

Board of Directors Meeting Minutes

6:30pm on July 15, 2026 at NoLL Welcome Center and Zoom

IN ATTENDANCE

HOA Directors: Vicky Makussen, Janet Smith, John Nagel

The following two members were appointed to the Board of Directors during new business, and they were both in attendance: Cody Koppenstein, Shane Stocking

Homeowners: Mariane Mack, Linda LeClair, Shane Stocking, Cody Koppenstein

Online Attendees using Zoom: Emily Wells (homeowner)

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

There was a quorum.

CALL TO ORDER

Vicky called the meeting to order at 6:30 pm.

MEMBERS' FORUM

A member noted that the landscaping in Gardens Ridge has improved significantly. Vicky responded that she hasn't had any new complaints.

Treasurer's Report

John reported the following:

Income:

June dues are tracking \$9,779 under budget. The majority of this variance relates to the Main HOA dues.

YTD dues are tracking \$15,383 under budget. The majority of this variance relates to the Main and Garden Ridge HOA dues. As a comparison, in June 2025 we were under budget by \$48,668.

Expenses:

June expenses are tracking \$6,008 over budget. The majority of this variance is the timing of landscaping invoices.

YTD expenses are tracking \$36,272 under budget. The majority of this variance relates to lower-than-projected snow removal expenses and the timing of the capital fence painting project, which was budgeted to be paid in June but will likely be paid in July.

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COMMITTEE REPORTS

Landscape – Rod – Not in attendance.

Vicky provided the following update. Our landscape contract was a 3-year contract, and it is up for renewal. Gil has asked if anyone has any recommendations for other contractors. Vicky recommended we get a bid from Inland Lawn. A comment was made that Clearwater is doing a good job.

Gil also asked if the Board wanted him to bid out the snow removal contract. Vicky indicated if the current contractor was estimating a large increase, then we would want to go out to bid.

Newsletter – Linda – Not in attendance.

OLD BUSINESS

1. Approve 05/20/26 BOD Meeting Minutes

The three Board members approved the Board Meeting Minutes unanimously. Vicky, John, and Janet.

NEW BUSINESS

1. Open Board Seats – Board Appointments - Vicky

Two Board seats are open: one term ends at the end of 2026, and the other ends at the end of 2027. Two members attended and self-nominated. Shane Stocking and Cody Koppenstein. Both were given the opportunity to tell the Board about themselves and why they were interested in serving.

- Shane Stocking – He is new to the community. He is a local Fire Chief, serves as Vice President of Eastern Washington Fire Chiefs, and previously served on another HOA Board as President. He wants to serve the Board to do the right thing for our members and our community.
- Cody Koppenstein – He previously served on the Board and when he received the call for candidates and was asked to consider serving again, he made the decision to submit his nomination. He has a financial background that lends itself to assisting with budgeting and financial management.

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Board moved to appoint both Shane and Cody to the Board. It was approved unanimously.

- Shane Stocking was appointed to the term that ends 12/31/27
- Cody Koppenstein was appointed to the term that ends 12/31/26

Cody Koppenstein was elected to be the Vice President.

2. Board Meeting Location – Library Conflict

Tisha explained that she has been unable to reserve the Liberty Lake Library for Board Meetings, and after speaking with the Library, she learned they have a Library program held on the third Wednesdays, which is causing the conflict. Due to the conflict, she has been reserving the NoLL Welcome Center. While this isn't a great option because of the acoustics, it's free. If anyone has recommendations for other free meeting locations, please let her know. The annual meeting is still projected to be at Liberty Creek Elementary.

3. October Board Meeting Date Change

There is a conflict with the October Board meeting, so Vicky asked us to look for other options. This will be our final budget meeting, so we must walk out of that meeting with a Board-approved 2027 budget. A motion was made to move the meeting to Wednesday, October 14th. This was approved unanimously.

4. Review year-end key dates – Tisha reviewed the following:

- **Friday, August 14th** - RPM to send the Board the preliminary Budget Packet.
- **Wednesday, August 19th Board Meeting**
 - RPM will review the budget and outline specific Budget decisions we need the Board to address.
 - Board will come prepared with questions about the Budget Packet that RPM sent to the Board.
- **Thursday, September 17th - Send out the call for candidates.**
 - The deadline for returning candidate forms would be **Monday, October 12th.**
- **Wednesday, September 23rd – Zoom** – Budget Q&A Zoom call with the Board
 - Board will come prepared with questions
 - This is not an official Board meeting, so decisions will not be made during the meeting. It's intended to be a Q&A and open to members.
- **Monday, October 12th** – Deadline for candidate nomination forms.
- **Wednesday, October 14th Board Meeting** - This is your last scheduled Board Meeting before RPM sends out the annual notice. *We need to finalize the 2027 Budget by the end of this meeting to ensure it is ready to be sent with the annual meeting notice.*

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- **Friday, October 23rd** - Send out the Annual Meeting notice.
 - This is 4 weeks prior to the annual meeting, which provides members plenty of time to submit their votes for candidates.
- **Thursday, November 12th** - Candidate Q&A – This will only be scheduled if candidates running for open seats want to attend.
- **Wednesday, November 18th - Annual Member Meeting**
- **Monday, November 23rd – ZOOM - Board Meeting, including new Board Members.**
- This should be a quick meeting as it is intended solely to elect the Board officer positions for 2027.

5. Gardens Sign – Violation Notice – Gil Pierce and Tisha Goodman

The Gardens sign that RPM has been working on with the Board for over 3 years was installed. After installation, the HOA received a violation notice from the City of Liberty Lake. Since then, RPM and Vicky have been working with the city to find a path forward. This has included meetings with city staff, meetings with the mayor, and testifying before the city council. The violation was related to three areas:

1. **Sign Permit Requirements** – Because we were just fixing a sign that has been in place for over 26 years, we didn't believe we needed a permit. We cured this in May 2026 by submitting our sign permit application and paying the permit fee. The city denied it for the two items below.
2. **Sign Appearance** – “Free Standing” signs are not allowed. We discussed with the city staff how to change the sign to meet the city's appearance requirements. We have design plans to cure this and once approved by the city staff and the Meadowwood HOA Board we can move forward with the changes.
3. **Public right of way** – Like many other signs in Liberty Lake, the sign is located in the public right of way and has remained in the same spot for 26 years. During the July 7th meeting, Tisha showed city council members several examples of signs that were approved and installed in the public right of way after the city's sign code was enacted. This suggests there is a process that allows city staff to approve non-conforming signs. We are asking the city to grandfather the sign in and allow it to stay in the current location.

At the July 7th City Council meeting, the council voted to add this as a workshop discussion at their August 4th City Council Meeting. We will keep the Board updated on the status.

6. Member appeals – Fees / Fines

- Member with account number 106410210 attended the meeting in person and asked the Board to consider waiving her \$400 in fines. She indicated that the

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- vehicle she was fined for has been removed and will not return, and the bricks holding down the basketball hoop have been removed.
- There was a motion to waive \$400 in violation fees. The Board approved waiving the \$400 as a one-time courtesy.
 - Member with account number 106409350 attended the meeting and asked the Board to consider violation fees totaling \$1,500 for trash can violations.
 - The Board decided to hold off on deciding until they had time to review the violation notices and communication history. Since members are not charged late fees on violation fees, the Board felt it was appropriate to hold off on deciding until they had time to review all the information.
 - Tisha will send the violation report to the Board for review and add this to the next meeting agenda.

7. Review Collection Account Authorization Requests

No New accounts to review.

Meeting was adjourned at 7:29 pm