

Board of Directors Meeting Minutes

7pm on January 15, 2025 via Zoom and in-person @ Liberty Lake Library

IN ATTENDANCE

HOA Directors – Vicky Markussen, Diane Grecco, Cody Koppenstein, Ashley Barker (via Zoom)

Rockwood Property Management (RPM) – Tisha Goodman

Homeowners – 9 Jane Baldwin, Irene and Rod Holbrook, Debbi Long, Linda Ball, Marsha Bender, Mike Hamblet, Randall Sitton and John Nagel

Online attendees using Zoom: Gil Pierce and Ashley Barker

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.
- We do have a quorum. All board members present.
- The meeting minutes from November 26, 2024 were approved by the Board and have been posted to the website. That was the meeting where officers were elected to their positions. Linda Ball inquired about the elected positions: Vicky is President; Diane is Vice-President and Secretary and Cody is Treasurer.
- We do have a vacant spot on the board seat and a new board member will be appointed tonight. We have the following nominees: Michael Hamblet; Jane Baldwin and Debbi Long. Michael Hamblet, Jane Baldwin and Debbi Long were present.
- The Board voted on the position in an open verbal voting format. Vicky asked if there were any nominations: Diane nominated Debbi Long; Cody 2nd the Motion to nominate Debbi Long. Vicky asked if there was any Discussion.
- Ashley Barker asked if Debbi Long was the only person being nominated? It was explained that the Board was provided information on the nominations and how an appointment works.
- The Board voted for Debbi Long to fill the position
- Vicky, Diane and Cody voted to approve the nomination of Debbi Long and Ashley Barker abstained from the vote.
- Debbi Long was invited to join the Board Meeting after the vote.
- Vicky provided information that there was an open board officer position. The open position is for Secretary. Diane volunteered to be the Secretary if no one else wanted the position. No one else wanted the position; and Diane agreed to continue in that role until further notice or another vote. A motion can be made at any time to change the Secretary.

FINANCIAL REPORT

- Cody reported on November's report
- Cody explained that based on the timing of when the board receives the reports, they are approximately a month or so behind.
- The month was ended at \$455,000 in our bank accounts.
- Total income for this period (November) was about \$13,000 (which was under budget); Most of the variance is expected to be recovered through December; more income will come in for December and will be on the next report.

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- Delinquencies have decreased since the previous month and continue to decrease through the year. Delinquencies are at \$22,000.
- Total expenses for the month were about \$61,000.
- CC&R violations: 2 flag violations, 5 garbage can violations and a parking violation;

COMMITTEE REPORTS

CC&R Report: Diane

- Diane reported that the committee has been making progress and have gotten through most of the business & use sections. We have documented recommended revisions to most sections but not the flag & sign section. The Committee would like to elicit from the members things that they might like to see changed.

Landscape Report: Rod

- Nothing new to report.

Finance Report: John

- Nothing new to report.

OLD BUSINESS

1. Increasing the number of board seats

Cody and Diane did not have an interest in increasing the number of board members. Diane articulated that she believed 5 was adequate. Ashley Barker provided a counterview in that “participation is the key to harmony”; and “many voices represent many people”. Ashley indicated that if we don’t expand the Board, she believes that we need alternates and suggested that Michael Hamblet could be a good alternate; and to look at people who have volunteered for an open position let them lead committees and the committee people report to the board members so we have diverse places and opportunity for people to participate.

Vicky articulated that we do have 3 committees, we did have 4, except the communication committee led by Linda Ball disbanded even though Linda has continued to do the Newsletter. John has been instrumental with his committee during the budget discussions.

Vicky articulated that on the question of increasing the number of board seats she asked herself if the current board is effective at running the HOA. She believes it is. We have never had to cancel a meeting and the business of the HOA is running effectively.

There was no motion to expand the Board. The Board will remain at five members.

New board member Debbi Long indicated she had no idea that she could volunteer to be on a committee. The conversation was expanded to discuss that this is the first Board in a long time to have committees. Most opportunities are posted on the website or in the newsletter, as well as, using the email system for those who have opted in to receiving emails. Vicky indicated it was also in the minutes. Trisha indicated that since they have been the property managers, there have not been committees, until this Board. Debbi also articulated her agreement that committees are a good way for community involvement without increasing the Board.

