

**Westridge Place Homeowners Association Inc.
Board of Directors Meeting**

May 15, 2008

**Northwest Management Exclusive, Inc.
1401 SE 163rd Avenue, Vancouver, WA 98683**

Call To Order

Bill Dalton, President of the Board of Directors, called the Westridge Place Homeowners' Association's Board of Director's meeting to order at 7:00 p.m.

Establishment of Quorum

A quorum was established with the attendance of six of the seven Board members, Bill Dalton, Ron Lewallen, Dale Tubbs, Todd Crowson, Sam Fenstermacher and Stephen Liss. Chris Clay was absent.

Northwest Management Exclusive, Inc.

Leslie Willey and Beth Thompson represented Northwest Management Exclusive.

Guest Homeowners

Bill Rucinski and Catherine Reneau were in attendance.

Guest Vendor

Geoff Smith, Pacific Landscaping

Review and Approval of April 17, 2008 BOD meeting minutes:

After review, with no corrections or additions, Ron Lewallen motioned that the minutes be approved as written. Todd Crowson seconded the motion and the motion passed unanimously.

Review of Landscape Proposal

Geoff Smith from Pacific Landscaping presented his proposal for the landscape maintenance for the following areas:

- Bark Dust Application in phase one and phase two
- Field mow southeast field
- Fountain ponds area (north and south)
- Phase Two quarterly maintenance

- Phase Two gate entrances (north and south)
- Clean-up of side yard at 501 SE 201st Avenue
- New turf at corner of front entrance (south side)
- Amended soil around 200 trees for enrichment

Bill, concerned with the price of the bark dust, requested that Geoff investigate the price of mulch. He also suggested that Geoff display signs on his trucks identifying his company and his men wear clothes that identify them as his employees. The Board thanked Geoff for his time and he left the meeting.

Dale discussed the cost of each item and which phase (Phase one, Phase two and/or both) would be financially responsible for which item. The Board decided to discuss this concern at a later time or possibly via email.

Committee Reports

▪ Finance and Budget Report – Todd Crowson

Todd stated that he had reviewed the budget comparison, the check register, the Association's bank statements (Reserve account, general account, money market account, and Reserve "gated" account), and the delinquency report. He asked if each Board member would like to receive this information prior to each meeting. Hearing consent, Todd stated he would forward the information received from Northwest Management Exclusive to all Board members. The Board members perused the documents.

Delinquency Report: The Board members perused the delinquency report. Beth reported that the owner of Lot 06-003 and the owner of Lot 09-023 had been mailed delinquency letters but had not yet receive a lien. To answer the questions as to why no lien as of yet, Beth stated that the procedure is to mail letters to the offending homeowners when 30 days past due, 60 days past due, 90 days past due then file a lien when 120 days past due.

Motion: Bill moved that the budget be accepted as read. Stephen seconded the motion and the motion passed unanimously.

▪ Architectural Control Committee – Sam Fenstermacher

New Requests:

Sam reported that the committee has been receiving numerous requests that have received responses from the ACC. However, the committee requests the assistance from the Board of Directors with respect to two Architectural Requests:

1. Hampton – Water run-off issue concerning the request to create an outdoor kitchen.

2. Zang's – Sam requested that another letter be forwarded to request that the homeowner provide all of the information once more and a timeline for completion of the repainting of his/her home. (**Action Item #1**)
3. Suhr – Sam asked that a letter be forwarded requesting that an ARC Request be submitted for the change in trim color. (**Action Item #2**)

Sam posed the idea of a Board approved palette of earth tones to be used when reviewing ARC Requests concerning repainting of homes. A discussion centering on the numerous brands of paint along with each companies palette would make the approving of such a limited palette an arduous task.

Sam volunteered to write a newsletter article.

Sign Enforcement (CC&R's Section 15)

The Board members discussed Section 15 concerning the posting of signs in yards. This particular section contradicts the recent ruling by the legislature that permits the posting of political signs.

Motion: Dale moved that Section 15 of the CC&R's be enforced as written. Stephen seconded the motion. However the motion was not put to vote; therefore, the motion did not pass.

The Board members agreed to further investigate the conflict then discuss via email.

▪ **Landscape Committee – Ron Lewallen**

Inspection Report (April 29, 2008)

Bill reviewed the inspection report and noted the minimal number of violation letters. He requested that violation letters be mailed on every offense. Leslie explained that letters were not usually mailed out immediately but that homeowners were watched to determine if a pattern emerged with a repeat violation on the following inspection. Bill requested that violation letters be mailed on every offense. Furthermore, Bill stated that when a homeowner reports a violation, a letter is to be forwarded to the homeowner in violation with a copy forwarded to the Board's contact, Ron Lewallen.

Walk-Through Inspection Report

Ron reported that the walk through with Pacific Landscaping had been completed and Geoff had presented earlier in the meeting some of the findings and areas in need of attention.

