

Westridge Place Homeowners Association
Board Meeting
December 16, 2004

The meeting of the Westridge Place Homeowners Association Board of Directors was called to order at 7:15 PM and held in One Pacific Corporation Design Center.

ATTENDANCE:

Present – Directors: Rick Bowler, Anita Anjoubault, Jim Cochran, James Bangert, Miron Washington and Catherine Reneau. Lance Boyce was absent. Also in attendance were homeowners Dr. Martha Atkinson and Dr. Bruce Mather of 19512 SE 10th St.

ESTABLISHMENT OF QUORUM:

President, Rick Bowler opened meeting announcing a quorum is present.

REVIEW, AMEND AND APPROVE PRIOR BOARD MINUTES:

The minutes of the September 30, 2004 board meeting were reviewed.

Jim Bangert motioned and Anita Anjoubault seconded to approve the minutes as written. Motion carried unanimously.

FINANCE REPORT:

Treasurer, Catherine Reneau presented the October and November financial statements. She noted that there was very little financial activity during those months.

Catherine also noted that apparently Invest West Management did not send out the dues billings that she presented at the September 30th board meeting. She also emailed Invest West and inquired about this several times over the course of the last two months.

Catherine further informed the Board that Sheriam Weir sold her home at 19510 SE 9th Circle in November and her unpaid dues in excess of \$685 were not collected at closing. A lien was not filed on Ms. Weir on the advice of Steve Barber, Invest West Management, that it was not necessary to file a lien. A title company bears the responsibility to determine if there are any outstanding dues and the title company must pay in this case. Catherine noted that she provided Steve Barber with the name of the real estate agent and Steve Barber was to contact the real estate agent and notify them of the outstanding dues.

Rick Bowler motioned and Anita Anjoubault seconded that the HOA deduct this fee from Invest West Management fees if we cannot collect this. Motion carried unanimously.

Catherine Reneau informed the Board of her intent to place a lien on the two remaining homeowners who have not paid their dues for the last couple of years. She will investigate how to do that. These homeowners have not responded to any billings or letters sent to them.

Catherine also presented a list of unpaid bills prepared by Invest West Management. (Exhibit A attached). These bills were discussed and the following bills were approved for payment as soon as funds become available:

Landscape Management October to December billing	\$2,665.59
City of Vancouver	\$ 633.20
PUD lighting lease	\$ 36.46
Invest West Management for mailing	\$ 316.73
Invest West Management for copies	\$ 16.70
State of Washington Corporate renewal	\$ 10.00
Home Depot	\$ 30.89
Invest West Work Order #15962	\$ 64.00

Rick Bowler motioned and Anita Anjoubault seconded to approve these bills. Motion carried unanimously.

The following bills were not approved for payment:

Attorney Phil Foster	\$ 174.00
Invest West Management fees for Oct – Dec	\$3,570.00

Catherine Reneau is questioning the calculation of the Invest West Management bill, which is an increase of \$160 per month and believes it is a significant overcharge. The contract with Invest West Management provides for a fee of \$4 per dues assessable lot. She requested a copy of these invoices from Invest West Management and was informed they do not prepare invoices but would prepare an accounting. However, she has waited well over a week for this and still does not have any detail to support their billing and recommends that their outstanding bill not be approved until a satisfactory accounting is received. She will prepare an analysis of dues assessable lots since the inception of the contract and will contact Invest West Management for a credit.

Rick Bowler stated that the billing described as being for the fountains could not be correct and that Invest West Management was in error.

OLD BUSINESS

Catherine noted for the record that a quorum was not reached at the recent Special Meeting of the Homeowners held on November 17, 2004. Therefore no business was conducted. The Board expressed all around their disappointment at the low participation level of the Association members and noted that this was the second meeting in a row where a quorum was not reached. Various ideas for increasing participation were discussed including creating a series of small meetings around the community with Board members. No further action was taken on this discussion.

Catherine reported that she is ready to send out landscape bids but she has not been able to obtain a landscape footprint even though she has been working on this request with

Invest West Management for several months. Rick Bowler stated he would get something to her.

