



## Board Meeting, As Amended

July 29, 2004

Meeting called to order at 7:03 PM, and held at Invest West Management Office, Vancouver, WA.

**Attendance:** Directors Rick Bowler, Catherine Reneau, Miron Washington, Jim Cochran, Anita Anjoubault, and Lance Boyce. Absent: James Bangert. Invest West Management: Steve Barber and Sara Bartkowski. Homeowner Ruth Clowes was also present.

**Establishment of Quorum:** Rick Bowler opened the meeting announcing that a quorum is present.

**Review, amend, and approve June 1, 2004 Board minutes:** Rick Bowler suggested the minutes be handed out prior to the meeting to save time and make the meeting more fluid.

- Jim Cochran motioned to approve the June 1, 2004 Board minutes. Seconded by Miron Washington and the motion was carried.

**Finance Report:** Catherine Reneau reported on finances. As of June 30, 2004, the Association has \$16,462.29 on hand. Catherine Reneau addressed issues she noticed:

- The water bill has doubled compared to last year. Rick reported it seems to be due to the extremely warmer weather we have had this year,
- We are over budget in legal expenses.
- Landscapers weren't paid in June.
- There are \$4,200 in past due assessments and fines from homeowners.
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Anita Anjoubault and Rick Bowler reported to Invest West Management that they did not receive financial statements in the mail.

Catherine Reneau made an expanded projection of cash on hand at the end of the year. The projection included an assumption that the Association will collect at least \$3000 of the unpaid dues. Catherine believes the Association will finish this calendar year with a loss and the Board must take action to ensure the Association does not overspend its cash. This projection did not include the new homes in the Gated Community (GC) or the remaining five unsold lots outside the gated community. Rick Bowler stated the HOA should be receiving income from these homes in 120-150 days. This will add to the income and keep the Association out of the red.

A discussion ensued about the Gated Community (GC) and Rick stated that, as Developer, he created separate CC&Rs for the GC. Catherine questioned this and Rick stated that they were filed with the plat. Miron stated that he is unaware of any CC&Rs for the Gated community that are separate from the recorded CC&Rs filed with the County. Miron Washington and the rest of the Board asked Rick to provide a copy of the CC&R's for the GC as this Board cannot govern the GC without knowledge of the restrictions specific to the GC. Anita Anjoubault asked if we could get an estimate of when Association expenses will

be increasing and Rick Bowler replied that it is too early to make a determination. Steve Barber asked Rick to provide a matrix for occupancy in the next 150 days and Rick said it was not possible to do.

**Discussion of delinquent Assessments and Collection Alternatives:** Catherine Reneau presented a spreadsheet with a list of aged delinquent dues. She further provided corrections to Invest West Management for three properties whose dues were incorrectly sent to the prior owner. Catherine proposed the Board adopt a policy to charge a late fee of \$50 per month plus 12% interest as allowed by Association Bylaws to all unpaid dues. Catherine further recommended that the Board delay implementing this charge until August 31, 2004 and to send each homeowner a letter of notification and give them until the end of August to pay their dues without additional cost. She also asked the Board to approve the letter to homeowners with unpaid dues explaining this policy. Rick recommended that these letters be sent certified to ensure they get it. Also the Board would like to insert language in the letter that indicates the Board is willing to work with homeowners who may need a payment plan. Steve suggests adding a transfer fee to avoid the dues going to the wrong owner.

- Lance Boyce motioned to assess a \$50 late fee per month and interest of 12% for dues 30 days past due and to delay the implementation until August 31, 2004 to give notification time to homeowners. Seconded by Catherine Reneau and the motion was carried.
- Rick Bowler motioned to remove the satellite fine from John Kowalski and also to correct dues billings to the correct homeowners. Motion was seconded by Catherine Reneau and carried. Catherine will attempt to contact the homeowners that were not billed first to explain why they are getting dues billings so late.

Catherine pointed out to the Board that there appears to be some inconsistencies in dues assessments with Article IV, Section 6 of the CC&Rs that provides for dues assessment by lot size. Rick Bowler stated that, as the Developer, his intention was to assess dues based on the phase of construction regardless of actual lot size. Section 6 appears to provide for the Board to adopt a method other than that provided in Section 6. Catherine volunteered to begin a study of all lots in the Association to determine if the Association must take any corrective action and to clarify lot assessments for the future.

**Report on Meeting with traffic engineers:** Rick Bowler spoke with Todd Belanger with the City of Vancouver in regards to the traffic. Rick Bowler listed off the options the engineers provided of employing traffic calming devices such as speed bumps or roundabouts. Catherine asked that all Directors be copied on the letters from the City. Jim Cochran discussed the potential impact of the opening of the Boulevard to 1<sup>st</sup> Street. The concern is increased traffic using the Boulevard to avoid the light at the corner of 1<sup>st</sup> St. and SE 192<sup>nd</sup> as well as residential speeding issues. The Board proposed to study the options and costs. Rick Bowler will look into possibly adding temporary speed bumps in vital areas.