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2. Dying Trees Replacement

Vicky indicated that she has been in touch with Liberty Lake and wishes to get in touch with the landscape committee to discuss the issue. Gil Pierce reported that Architectural committee did approve Crimson Sunset Maple tree for replacement for the Thunder Cloud Plum trees. All tree replacements still require an ARC application approval. Since street trees also require city approval, Gil reached out to the city to inquire if this would be an approved tree and he hasn't heard back.

He believes Jennifer Camp with the City would likely approve this as a replacement and will be used on private streets. City is trying not to plant a lot of maples is the only possible issue.

3. Garden Ridge Sign Replacement update:

- Pricing was approved.
- The pricing for the sign and the addition of color/paint for the flowers depicted on the sign had previously been approved in the budget.
- When weather permits the construction will move forward.

4. Garden Ridge Fence Repair

- Pricing was approved in the budget but project not approved but will work through that now.
- May be challenging to get bids but expect at least 3 bids: welding bid, painting bid; concrete sealing/staining for the Board to look at.

5. Garden Ridge Asphalt Seal

- Approve and moving forward.
- Asphalt Product is the company RPM uses for asphalt repair.
- \$41,000 is budget for seal coating which will cover, crack filling, repair work like alligator issues to be addressed.
- Expect to be on budget or maybe slightly under
- Vicky wanted to confirm that any asphalt work will be done during the appropriate time of the year to make sure that it is being done to prevent improper repair
- Gil indicated that it is weather dependent and streets will have to be closed and will require notifications to be sent to the homeowners in Garden Ridge.

Vicky inquired if there was any other old business to discuss. Nothing was offered.

NEW BUSINESS

• Frequency of Board Meetings – 2025

Vicky suggested that the Board not meet in:

- a. February
- b. July
- c. August
- d. September
- e. December

Vicky suggested that the Board meet in:

- a. March
- b. April
- c. May

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- d. June
- e. September (2 zoom meetings for budget)
- f. October
- g. November (2 meetings; includes annual meeting)

Ashley asked about meetings being on Wednesday and options for November meetings. Meetings are driven by the by-laws and are the 3rd Wednesday of each month. The November annual meeting must be held on the 3rd Wednesday and then within 10 days of that annual, you have another meeting, and it does not have to be on a Wednesday.

- Board Meeting Format

Some issues to discuss are things that are working and not working. Vicky raised the fact that we record meeting and that it is not the gold standard and suggested we not record minutes moving forward. We were in transition last year and it was something we experimented with. Ashley did not have an opinion, Cody & Diane are fine with not recording minutes, and Debbi indicated that so long as the minutes are reported accurately it is not an issue.

- Open forum

Opened up the floor for Agenda forum. It is not the gold standard to do that. The Board can still open up the floor for issues. We do have an open forum at the end unless we need the input from the community on any issue. Many issues have been resolved and things are running smoothly now. Ashley inquired as to the process to speak. During the Members Forum homeowners can raise their concerns and guidelines for raising or discussing issues for example: 3 minutes; be respectful, don't interrupt. Tisha indicated that members can always review the meeting agenda to see what will be discussed and send their comments related to agenda items to the Board via email prior to the meeting.

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

- Website and Fraud seminar

- a. New link for ARC on website
- b. Website advertising fraud Seminar

MEMBER FORUM

- Linda Ball asked about putting something in the newsletter regarding input from members on the revised CC&Rs as discussed by Diane earlier. Linda and Diane will discuss this as an option for the next Newsletter.
- John raised the issues of security or home intrusions in Legacy Ridge. Linda Ball can include this in her next Newsletter as well. Some reports within Liberty Lake and how we might get some information out to the members on security measures they might take and community resources.

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- Tisha indicated that Garden Ridge is a private street with two entrances so they could also consider adding “No Solicitation” signs at each entrance.
- Ashley suggested that perhaps Linda could include a tip sheet from the LLPD in her newsletter.
- Ashley suggested that perhaps FAQ on the website could include: (1) how to engage with committees on the website and (2) how members might get involved and review minutes prior to meetings
- Vicky suggested that a survey on the CC&Rs could be on the website and also discussed that the number of people opting in for emails has doubled; Trisha confirmed that and is also still increasing; Linda might include that push to get members to sign up for emails in the newsletter as well.
- Tisha confirmed that at the beginning of 2024 we have 209 members who opted in to receive important information from the Board via email. At the end of 2024 we had 418 members who opted in and as of 01/15/25 we now have 430 members who are participating.

Meeting Adjourned at 7:53pm