Board of Directors Meeting Minutes
6:30pm on October 14, 2026, at Liberty Lake Library and Zoom

MEADOWWOOD
Your Home At Liberty Lake

IN ATTENDANCE

HOA Directors: Vicky Makussen, Janet Smith, Shane Stocking

Homeowners: Linda Ball, Jen Hurst, Maryanne Mack, Molly Arzen

Online Attendees using Zoom: None

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

No comments

Treasurer's Report

John was not in attendance so no update.

COMMITTEE REPORTS

Landscape – Rod – No update.

Newsletter – Linda – No update. Linda mentioned she would try to work on these again next year.

OLD BUSINESS

1. **Approve 7/15/26 and 8/19/26 BOD Meeting Minutes**
    a) Shane made the motion, Vicky seconded, and it was approved unanimously
2. **Garden Sign update**
    a) Tisha provided the City of Liberty Lake with all the information they requested to make a decision.
    b) They responded and indicated they would get back to us after the first of the year.
3. **Budget Discussion**
    a) Landscaping:

i. Clearwater's 2027 increase was approximately 20%, so the Board requested that RPM go out to bid. They also asked RPM to consider splitting the contracts, if that made financial sense.
ii. RPM provided the Board of Directors with all the landscape bids. The budget was updated to include the US Lawn bid for the Main budget and the TLC bid for Garden Ridge and Rocky Hill Townhomes and Cottages.
    i. The Board elected to move to these two new landscape contractors. These new contractors will have a learning curve, so the Board and RPM will ask members to be patient, as they get their bearings.

b) Since the last budget meeting, the following updates were made:
    i. Repairs and Maintenance – We added $2,500 to repair the flooring at Blue Ridge Park. This is an estimate.
    ii. Income taxes – In 2026, we were paying taxes quarterly. The tax accountant said this is not necessary and that we can pay them annually, so we are budgeting to pay them annually in 2027. The 2027 budget will reflect the prepaid taxes we already paid in 2026.
c) After all the final updates, the following are the 2027 Net Cash Flow and Projected Ending Cash balances:
    i. Main:
        i. 2027 Projected Net Cash Flow: $12,655.26
        ii. 2027 Projected Ending Cash Balance: $192,389.96 (4.82 months of expenses)
    ii. Garden Ridge:
        i. 2027 Projected Net Cash Flow: $3,076.53
        ii. 2027 Projected Ending Cash Balance: $50,582.06 (4.46 months of expenses)
    iii. Rocky Hill TH's and Cottages:
        i. 2027 Projected Net Cash Flow: $(2,890.43)
        ii. 2027 Projected Ending Cash Balance = $55,450.58 (7.05 months of expenses)
    iv. Based on the projected ending cash balance for each budget, the Board of Directors decided there was no need for any increases in 2027.
    v. The Floor was opened to members for questions:
        i. Linda Ball asked if the new landscape companies would also be doing the snow removal. Gil explained that the snow removal company is not changing this year.

ii. A member asked if this means there won't be any increases in dues for 2027, and the Board indicated that was correct.

vi. Janet made a motion to approve the budget. Vicky seconded, and the Board approved it unanimously.

NEW BUSINESS

1. **One time maintenance fee waiver**
    a. Tisha recapped the discussion that took place at the April 15, 2026, meeting, which was as follows:
        i. 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.
        ii. 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.
        iii. 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.
    b. Janet made the following motion: The Board authorizes the property management company to remove $100 in maintenance fee violations, once per lot, every five years, after the maintenance violation is remedied.
        i. Vicky opened the floor to members. No one commented on the motion, however, Linda mentioned there is some vinyl fencing with hail damage that was never repaired. She provided the location, and RPM will follow up with those homeowners. Tisha reminded members that it is helpful if they can email this type of information to RPM at contact@meadowwoodhoa.com
        ii. Vicky seconded the motion, and it was approved unanimously.
2. Member Appeals – Fees/Fines
    a. One member (Account #106405750) asked the Board to consider waiving a $100 parking violation that was sent regarding their boat that was parked in their driveway. She said they were waiting on a part to repair the boat, which took longer to arrive than expected.
        i. Board approved waiving the fine unanimously.

A motion was made to adjourn, and it was approved unanimously.

Meeting was adjourned at 7:10 pm