

REGULAR MEETING OF THE BOARD OF DIRECTORS

****MEETING MINUTES****

Meeting Date: September 2, 2021
Meeting Time: 7:00 pm PT
Meeting Location: Zoom <https://us02web.zoom.us/j/82646621628?pwd=bFhjSWxTQlI5UkNyNmI5QitBdW8wZz09>

7:06 pm **Call to Order** Meeting was called to order by Rina Wollan and Zach Aaron second.

7:07 pm **Roll Call** Members of the Board: Eric Piscofski, Alaina Weimer, Zach Aaron, Kristin Jones, Rina Wollan, Julie Ann Troxler, and Eric Jones were in attendance. Property Manager James Tungsvik also attended.

Prior Meetings minutes approved by Alaina and second from Zach

7:09 pm **Meeting Agenda**
Topics for discussion as follows:

- Financial Report and Summary
- Unfinished Business
- New Business
- Neighborhood Projects
- Committee Updates

7:09 pm **Financial Report and Summary:** Received final numbers today 9/2 from Windermere to ATC. This will be entered and should be completed over the next few days. All moneys have been released from prior management company. CD with Union Bank has been moved over also. First financial report will be after the end of this month.

7:11 pm **Unfinished Business:**

- ATC Owner's Portal & Mailed Notices
 - ATC Portal Link will be coming with the new accounting & software by January 1, 2022.

- ATC website is the best place to notify them of an issue, make payments, see payment history, etc. Reach out to James if owners are having trouble accessing the website due to having accounts previously listed.
- Mailer (Trans Letter 1) remailed on 8/31 due to issues with cities/zip codes and should be received by 9/3 with an extension for due dates for annual assessments
- Invoices will be received by 9/15/21 and will have until 10/15/21 to have their assessments paid, 2-week extension.
- Rock Wall Disputes
 - Issues are considered resolved and James has notified homeowner
 - Rules and Regulations should have a rock wall section outlining what is HOA vs. Homeowner responsibilities
- Neighborhood Tree Trimming
 - There are several issues with trees (ie. those lost during the Ice Storm, Trees dying out, and others need maintenance)
 - Additional details will be provided in future board meetings based on identified solutions.

7:21 pm

New Business:

- 2020 Audit: Updates still pending from James
- 2022 Reserve Study
 - Email received today hoping to set a date set-up with Julie Ann and otherwise all other information has been provided by James to complete the study.
 - Requested that she include the annual mulching
 - Study will be completed prior to the October meeting and uploaded for owner review
- Monthly Board Meetings for October/November/December
 - Monthly board meetings will be needed to complete the transition of management company and
- Board Member Code of Conduct/Oath of Office
 - Eric affirmed the Oath of Office/Code of Conduct for himself
 - Eric, President called on each member of the board Zach, Alaina, Rina, Julie Ann, Kristin, and Eric Jones who all affirmed.
 - This document will be posted to our HOA website document section for homeowner's reference.
- Board Member Roles and Responsibility
 - This document will be posted to our HOA website document section for homeowner's reference.
- Landscaping: Moles
 - Location: House across from the basketball court the borders the path
 - Coordinate through landscaper for repairs and pest control
- New Incident Form: Ice Storm Tree Placement (Rosado)
 - This will be part of the bigger conversation with capital improvements and the larger landscape plan.
- Owner of Lot Div 3, Lot 4 came to association and asked if they could use the small park common area for an event and after checking in with insurance carrier, the association had to notify the homeowner that this is unable to be approved.

7:47 pm

Neighborhood Projects:

- Bark/Mulch Replacement
 - James received the whole association of bark (425 yards) at a cost of \$45/yard, \$19,425 plus tax
 - *Rina motioned for approval to prioritize this project, Zach advanced, and Eric Jones seconded motion. The motion was approved unanimously.*
- Bench Replacement
 - *Kristin motioned to prioritize the bench replacement and assess accordingly based on funds, Rina seconded the motion. The motion was approved unanimously.*
- Landscaping: Tree removal/replacement: project owner identified
- Landscaping: General Landscaping Improvements (non-trees): project owner identified

7:54 pm

Committee Updates:

- Architecture Committee - Julie Ann
 - No outstanding issues
 - Working towards an automated response to the ACC email box and transitioning to digital forms for ACC to sign off.
- Social Committee - Rebecca Bansky-Jones
 - Block party was postponed due to weather – likely will be next year
 - Chili Cook Off upcoming, further details will be communicated at a later date.

8:01 pm

Motion to Adjourn: *Rina motioned to adjourn, Alaina seconded the motion. The motion was approved unanimously.*

8:01 pm

Meeting Adjourned.