

Board of Directors Meeting Minutes

7:00pm on June 18, 2025 via Zoom and in-person @ Liberty Lake Library



IN ATTENDANCE

HOA Directors – Vicky Markussen, Diane Grecco, Debbi Long, Cody Koppenstein

Rockwood Property Management (RPM) – Tisha Goodman

Homeowners – 7 Irene and Rod Holbrook, Marsha Bender, Bruce Bell, Molly Arzen, Maryanne Mack and Rick Hoffstetter

Online attendees using Zoom: 2 Gil Pierce and Ashley Barker (board member)

CALL TO ORDER

The meeting was called to order by Vicky at 7:01 pm.

ITEMS APPROVED BY EMAIL

April 16th meeting minutes were approved and posted.

The Board approved a one-time fee waiver for two homeowners.

FINANCIAL REPORT

The balance of Association bank accounts as of month end were as follows:

Total \$686,036

Total income for this period was \$59,519.66, which is under budget by \$11,571.63. Income is still under for all areas, and I associate it with the timing of payments. AR dropped another \$1,000 from last month.

Delinquencies: Per the Aged Owner Balances Report, the past due balance (over 30 days) is \$25,723.07, which decreased by \$2,666.59 since last month.

Total expenses for the month were \$28,946.52, which is under budget by \$15,862.01.

CCR Violations:

- 14 Garbage
- 6 lawn/maintenance
- 1 light
- 1 noise
- 3 parking
- 1 architectural

COMMITTEE REPORTS

CC&R Report: Diane

The committee has completed an initial draft of their recommended changes to the CC&R's. The board will review their suggestions.

Financial: John (not present)

Board of Directors Meeting Minutes

7:00pm on June 18, 2025 via Zoom and in-person @ Liberty Lake Library

Landscape: Rod

The committee met with three (3) arborists in May and trees that were dying or dead were tagged by the arborist. We received three quotes and chose the two that were the most competitive. The range in bids was between \$765 to \$1,600 per tree. We called two nurseries and one grower to get the estimated cost for a bulk order of the trees and delivery charges. Gibsons wanted \$295 for the 1 ½ caliper tree and \$395 for the 2" tree. The grower in the Tri-Cities area wanted \$286 for a 1 ½" caliper tree with delivery charges ranging from \$300-\$600. Greenacres wants \$225 per tree, and just recently dropped the price to \$198.75 plus a \$250 delivery charge.

The landscape committee looked at 5 different trees on the lists from two landscapers. We also consulted the city of Liberty Lake's list of approved trees before we decided on the species of tree to recommend. The Malus "Spring Snow" Spring Snow Crabapple tree (fruitless) is the species the committee is recommending to replace the dying plum trees on Tanglewood lane.

The board tabled the decision on the landscaping for the entrance to Garden Ridge.

After the board discussed approving the tree, Vicky opened the floor for questions from the homeowners. After a lengthy discussion, Vicky closed the floor and asked for a motion. There was no further discussion.

A motion was made to approve the tree selection. There was a second and the board voted 4 approvals and 1 abstention to approve the tree selection. The motion was passed.

- Vicky will send out a list of questions and answers to the impacted homeowners in Garden Ridge. The project is not a capitol project and each homeowner will be responsible for paying for the removal and planting of the tree(s) on their property.
- Ashley will check on the price of a bulk tree order at Home Depot to see if they carry the type and size we need and will report back to the board.

Newsletter: Linda (not present)

Winterglow will not be continued.

The Mission Street overlay is delayed; it just went out to bid and is expected to start in August.

OLD BUSINESS

- Vicky reported that the minutes were approved and posted to the website.
- Vicky reported that the board approved, via email, a one-time courtesy waiver of late fees for a homeowner.

Capital Projects: Gil

- The Gardens sign completion is three months out.
- Garden Ridge fence repairs-two bids were sent to the board for review.
- Garden Ridge asphalt seal coating to begin in the next few weeks.
- Community perimeter fence repair. This occurs every 4 years the map and schedule are on the website per Tisha.

Board of Directors Meeting Minutes

7:00pm on June 18, 2025 via Zoom and in-person @ Liberty Lake Library

NEW BUSINESS

Open Board Position-Secretary

Diane, our vice-president, was serving as the Secretary and resigned from that position in writing during the meeting. Debbi is interested in being the Secretary. Vicky made the motion and seconded by Cody and the Board voted unanimously to approve the motion.

Speeding in Garden Ridge

Rick Hoffstetter outlined his concerns regarding trucks and cars speeding in Garden Ridge. He suggested we put in speeding signs with a limit of 15mph or 20mph. Vicky has contacted Ben Turner at the city for advice, and the police chief, Damien Simmons, will contact her next week to assess the problem. Vicky presented 2 options, and the standard speeding sign format was chosen. Diane will look into the cost and report back to the board. A motion was made to set a maximum cost of \$300 for the speeding signs. The motion was seconded. It was approved unanimously.

Budget 2026 Schedule

We need to schedule the meetings to discuss the budget. Vicky suggested we hold two Zoom calls in September, like we did last year, to review the budget before the October HOA meeting. Tisha will prepare a timeline for the budget process for the board to review.

Homeowners reviewing HOA Records

A homeowner wanted to look at the landscape contract and was requested to sign an NDA. Vicky noted, the law has been updated regarding homeowner access to HOA records and it is not appropriate to have a homeowner sign an NDA to look at association records. The discussion will be an agenda item for a later meeting.

MEMBER FORUM

Marsha Bender asked if the board will send a message to homeowners on Garry Street regarding treating the Mt Ash trees for an aphid infestation. Tisha will draft an email for the board to approve and send.

Molly Arzen recommended if we install speed limit signs, the speed limit of 20mph is reasonable, not 15mph.

Rod asked who is managing the contracts for the tree replacement. Vicky and the landscape committee will coordinate the tree replacement project.

Bruce Bell asked why there is such a long gap between HOA meetings. Vicky responded, our by-laws require a meeting to be held once a quarter, and if there is no business to discuss in between the quarters, we don't need to have a meeting.

Tisha asked about where to book the room for the annual member's meeting. The school is using a third-party online reservation system. They are requiring an additional insured endorsement, and the HOA's insurance company will charge \$150 to \$250 for this endorsement. Tisha suggested the meeting room at Trailhead Golf Course. Last year when Tisha looked into using this space, the cost was \$75 to rent the room. She will check into it and report back to the board.

Marianne thanked the board for addressing the tree issue and for addressing the issues at hand.

Board of Directors Meeting Minutes

7:00pm on June 18, 2025 via Zoom and in-person @ Liberty Lake Library



Diane stated that during the first year of the new board's term, things were in disarray and there were many issues to resolve. It required a monthly meeting in 2024 to address the homeowner's concerns. Things are now running smoothly and even if there is no meeting the board can still approve things via email.

Meeting Adjourned at 8:29pm