

Westridge Place Homeowners Association Board Meeting

The meeting of the Westridge Place Homeowners Association Board of Directors was called to order at 7:25 PM and held at the Invest West Management office, Vancouver, WA in the conference room.

Attendance: Present - Directors: Lance Boyce, Anita Anjoubault, Jim Cochran, Catherine Reneau, Property Manager Invest West Management represented by Steve Barber.
Absent – Rick Bowler, Miron Washington and James Bangert.

ESTABLISHMENT OF QUORUM: Secretary/Treasurer, Catherine Reneau opened the meeting announcing that a quorum is present.

REVIEW, AMEND AND APPROVE PRIOR BOARD MINUTES: Steve Barber made a correction to the July 29, 2004 minutes. Steve indicated that while he did not use a checklist, the quarterly inspections had been done stated IWM does do inspections for violations. There being no other amendments, Catherine Reneau asked for a motion to approve minutes as amended.

Lance Boyce motioned to approve the minutes of July 29, 2004 as amended, Anita Anjoubault seconded. All present agree, motion carried.

FINANCE REPORT: Catherine Reneau presented projected cash report and a table of dues. Catherine reported that even with a best possible situation of some of the lots in the Gated Community becoming assessable soon, that if the Association continues to spend, the Association will be in deficit by \$4,000 before the end of the year.

Discussion of how dues are set. Board feels the due schedule is not being followed as set forth in the By-Laws. The CC&Rs require dues assessment according to lot size unless modified by the Board. Catherine is conducting a study on this issue using historical data. The Board is concerned that the current schedule of dues may not be enough for the coming year's expenses.

OLD BUSINESS:

ACCOUNTS RECEIVABLE COLLECTIONS: Catherine Reneau reported that we had some success out of our recent mailing in collecting unpaid assessments and had not received a full accounts receivable listing in time for this meeting. It appeared that we had collected about \$1500 to \$1600 of the \$3800 in unpaid assessments. Catherine also informed Steve that she had a hard time receiving a copy of a \$942.38 bill paid to Landscape Managements Services that was not presented to the Board at the last meeting

for approval of payment. It took numerous phone calls and emails to get a copy of this invoice. The bill appears to be for planting annuals in the entrance to Westridge. Steve explained that he mistook this bill for the regular monthly maintenance invoice and approved it for payment. The Board felt this bill was too expensive for annuals and, in the future, the preferred plantings should be more shrubs and perennials.

INSURANCE POLICY REVIEW: Jim Cochran was not able to make a complete review because he didn't have all he needed from IWM. Steve Barber and Jim Cochran will get together and go over other policies for comparison. Catherine asked if there was another premium due, as she understood the \$4400 paid in July was for the liability insurance. Steve was unsure about this and he and Jim would review.

LANDSCAPE MAINTENANCE UPDATE: Following up on a previous Board request for a review of the landscaping contract, Steve Barber stated the contract with Landscape Management Services, Inc., has a 30-day cancellation with cause clause. The contract was signed March 15, 2003 and extends for 1 year and renews automatically. Steve Barber feels the price of \$825.00 per month is comparable to other companies.

The Board discussed the damage to the front entry done by the City during their road improvements. Catherine Reneau asked if there was anything to pursue with the City for reimbursement of damages. Steve Barber will follow up with the City and One Pacific. Damage done included: sod torn up, sprinklers broken, plants pulled up and possibly damage to the entrance structure itself. Steve indicated that that ground did belong to the City but perhaps since Westridge maintains the area through contract that a compromise with the City could be reached. The Board felt the city should pay for some of these damages.

Anita Anjoubault would like to give Landscape Management Services, Inc a chance to rectify problems and give a reimbursement back to Westridge for services not rendered. She felt that trimming and weeding were not being done to the Boards' satisfaction and the Association should continue to spec out to other companies.

Catherine Reneau suggested a Landscape Committee be formed. Catherine reported that a homeowner with a landscape business, Doug Bennett, has volunteered to provide advisory services to the Association in determining the Association's landscape needs and in preparing specifications.

Anita Anoujaboult motioned to form a Landscape Committee be formed and specifications for bids be developed by November 1, 2004 and a landscape contract submitted for bid by December with selection to take place by January 31, 2005. Lance Boyce seconded. All present agree, motion carried.

FINE SCHEDULE REVIEW: Catherine presented the comments received by the Board about the new Interim Fine Policy. The only comments received were from Rick Bowler and primarily involved shortening the time frames in the policy. The Board feels the fine schedule developed June 29, 2004 and published in the newsletter should stand as is for now.

Lance Boyce motioned to keep the current fine policy developed June 29, 2004 in place with the same time frames. Catherine Reneau seconds. All agree, motion carried.

ACC ISSUES, PLAY STRUCTURE: The owner is willing to meet with Steve Barber and any Board members in order to resolve the play structure placement. Catherine Reneau feels this is a good opening to a situation that needs to be resolved. Catherine Reneau will be available until 9/7 and Steve Barber will be back in town on 9/4. A tentative date of next Friday, September 3rd was suggested and Steve will make these arrangements.

