

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

**7:00 p.m.**

**July 17, 2008**

Springhill Suites Hotel Cascade Room  
Tech Center Drive, Vancouver, Washington

**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. Those in attendance were Bill Dalton, Ron Lewallen, Dale Tubbs, Todd Crowson, Chris Clay, and Stephen Liss. Sam Fenstermacher was absent.

**Northwest Management Exclusive, Inc.**

Beth Thompson and Leslie Willey, Association Agents, represented Northwest Management Exclusive.

**Guest Homeowners**

No Guest homeowners were in attendance.

**Review and Approval of June 19, 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.

**Old Business**

Bill stated that there was no old business to report.

**Committee Reports**

- **Finance and Budget Report – Todd Crowson/NWME**
  1. **Review May Financial Reports For Approval:** Beth reported that Pacific Landscaping just recently billed for April and May; therefore the May financials

did not reflect this expense. The Budget had been corrected to reflect this expense as per the request of the Board of Directors.

- 2. Review June Financial Reports For Approval:** Beth explained the multiple banks noted on the financial statements were due to the change of financial institutions. The transition between banks was completed on July 17, 2008. Todd reported the following account balances:

|                                |                        |
|--------------------------------|------------------------|
| Money Market Account           | \$42,651.17 + \$500.00 |
| Gated Reserve Account          | \$16,027.92 + \$500.00 |
| Total Current Assets           | \$68,391.85            |
| Accounts Payable               | \$3,869.24             |
| Prepaid Liability              | \$35,204.58            |
| (Dues collected divided by 12) |                        |
| Total Liabilities & Capital    | \$68,391.85            |

Todd discussed the Income Statement explaining that this particular report further breaks down the revenue and expenses. He stated that the Gated Community Expensed totaled \$562.25 out of the total monthly expenses of \$3,987.22.

Todd discussed a possible goal for the Association would be to determine a method for increasing funds in the Reserve Account in order to cover future Westridge Place Homeowners' Association's maintenance expenses such as fence costs and wetland costs. Bill proposed that a Reserve Study be conducted for both the East 48 residents and the Non-East 48 residents. A discussion focused on the possible attitudes/thoughts of the various Westridge Place homeowners (Gated versus Non-Gated).

*Motion: Chris made a motion to have Northwest Management Exclusive, Inc. to secure three (3) proposals for a Reserve Study to be conducted for the entire Westridge Place Homeowners' Association. Todd seconded the motion and the motion passed unanimously. (Action Item #1)*

- **Architectural Control Committee – Chris Clay**

- 1. Pink To Aubergine as Earth Tones:** The Board reviewed the request for the paint change. A discussion focused on the Architectural Committee's previous action (letters mailed requesting change and deadline) and the next steps. The request was denied. The Board requested that the Denial Letter state the CC&R being violated and that as per the ARC Guidelines a fine of \$100.00 could have been levied but the Board has been more than lenient. The Board also suggested that the letter mention that the ARC Committee would be willing to assist with color choice. *(Action Item #2)*

2. **Pergola Issue:** The request no longer an issue. The landscaping was approved but the pergola was not approved. The homeowner would resubmit a request next year. This issue was tabled.
3. **10<sup>th</sup> Street Shed:** Issue concerning the argument that the homeowner did not receive the letter denying the ARC Request. The Board voiced desire to move forward and inform the Homeowner (via a letter mailed) to correct the shed as per the Board's instructions (8 feet in height). NWME to draft a letter to be forwarded to the Homeowner. NWME to secure Board approval of the letter prior to mailing. (*Action Item #3*)
4. **Yellow Two-Tone on 10<sup>th</sup>:** The Board discussed that the approved Architectural Request was to paint the house "same as." The house was ultimately painted two-toned; therefore, the house was not painted "same as" and is not approved as painted. The Board discussed the term "same as" and agreed that all painting to be completed on the exterior of a home required Architectural Committee approval.

The Board discussed the need to be quick when approving paint requests. Furthermore, the Board decided to make the homeowners of the Westridge Place subdivision aware of the need to submit a request for all paint requests via the newsletter and the Association website.

5. **Architectural Request Recap Document:** Bill discussed the purpose of the document (to monitor the projects being completed in the community) and highlighted the most recent requests received. The Board discussed the possibility of fining homeowners if they fail to contact NWME to report completion of their project and to request a final inspection. The Board agreed that the letter mailed to homeowners should state the terms as outlined on the request and inform them that their failure to contact NWME upon completion of their project could result in a fine.