Jim Bangert asked if we were satisfied with Landscape Services. Rick Bowler stated that same as Invest West Management, Landscape Services is a cheap deal. Never the less, the Board is continuing with submitting landscape bids.

Appointments to the Architectural Control Committee (ACC) were discussed. Catherine presented a list of homeowners who have volunteered to serve in this capacity. Further, Catherine stated that she had clarified that Mr. Bangert is not available to serve on the ACC.

Rick Bowler motioned and James Cochran seconded to appoint Shannon Walker, Jaime Young, Ruth Clowes and Fred Larsen to the ACC committee. Motion carried unanimously.

Rick Bowler stated that he would like to be ACC chairman for the next 60 to 90 days during our transition. No Board action was taken on this matter.

Catherine Reneau provided copies of outstanding ACC issues that she picked up from Invest West Management today. She will make sure the new ACC committee members receive copies.

The Board thanked Mr. Cochran for his work in preparing draft rules for satellite dish installations and flagpoles. These rules were carried over to the next meeting for Board discussion to give the Directors time to review them.

At this point, homeowner Martha Atkinson asked to be recognized. She was bringing her request to the Board to remove three dying trees in her front yard. She presented a letter from her Certified Arborist who is recommending their removal along with a fourth tree in their backyard. A long discussion ensued between Rick Bowler, the Board and Dr. Atkinson. In conclusion, agreement was made that Dr. Atkinson would set a meeting with her arborist, Rick and the rest of the ACC committee to review their request.

NEW BUSINESS:

Catherine Reneau presented a preliminary 2005 budget (Exhibit B attached). This budget reflects the best estimate we have at this time for revenue for 2005. It further reflects expected expenses in the Gated Community and nearly an \$8,000 deficit carryover from 2004. This budget shows that the HOA will have another shortfall in 2005 of around \$8000 if some expenses were not eliminated. The Board discussed this issue along with the possibility of asking to the members to vote on an increase to the basic dues calculation. The Board recommended the preparation of a balanced budget for 2005 for presentation to the Board at the next Board meeting.

Anita Anjoubault indicated her unhappiness with the performance of Invest West Management. It is very difficult to get any kind of timely information/response from them. We are concerned about the lack of follow through as indicated by failure to mail dues notices among other things. Catherine noted that our current contract runs through April 30, 2005 and we have a sixty-day notice requirement of non-renewal. We would need to give notice of non-renewal before the end of February 2005. Catherine stated that she frequently must request information a number of times and then must go down to the office and ask again. Her email requests are frequently unanswered. This is a great inconvenience.

Catherine noted that the contract provides for the Board to appoint a liaison to work with Invest West Management and that things perhaps will move more efficiently if she is appointed to this capacity.

Rick Bowler motioned and Jim Bangert seconded that Catherine Reneau be appointed as a liaison for the Board to Invest West Management. Motion carried unanimously.

The Board agreed to continue the discussion of renewing the contract with Invest West Management at the next board meeting.

The Board then discussed the possibility of establishing a Design Review fee of \$500 to be assessed on the builders of new homes in Westridge to offset the costs of reviewing their designs. A considerable discussion ensued with no conclusion on this matter and it was tabled.

Catherine presented the board with a copy of the new CC&Rs for the Westridge Place Gated Community that was recorded by One Pacific on October 15, 2004. She noted that these CC&Rs are intended to replace the Amended CC&Rs that were rescinded by the community one year ago.

Rick Bowler noted that the fencing provision in these CC&Rs is no longer an issue because he has decided to just put up the fence for one homeowner who has refused. Rick further stated that it was not his intent that the community was to reimburse him for the well as stated in these CC&Rs.

Miron and several other Directors questioned the enforceability of these CC&Rs since they are subject to the original Westridge Place CC&Rs and the original CC&Rs require a vote and 67% approval for any amendments. Rick Bowler stated that he had a legal opinion on this and that he had a contract with each of the purchasers of property in the Gated Community. Still, Miron noted that the Association may not be able to enforce these CC&Rs and he would like the Board to obtain a separate legal opinion on this matter in January when the Association has funds to pay legal fees.

