots of damage to sidewalks etc. Discussion was had regarding training the roots to grow downward instead of outward. It does this by slow watering etc. and other methods are available as well.

The meeting was adjourned at 8:17 PM