

# Westridge Place Homeowners Association Inc.

## Board of Directors Meeting Minutes

### October 3, 2005

7:30 pm at the home of James Cochran

#### **Attendance:**

**Present:** President; James Cochran, Vice President: Miron Washington, Secretary/Treasurer: Catherine Reneau, Directors- Anita Anjoubault, ACC Committee members: ACC representative: Ruth Clowes, ACC member Martha Atkinson

**Absent:** Directors: Lance Boyce, James Bangert and Rick Bowler

**By Invitation:** Marian Hughes and Beth Thompson from Northwest Management

**Call to Order:** James Cochran called the meeting to order at 7:25 pm. He announced that a quorum was present.

#### **Review of Minutes:**

The meeting minutes from August 4, 2005 were reviewed.

*Anita Anjoubault moved and Miron Washington seconded that the minutes be accepted as presented. Motion carried unanimously. The minutes will be placed in Westridge Place books on file at the Management Company office.*

**Management Company Introduction:** Marian Hughes and Beth Thompson from Northwest Management were introduced.

#### **Mission Statement:**

Jim Cochran read the Mission Statement. After discussion, the Board felt it would be a good thing to have a positive statement of Association's values but that the document should be shortened.

*Anita Anjoubault moved and Miron Washington seconded to place the Mission statement/Core Values on the homepage of the Association's website. Board Operating Principles will be separated and included in the Governing Documents section of the website. Motion carried unanimously.*

#### **ACC Update:**

Ruth Clowes discussed homeowner violations. Four properties received final letters or were fined for violations. Ruth asked for further clarification on Basket Ball hoops and flags. These items will be discussed later during the review of the ACC Control Operation & Review Guidelines.

The ACC committee asked the Board to clarify when a violation is a new violation or a continuation of an old violation. The Fine Policy was reviewed and Marian was instructed to include a statement in the final violation notice to homeowners that reads "All violations are cumulative for a period of one year". For example: If a first and second letter were sent in summer and fall of this year and the violation worsened or was not cured by spring of the following year, the next letter written would be a final letter or fine under the Association's Fine Policy.

#### **Landscape: Final resolution on contract, sprinklers, front entrance:**

**Final resolution on Landscape Contract:** After review of other bids, Landscape Management will continue with the landscaping.

**Sprinkler System:** Notice to shut off the sprinkler system by 10/15 has been given to the landscaper. Concern was noted regarding depressions with standing water between the sidewalk and fence on the south side of the boulevard. It was decided that these would be filled with thin layers of sand. Marian will contact Landscape Maintenance to schedule this.

**Front entrance:** Catherine Reneau reported that the front entrance landscaping was nearly completed. \$481.00 of the original budget of \$500.00 has been spent. Budget constraints prohibited acquiring shrubbery to go under the letters. She estimates the final planting would cost approximately \$200.00.

**Cards for volunteers:** Jim Cochran asked for a list of the landscaping volunteers, for the purpose of sending a thank you note for their efforts.

#### **ACC Guidelines Review and Approval:**

After discussion and review of the Draft ACC Guidelines, the guidelines on basketball hoops, lawn ornaments and flags will be revised to reflect the Board's position on these items. The ACC guidelines are intended to provide direction to the ACC committee and to the community and to provide consistency over time in the Committee's review of the condition of the neighborhood and in responding to homeowner requests. Revised guidelines will be placed on the website. After discussion regarding the elimination of window air conditioners in the ACC guidelines, the vote was Aye: Catherine, Jim and Miron, Nay: Anita.

**Financial Report:** Catherine Reneau presented the July and August Financial Statement. Catherine noted that Northwest Management reports financials on the accrual basis allowing the receivables to be included in the balance sheet. Catherine also presented the Projected Cash Flow for the remainder of 2005. She predicted that the Association would have a year-end cash balance of approximately \$3,000 with \$2,500.00 representing the gated community reserve. If no unexpected expenditures occur, the year-end balance in the checking account should be approximately \$600. Since it looks like the Association will have a small cash balance, Catherine requested an additional allocation of \$200 for completion of the entryway landscaping.

*Anita Anjoubault motioned and Miron Washington seconded to authorize the \$200 for completion of the entryway landscaping. The motion passed unanimously.*

**Unpaid Bills:** Catherine present electricity bills for the Gated Community that total \$915.27.00 and requested instruction from the Board regarding payment. The Board position continues to be these are developer costs and the Board will "take no action at this time".

**Budget:** Catherine also presented a budget draft for 2006 including a forecast budget for 2007 when the entire community should be complete or nearly complete. Catherine requested the Board review this budget and send her any comments. Plan to vote on the budget at the next Board meeting in time to present the 2006 Budget to the Homeowners before the end of the year.

**Traffic Calming Proposal Discussion:** Jim Cochran reported on the City's traffic calming study. The center, left turn lanes and bicycle lanes on Westridge Blvd. have been marked. The crosswalk at SE 6<sup>th</sup> will make it safer to cross Westridge Blvd. for children walking to school. The City will not be installing requested 4-way stops at the intersection of SE 197<sup>th</sup>/SE 9<sup>th</sup> St with Westridge Boulevard or at the intersection of SE 10 St/Circle with SE 195<sup>th</sup> St. or at the cross walk on 6<sup>th</sup> due to lack of funding. We understand some speed limit and curve signage will be forthcoming. Jim presented the letters of correspondence from the City. Westridge Place Association may apply for grants for additional signage.

**Special Homeowners Meeting:** To conform to Washington Revised Statutes, a homeowners meeting needs to be scheduled this year. The Board will schedule a meeting sometime in late November or early December depending on location availability. The property manager was asked to look into location availability and potential dates the week of December 5<sup>th</sup>, 2005. One elected Board position is available for a two-year term and nominations should be solicited. The remaining two elected Board positions will come up for election next April. According to our Bylaws, nominations should be solicited for a period of 37 days prior to the meeting. Catherine pointed out the practical difficulty of taking nominations until seven days before the meeting in that it would be impossible to do another mailing to the community informing the community of the nominees and providing a correct proxy for voting.

Tentative Agenda will include; Establishment of a quorum, Introductions, Financials, Budget approval, ACC introduction, Board Member election:

This will be discussed at the next Board meeting.

**Other Business:** Catherine suggested the Board put out another newsletter soon to solicit nominations, inform the community about the ACC Guidelines and the upcoming homeowners meeting. She also reported that all delinquent accounts receivable had now been collected or payment plans were in place.

**Adjournment:** Meeting was adjourned at 9:40 pm.

The Board of Directors approved these minutes at a meeting of the Board of Directors on November 9, 2005.

Submitted by:

Catherine R. Reneau  
Westridge Place HOA  
Secretary/Treasurer