

## Board of Directors Meeting Minutes

6:30pm on April 15, 2026 at Liberty Lake Library and Zoom

### **IN ATTENDANCE**

HOA Directors Vicky Makussen, Janet Schmidt, John Nagel, Ashley Barker

Homeowners: Maryane Mack, Rod Holbrook, Serge Dyakov

Online Attendees using Zoom: One homeowner: Stephanie

Rockwood Property Management (RPM) – Tisha Goodman and Gil Pierce

There was a quorum.

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### **CALL TO ORDER**

The meeting was called to order by Vicky at 6:30 pm.

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### **MEMBERS FORUM**

Vicky announced there are new rules effective 01/01/26 about how HOA's conduct their board meetings. One of the new requirements is that the Homeowner's Forum takes place at the beginning of each meeting and 15 minutes is allotted.

The floor was opened for homeowner comments; there were none.

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### **Treasurer's Report**

The Board received the February Financial Report. Income is tracking close to budget. The major variance for expenses was related to less snow removal than projected.

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### **COMMITTEE REPORTS**

Landscape – Rod

First mowing was completed. Rod indicated the first mowing service was not a full service. Gil is going to follow up with the mowing contractor. Gil indicated that he intended to hold off for two weeks before the next mow, but it would depend on weather conditions.

Tisha will follow up with the Field Inspector to ensure he resumes processing street-tree violations now that the weather allows planting.

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### **OLD BUSINESS**

#### **1. Approve 01/21/26 BOD Meeting Minutes - ALL**

Board Meeting Minutes were approved unanimously.

#### **2. Garden Sign Status – Gil**

The Gardens Sign was installed. Discussion took place about the next steps to determine what should be planted around the sign. The Board will look for recommendations from the Landscape Committee.

#### **3. Member Fee Waiver Process - ALL**

Three types of fee waivers were discussed:

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## A. Late Fee Waivers:

- a. Current Process: The previous Board of Directors gave RPM authority to waive one late fee for the duration of a member's account.
- b. The Board discussed options to modify this process, and the floor was opened for members to provide feedback.
- c. The following motion was made by Janet and approved unanimously:
  - i. **The property management company has the authority to waive one late fee per lot every five years. Members must attend a Board meeting to appeal any additional late fee waiver requests, as the Board will not consider additional waivers submitted by email.**
- d. Vicky will ask that this information be added to the next newsletter.

## B. Property Maintenance Violation Fee Waiver:

- a. Current Process: RPM does not have the authority to waive property maintenance violation fees. Examples of these maintenance violations include fencing, siding, roofs, garage doors, and windows.
- b. The Board discussed options that would put some parameters in place to allow the property management company to waive fees after the maintenance issue was remedied. The goal is to incentivize homeowners to make property repairs in a timely manner.
- c. RPM proposed the following: Property Management Company would be authorized to remove property maintenance violation fees once per lot every five years after the work is completed and inspected by the property management company. The Board will consider this and discuss it at the next Board meeting.

## C. All other violation fees:

- a. Members must attend a Board meeting to appeal all other violation fees, such as trash cans, general lawn maintenance, yard signs, and recreational vehicles. The Board will not consider fee waivers submitted by email.

## 4. Internal Audit Process - John

John reviewed the financial controls that Rockwood Property Management has in place to ensure accurate reporting and reduce the potential for mismanagement. John reviewed the approval and processing of invoices, the segregation of duties, the reconciliation of bank statements, and the monthly reporting. John also discussed the BOD responsibilities to maintain oversight and transparency of the HOA's financial matters.

Next steps:

- Tisha will share comments related to the financial controls document created by John.
- Tisha will set up a meeting with John, Vicky, Tisha, Gil and Nikki (Controller) to review and refine the proposed controls and processes.

## 5. Yield Sign Garden Ridge – Vicky

This was tabled in order to do more research.

## NEW BUSINESS

### 2026 Landscape Schedule – Gil

This was discussed during the landscape committee update. The snow removal contract was discussed, as it is time to go out to bid. Gil will send Vicky and Rod the scope of work so they can review and make modifications, if needed. Once Gil has the updated scope of work, he will go out to bid.

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## Member Appeals – Fees/Fines

Waived? Yes or No	Member Account Number	What is member requesting a waiver for?	Waiver Request
<b>NO</b> – Member can attend Board meeting to appeal	106400880	CCR Violation Fee	\$900 (Trash Can Violation Fees)
<b>NO</b> – Member can attend Board meeting to appeal	106401230	CCR Violation Fee	\$300 (Trash can violation fees)
<b>NO</b> – One fee was previously waived	106404180	Late Fees / Late Interest	\$52.03 - (\$50 late fee and \$3.01 late interest)
<b>YES</b> – Member attended	106406190	CCR Violation Fee	\$100 (Trash Can Violation)
<b>NO</b> – Member can attend Board meeting to appeal	106407360	CCR Violation Fee	\$300 (Trash Can Violations)
<b>NO</b> – Member can attend Board meeting to appeal	106407370	CCR Violation Fee	\$100 (trash can violation fees)
<b>NO</b> – Member can attend Board meeting to appeal	106409350	CCR Violation Fee	\$1,200 (trash can fees)
<b>Yes</b>	106412240	CCR Violation Fee	\$600 (Sign violation Fees)

Rockwood Property Management will follow up with the members to communicate the Board's decisions.

**Meeting was adjourned at 8:05pm**