**Insurance Policy Review:** Jim Cochran was not able to review the insurance policy with the information provided to him. He had concerns in regards to the comparison of cost from last year to this year and what is actually covered and the options. Steve Barber was asked to provide Jim with more detail on the old and new policies.

- Catherine Reneau moved to have Jim Cochran continue to study our policies and insurance coverage and get more information to form a more in-depth analysis. Rick Bowler seconds motion and the motion carried. Rick Bowler volunteered to have his corporate insurance company review these policies to see if we can obtain adequate coverage for less cost.

Until the review is complete, the Board will continue with current policy.

**Landscape and Property Management Review:** Catherine provided copies of the landscape maintenance and the property management contracts to all of the Board. Catherine provided pictures of some of the problems on Westridge Boulevard to Steve Barber and the Board. The Board is concerned that the landscapers are not performing under their contract that includes hand digging of weeds and application of

pre-and post-emergent weed killer and other items that are not being done. Other property management issues are: missing grass, lights are out, planters are empty, weeds in areas, dead grass, and the water needs to be adjusted in some areas, the entrance needs mowing and watering. The Board asked Invest West Management to contact the landscapers on these issues.

- Catherine Reneau moved to direct Invest West Management to get bids from different landscapers. Seconded by Lance Boyce and carried.

In regards to Invest West Management, Catherine Reneau reviewed some major provisions of the contract and noted that Invest West does a once a month inspection looking for violations. Steve indicated that he has not been doing this. Amendment: Steve indicated that he did not use a checklist but the quarterly inspections had been done. The Board would like a copy of Invest West's checklist for inspections and a copy of the summary from the inspections should be provided to the Board. Catherine further informed the Board of the termination penalty of 3 months fees should the Association decide to terminate the contract with Invest West Management. She further noted that the Board must give Invest West Management notice of non-renewal no later than February 28, 2005 if the Board does not intend to renew this contract.

**Discussion and Establishment of Fine Schedule:** Jim Cochran presented a draft Interim Fine Policy and Schedule for the Board's adoption at this meeting. Catherine Reneau noted that commercial vehicles are not permitted under the CC&Rs and should be added to the fine list. Rick Bowler mentioned that the GC does not permit parking and it would be nice if we changed our CC&Rs to limit the number of cars parked in the driveway to the number that can be parked in the garage. The Board did not take action on this item.

- Rick Bowler moved to adopt and mail the fine schedule to homeowners with a letter that welcomes their input on the fine schedule. Catherine Reneau seconded motion and it was carried.

#### **Miscellaneous Agenda Items:**

Rick Bowler brought up the unapproved play structure on 9<sup>th</sup> St. and recommended this be referred to an attorney. The Board did not approve referring this problem to an attorney and instead accepted Steve Barber's offer to contact the homeowner to discuss the Association concerns with the play structure. The Board has safety concerns with the closeness to the fence and the necessity to provide plantings to obscure the structure from view. The Board gave Steve Barber two weeks to contact the homeowner to see if we can amicably resolve this situation.

Board wants to approve all non-contract bills before they are paid. Rick Bowler moved to increase Invest West's \$500 spending limit to \$1,000.00. The Board did not feel that was necessary at this time and the motion was not seconded. The Board was presented with a legal bill for \$803.35 to Heurlin, Potter, Jain and repair bills for the front entrance to Vern Boesplug Painting for \$1,233.17 and JB Plastering & Stucco for \$226.17. These bills were approved for payment. Catherine asked about a bill for over \$700 paid in June. Invest West will provide a copy of that bill.

Rick recommended to the Board that another attorney be engaged to represent the Board. Steve Barber was directed to make some recommendations at the next Board meeting.

Rick Bowler brought up Patsy McElroy's flagpole and a brief discussion ensued about flagpoles. Catherine Reneau provided the Board with a copy of the current Washington Statute that was enacted this June by the Washington State legislature. The Board recommended that no action be taken for the time being on Mrs. McElroy's flag pole and this issue should be referred to the ACC Advisory Committee to develop guidelines within the law for all flagpoles.

Rick Bowler informed the Board that he intends to deed the parcel that contains the gazebo to the Association and the landscape maintenance will need to be adjusted to include this property. Jim Cochran wanted to visit this because he does not think it is finished enough for the Board to accept the property. The ground is not level, there is no walkway into the property and the fence required by the plat is not

installed. The Board has concerns that the current condition of the property has too much liability. Rick Bowler will look into adding gravel and bringing in more topsoil to level it off.

Rick Bowler mentioned the frequency of Board meetings and that he did not feel the Board needed to meet as frequently as scheduled. The rest of the Board disagreed and felt that we needed to meet at least this frequently to adequately address Association business.

**Establishment of Next Board meetings:**

The next Board meetings will be Aug. 26<sup>th</sup> and Sept. 30<sup>th</sup> at the Invest West Management office at 7 pm.

**Adjournment:** at 9:10 PM.

These minutes approved on August 26, 2004, by Westridge Place HOA Board of Directors. Respectfully signed and submitted by:

Catherine R. Reneau  
Secretary/Treasurer