Ron reported on the entrance to the Westridge Place community and the need for the walls to be cleaned, repaired, and painted. The painting of the entrance signs and walls is a budgeted item. NWME to secure quotes for cleaning and painting the entrance sign and walls (scope of services to be provided). **(Action Item #3)**

Stephen brought to the Board's attention that Mr. Bangert had created and was maintaining a garden in the common area that had the gazebo. NWME was requested to forward a letter to Mr. Bangert asking that he cease and desist from gardening. The Board decided to explore options concerning the use (community garden?) and maintenance of the gazebo area at the next meeting. **(Action Item #4)**

Motion: Stephen made a motion to send a letter to Mr. Banger requesting him to cease and desist gardening. Todd seconded the motion and the motion passed unanimously.

Ron also reported that during the walking inspection that the wetlands area furthest north has been destroyed with obvious clearing of tagged trees and undergrowth. Ron believes that an article concerning this issue be written for the newsletter. A suggestion was made to replace the destroyed trees (trees with the blue ribbons).

The homeowner at the north end of 202nd Court has been excavating on HOA common area. He is demonstrating a boundary violation and the No Trespassing sign that is posted is violating Section 15 of the CC&R's. NWME is requested to forward a cease and desist letter to the homeowner. **(Action Item #5)**

Vacant Lot Control Signs

The Board requested that owners of vacant lots be forwarded letters outlining the expectations from the Westridge Place Homeowners' Association that vacant lots be maintained in a nice, clean manner and free of debris.

▪ **Secretary's Report – Stephen Liss**

Mediation Agreement Update

Stephen reported that a policy must be put into place concerning the gates. He stated that before returning to the mediator the Association needed to prove that the gates either worked or did not work. Dale, as chairperson of the Gate Committee, would coordinate the policy regarding the mediation element concerning the gates. He proposed a June 1 Activation date. Advance Electric and Capstone would be contacted to assist in this task.

Stephen discussed the legal fees regarding the cost of enforcing the mediation. He requested that the Board provide a resolution to give him authority to discuss legal issues with Mike Wynne, WPHOA's attorney. The Board decided to make

decisions via email concerning the legal issues, then ratify the motions on a consent agenda at the next scheduled Board of Directors meeting.

Stephen further discussed the Wetland Certification along with Catherine Reneau. Catherine shared that the developer, Mr. Boler, has not completed his part of the deal concerning the wetlands therefore no certification has been granted.

The Board requested that Stephen discuss with Mike Wynne the issue concerning the wetlands certification, the design center's address still being used as a commercial address, and to draft a letter concerning the points of the mediation agreement which that are not being complied.

Other Legal Issues Worthy of Note

Westridge Place Homeowner's Association Bylaws are still in Mike Wynne's possession awaiting his review. Once the Bylaws are approved then Mike Wynne will file the documents. The BOD requested that Stephen manage this project to ensure that the Bylaws were completed and filed.

- **Gated Community Reports – Dale Tubbs**

Gate Update

As previously stated, Dale proposed a June 1 activation date for the gates. He suggested that if the gates do not work as expected then he would like to pursue the bid provided by Metro to rectify the problems. Dale outlined his long-term plans concerning the gates.

Wetlands and Fountains:

Dale returned to the quote presented by Pacific Landscaping and once more asked which who would be paying for which item, especially those items addressing landscape issues behind the gates. A discussion continued and the BOD agreed to discuss the topic further via email.

Covenants

Dale presented to the Board a copy of the proposed CC&R's for the gated community. He requested that the document be reviewed by Board members to secure any comments, questions, or concerns. Once the BOD reviewed the CC&R's then the document would be forwarded to Mike Wynne for review. Following Mike Wynne's review and/or corrections, the CC&R's would be forwarded to the homeowners of Westridge Place for ratification.

Other Business

- **Community Concerns**

Overnight Parking Violations

Bill introduced the issue of parking violations to the Board members. The discussion focused on the safety issue of parking on the street (Westridge Place's streets are narrow and overnight parking is not permissible). NWME was instructed to forward letters immediately to the offending party when a complaint concerning overnight parking was received.

Barking Dogs and Dumping Dogs

Bill initiated a discussion focused on barking and dumping dogs. The Board agreed that the violation was not a CC&R violation but rather a Code Enforcement violation. NWME was instructed to tell homeowners who call with complaints concerning dogs to contact Code Enforcement.

Other Concerns

The concern regarding public elimination was discussed along with the area of such activity, the swale. A motion was made to remove the 4-foot fence around the swale; however, after further discussion, the motion was tabled.

- **Newsletter**

Bill proposed that a newsletter be created and mailed soon. The deadline date for the articles to be submitted was May 23, 2008. Some of the issues to be addressed in the newsletter were dogs and parking cars.

Next Board Meeting Date

The next Westridge Place Homeowners' Association's Board of Directors' meeting is scheduled for June 19, 2008 at 7:00 p.m. at the office of Northwest Management Exclusive.

Adjournment

The Westridge Place Homeowners' Association's Board of Directors meeting adjourned at 9:23 p.m.

Approved: BOD Meeting Date: 6/19/08