LOT TRANSFER FROM DEVELOPER: Jim Cochran, he feels the area, per the first page of the CC&Rs, is not in good enough shape to transfer yet. Loose gravel was put on part of the lot, on the south side there is only a partial fence up. As Rick Bowler is not present to provide clarification:

Catherine Reneau motioned to carry over this discussion to the next meeting. Lance Boyce seconds. All present approve, motion carried.

ATTORNEY: Steve Barber recommended Phil Foster, attorney, to the Board. He charges \$145.00 fee. IWM will call Phil Foster and try to set up a meeting for Jim Cochran and Catherine Reneau. They will try to meet after September 17 and before September 30th.

GATED COMMUNITY CC & R REVIEW: Since Rick Bowler was not present at this meeting it was not possible to review. This item is carried over to the next meeting.

NEW BUSINESS:

NEW ACC ISSUES: Per Catherine Reneau the Westridge Place HOA By-Laws state that not less than 3 and not more than 5 people appointed by the board are to be on the ACC Committee. Currently there is only Rick Bowler and Jim Cochran. Lance Boyce thought James Bangert was also on the committee but there is no record of the Board approving his appointment. Catherine noted that Jim Cochran was nominated to the committee at the meeting of the homeowners on December 17, 2003.

Catherine Reneau motions to formalize Jim Cochran's appointment to the ACC Committee as of 12-17-2003. Lance Boyce seconds. All present agree, motion carried.

Catherine Reneau has a list of volunteers she passed the list out to the Board. She made a suggestion that the third ACC member could be taken from the list.

Lance Boyce motions to appoint someone from the volunteer list to the ACC Committee. Motion was not seconded. Motion not carried.

Jim Cochran feels the Board needs to develop the responsibilities of the ACC Committee before anyone is appointed from the list. Catherine Reneau wants more homeowners on the committees. Steve Barber cautions that the Board does need to stay in control. He stated that another association managed by IWM has a good system in place with a good balance between the homeowners and the Board. IWM will share these guidelines. A discussion occurred on how ACC violations are to be handled; currently IWM is called and it is referred to Rick.

Lance Boyce motioned to create and appoint additional member besides Rick Bowler and Jim Cochran to the ACC Committee at next meeting. Anita Anjoubault seconds. All present agree. Motion carried.

COMPLAINTS: Discussion of the procedure for handling complaints from Homeowners and the length of time it is taking for action. There are specific complaints about the problem on the southeast corner of 6th Street. There are complaints about commercial vehicles parked in driveways, overnight parking, debris in yards, yards not mowed or weeded, clotheslines and a taxi. Steve indicated that the street parking problem may be of concern to the Fire Marshall and he would find out about that. It is possible 16' of clearance is required. Catherine commented that code violations might be of use to the community in enforcement issues such as this. Invest West will draft a Violation letter and email to the Board.

Political signs are showing up on lots as well as landscaping signs. The only signs permitted by the CC&Rs are “for sale” and “for rent” signs. Invest West will contact the owners about unauthorized signs and request their removal.

The condition of the vacant lot on SE 9th St. was also discussed. Jim Cochran stated that they had called Vancouver Code Enforcement several times but the owner could not be located. Catherine stated that a letter for unpaid dues had been sent to the owner with the mailing address available from the County. Invest West should check with Judy to see if that letter was returned. In any event, she felt a violation notice under the Interim Fine Policy should be sent certified mail to the last known mailing address to begin the process. She noted the property taxes were currently paid, so the owner is getting mail in some fashion.

DUES ASSESSMENT TIMING: The question was asked as to when are dues assessed. Catherine Reneau stated that dues are assessable on January 1 of each year according to the CC&Rs.

It was brought to the Boards’ attention that One Pacific has not been diligent in informing Invest West of home/lot sales. It was suggested that Chicago Title be requested to let Invest West know of any real estate transactions within Westridge Place or perhaps One Pacific needs to be sent a letter reminding them to tell Invest West when a home/lot sales. Steve Barber mentioned that an initiation fee might solve this problem. This is an agenda item for next meeting.

RESIGNATION OF DIRECTOR RICK BOWLER: Carried over to next meeting

FINANCIAL REVIEW OF DEVELOPER MONEY CLAIM: Carried over to next meeting.

SCHEDULING HOMEOWNERS MEETING: Proposed date of 2nd week of November. Catherine Reneau was instructed by the board to start the process for the meeting. Anita Anjoubault wants the meeting posted at the entry.

OTHER NEW BUSINESS: There was an “official?” HOA website put up by Allen Pordes last year. Catherine suggested that the Board needed to gain control of that website. Jim Cochran will talk with Mr. Pordes and discuss the website. Dead trees in the community were discussed. There is concern over damage when there are windstorms. Jim Cochran suggests future planning and review and looking at creating a small reserve for these exterior issues.

There being no further business:

Catherine Reneau motioned to adjourn the meeting. Jim Cochran seconded. All present agree and motion carried. Meeting adjourned at 9:02 pm.