- **Landscape Committee – Ron Lewallen**

1. **Boulevard and Center Island Maintenance:** Ron stated that the area looks a bit shabby and he contacted Geoff from Pacific Landscaping. Geoff assured Ron that his crew would attend to the issue promptly by controlling the weeds, raking, etc.
2. **Weed Control:** Ron discussed the issue of the weeds and the need for weed control. Ron spoke with Geoff from Pacific Landscaping regarding his concerns and the Association's expectations.
3. **Common Areas and Swale Maintenance:** Ron discussed the condition of the swale on Westridge Blvd and NE 196<sup>th</sup> and his plans to contact Geoff to remedy the issues.

Ron shared with the Board the activities (individuals drinking and individuals urinating) occurring behind the fence at the swale located at Westridge Blvd and NE 7<sup>th</sup> Way. He illustrated that if the wing on the fence were removed then the swale would be more visible thus deterring undesired activity. The Board discussed the proposal of removing the wing on the fence.

*Motion: Todd made a motion to remove the wing of the fence located at NE 7<sup>th</sup> Way and Westridge Boulevard. Chris seconded the motion and the motion was approved unanimously.*

4. **Homeowner's Side Yard at North Gate Entrance:** The Board discussed the cost to the Association of landscaping the area and how long should the Association financially support the maintenance the area. The Real Estate agent is aware of the Association's expectations for the future homeowner of that lot. Ron volunteered to speak to Geoff from Pacific Landscaping concerning the maintenance of the area.
- **Secretary's Report – Stephen Liss**

#### **Mediation Agreement Update**

Stephen reported that he had a meeting with Mike Wynne discussing the mediation issues. He further discussed the drainage issue surrounding the Wetlands. Bill reported that Mike Wynne had been made aware of the correspondence from the homeowners allegedly affected by the drainage issue and that a response had been forwarded to them stating the Association's stand on the matter. As per Mike Wynne, the Association will not get involved with any Wetland issues until the conditions have been met as per the mediation agreement. Stephen discussed the cost of legal opinions and suggested that the Association be prudent and frugal to curb legal fees.

#### **Other Legal Issues Worthy of Note**

Bill discussed a recent incident that involved trees along Westridge Boulevard. A homeowner reported that a large moving truck had destroyed trees while driving down the boulevard. The homeowner was diligent and provided contact information for the alleged offending party to NWME. The Board discussed the issue and decided that a letter should be forwarded to the offending party. Stephen volunteered to create a letter to the homeowner that he will forward to Ron to be forwarded to NWME to mail to the homeowner.

- **Gated Community Reports – Dale Tubbs**

1. **Gate Update:** Dale reported that the South Gate still has some issues but the North Gate is working great. The gates are remote ready, safe and operating.

2. **Wetlands and Fountains:** Bill reported that based on all that he has learned from Mike Wynne and from the Conservationist concerning the wetland buffer zones, he strongly suggested that the Association stay out of the wetlands. The Board discussed the fountain matter (only two are working – four fountains should be working) and the risks such as mosquito issues if the fountains do not work.

*Motion: Dale made a motion to repair the fountains in the ponds to address the possible mosquito issues. The cost of the repair is to not exceed \$1,500.00 and the expense is to be paid 100% from the Gated Community funds. Todd seconded the motion and the motion passed unanimously.*

3. **Covenants:** Dale provided the Board with a new copy of the CC&R's that reflect the latest suggestions. He stated that he would like to meet with Mike Wynne for a review of the document. Bill suggested that the copy be forwarded to Mr. Wynne for his review prior to a meeting.

### **Other Business**

- **Community Concerns**

Todd reported that two or three trees on Westridge Boulevard are dead. Ron volunteered to contact Geoff from Pacific Landscaping.

### **Next Board Meeting Date**

The next Westridge Place Homeowners' Association's Board of Directors' meeting was scheduled for August 21, 2008 at 7:00 p.m. at the Springhill Suites, Cascade Room.

### **Adjournment**

Stephen made a motion to adjourn. Ron seconded and the motion passed unanimously. The Westridge Place Homeowners' Association's Board of Directors meeting adjourned at 8:40 p.m.

Approved: By Board of Directors Date: 9/18/08