The next board meeting date was set on Monday January 10, 2005. Please note this is one date earlier than previously scheduled to accommodate Director travel schedules.

With no further business before the board, the meeting was adjourned at 9:10 pm.

These minutes were unanimously approved at the meeting of the Board of Directors held at 19507 SE 10th St. on January 20, 2005 at 7 pm.

Submitted by:

Catherine R. Reneau, Secretary/Treasurer

Jan. 20, 2005

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Exhibit A
WESTRIDGE HOA
2004 OUTSTANDING BILLS

<u>VENDER</u>	<u>WHEN DUE</u>	<u>AMOUNT DUE</u>	<u>RUNNING TOTAL</u>
INVEST WEST MGMT	OCTOBER	\$ 1,190.00	\$ 1,190.00
INVEST WEST MGMT	NOVEMBER	\$ 1,190.00	\$ 2,380.00
INVEST WEST MGMT	DECEMBER	\$ 1,190.00	\$ 3,570.00
INVEST WEST MGMT	MAILING	\$ 316.73	\$ 3,886.73
INVEST WEST MGMT	COPIES	\$ 16.70	\$ 3,903.43
INVEST WEST MGMT	HOME DEPOT	\$ 30.89	\$ 3,934.32
INVEST WEST MGMT	W/O 15962	\$ 64.00	\$ 3,998.32
		<u>\$ 3,903.43</u>	
PHIL FOSTER	NOVEMBER	<u>\$ 174.00</u>	\$ 4,172.32
LANDSCAPE MGMT	OCTOBER	\$ 888.53	\$ 5,060.85
LANDSCAPE MGMT	NOVEMBER	\$ 888.53	\$ 5,949.38
LANDSCAPE MGMT	DECEMBER	\$ 888.53	\$ 6,837.91
		<u>\$ 2,665.59</u>	
CITY OF VANCOUVER	8/24/04-10/24/04	\$ 633.20	\$ 7,471.11
PUD	LIGHTING LEASE	\$ 36.46	\$ 7,507.57
State of Washington	Corp. renewal	\$ 10.00	\$ 7,517.57

Exhibit B
Westridge Place Homeowners Association
2005 Budget

Revenue:	<u>2005</u>
Dues Assessable (from Worksheet 3)	47,657.14
Less estimate of uncollectible dues 2.50%	(1,191.43)
Design Review Fees (from Worksheet 3)	0.00
Fines	0.00
Interest Income	75.00
 2004 carryover cash balance	 514.57
 Total Revenue	 <u>47,055.28</u>

Expenses:

Insurance-liability increased by ~ 14% rounded up	5,500.00
Insurance-D & O increased by ~ 14% rounded up	3,000.00
 Landscape maintenance-monthly fee 889	 10,668.00
Landscape repairs	2,000.00
Landscape replacement (plants for entrance way)	2,000.00
Tree maintenance/removal	400.00
Mowing cost for Phase 4A	600.00
 Property management monthly fee \$4/lot <u># lots</u>	 310 14,880.00
 Homeowner meetings: 3 per year	
postage .37 each	310 350.00
copies .05 each 4 per mailing	310 200.00
 Newsletter 4 per year	
postage .37 each	310 450.00
copies 1 page each newsletter @ .05 each	310 75.00
 Legal	 2,500.00
 Water bill includes 0% rate increase over 2004 3067 cu ft. x 1.26/ cu ft.	 4,000.00
 Electricity-non gated community	 800.00
 Accounting & Audit	 1,000.00
 Board operating expense	 300.00

Gated Community Expense:

Electricity-gated community-from 4/1/2005 @ 185 KW/day	4,700.00
Street repair	?
Street light repair	?
Other maintenance items - gate repair	100.00

Other Expenses:

2004 shortfall in expenses	8,000.00
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Total expenses	<u>61,523.00</u>
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Excess of expenses over revenue	<u>(14,467.72)</u>
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