

## GRANDRIDGE MEADOWS HOMEOWNERS ASSOCIATION

Minutes of the regular meeting of the Board of Directors  
October 16, 2013

1. **Call To Order.** Michael Galgoul, Acting President, called the meeting to order at 7:00 p.m. at Mid-Columbia Library.

### 2. **Roll Call.**

2.1. A quorum was present with the following directors in attendance:

Jack Briggs, Board Member

Michael Galgoul, Board Member

Dennis Janikowski, Board Member

Jim Lampman, Board Member

2.2. The following Board Members had an excused absence: Dawn Bastin-Hernandez, Brandi Hamman. Carlos Fernandez, unexcused.

3. **Open Forum.** Michael introduced Pam Bisconer as the new Secretary for the HOA and Ellen Kreitzer, the new Treasurer. Michael Galgoul stated that homeowners could bring up concerns at the meeting or send them to our email address which is grandridgemeanowshoa@gmail.com.

### 4. **Secretary Report.**

4.1 Approval of Minutes. The minutes of the regular meeting of the Board of Directors from September 19, 2013 were approved as submitted.

4.2 Establish Communications Committee and Interim Budget. Pam Bisconer, Secretary, stated she would like to establish a website for the HOA to enhance communications with homeowners. She indicated the cost for two years would be \$67.90 or for 5 years would be \$149.75. Michael stated that Pam would serve as Chair of the Communications Committee with tasks being establishing a website and developing a newsletter. Michael moved that a budget of \$500 be adopted for this committee.

Dennis Janikowski seconded the motion. The board unanimously approved.

4.3 HOA Address and Email Account. HOA email address was provided during open forum and HOA address was given as Grandridge Meadows HOA, 8220 West Gage Blvd, # 790, Kennewick, WA 99336.

## 5. **Financial Report.**

5.1 HOA Balance Sheet. Michael reported that we had \$19,332.26 in checking at the beginning of September and ended the month with \$16,463.32. Expenses were \$2,868.94. We had no income -- meaning we received no dues. Major expenses were for Desert Green lawn mowing and landscaping services and the Kennewick City water bill for irrigation water.

5.2 Review of A Plus Accounting Services and Motion to Increase Interim Budget. Michael stated that we are working on preparing invoices for dues and that we had \$500 budgeted for A Plus Accounting fees. Michael moved for \$500 more to train Ellen and complete invoicing and reconcile financial review for the next three months. Jack seconded. The board unanimously approved. A question was asked why A Plus Accounting was chosen and Michael stated that A Plus charged only \$50 per hour and that he was familiar with Heather's services from his work with the symphony and that we are using her for her expertise in Quickbooks. Jack stated that she is doing a great job and we now know where we are financially. Michael stated that no annual report was done for 2009-2012. A question was asked by a homeowner if Heather was a CPA. Michael stated he did not know and that if we did an audit we would use a CPA but that nothing has come up indicating that an audit is necessary.

5.3 Establish Finance Committee and Interim Budget. Michael moved that we establish a Finance Committee that would initially consist of himself and Ellen and that it have an initial budget of \$500. Motion seconded by Jim Lampman and the board unanimously approved.

5.4 Discuss Dues (2013 and Previous Years: No Interest, No Late Fees) and Motion to Send Invoices. Michael indicated that invoices for 2013 will be sent and any past dues owed will be included on the invoice. He stated that a letter will be sent with them stating that there will be no interest or penalties for delinquent dues. The fee will be \$150 for the current year and \$150 per year for any past dues owed. Michael asked that if there are questions that they contact him or Ellen. Michael moved to invoice homeowners for current and prior year's dues with no penalties. Jim Lampman seconded and the board unanimously approved.

5.5 Federal Taxes  
(IRS registered/EIN Non Profit Corporation, No Tax Forms Filed, No Penalties or Notices; Tax Returns required for 2012, 2011, 2010, and 2009. Michael stated that we are a registered nonprofit corporation and we have not submitted the required federal form with our income and expenses. He indicated there are no

penalties or late fees as a result of this. Michael stated that he asked for a bid from A Plus Accounting and was quoted \$1200. Michael stated that the 2013 report will be completed by the Finance Committee. Michael moved to approve \$1200 for A Plus Accounting to prepare the federal returns for 2009 - 2012. Jim Lampman seconded and the board unanimously approved.

5.6 Contacting Closing Companies. Michael indicated that we are notified by closing companies when a house in Grandview Meadows is sold so that we may add the homeowner to our association list.

5.7 Motion to Add Signatories to Checking Account. Michael moved to request that he, Ellen and another board member be added as signatories to our checking account to have flexibility in getting bills paid.

Dennis moved that the President, Acting President, Treasurer and Board Member Jack Briggs be added to the checking account for signatories and have them bonded through our insurance company. Jim Lampman seconded and the board unanimously approved.

## **6. Architectural Control Committee Report.**

6.1 Insurance and Bonding. Jim Lampman explained that we need general and professional liability insurance and that we have been given a quote of about \$2,000 for one year and that the insurance is through American Family. Jack stated that they checked other policies to ensure the bid was competitive. Jim stated that the arborvitae on Quebec and Montana that have been causing line of site issues have been taken down. He also stated the dogwoods on Montana are going to be cut down because they are also causing line of site problems. Jack discussed that we have only a lien in place to address homeowner violations of the CCRs and that we would like to implement a fine schedule to use before any lien would be placed and have the lien be the last option. The first notice would be a warning with the homeowner given a certain amount of time to correct. Jack moved that it is our intent to develop a fine schedule and at that it be discussed at the next meeting. Michael seconded and the board unanimously approved.

## **7. New Business.**

7.1 Discussion with Craig Walker the lawyer for Initial HOA Startup in 2009. Michael stated he had a fifteen minute discussion with Attorney Craig Walker about the initial Grandridge Meadows HOA startup and our present status. Mr. Walker agreed the Board authority is derived from the following:

-Registered w/Washington State as a not for profit corporation Expiration Date 02/28/2014

-Approved bylaws from the original 2009 meeting

-CCRs filed with the County Auditor records

-Approved 2013 Meeting minutes during which new board was elected

Jack Briggs suggested that one option to formalize our authority is to have the developers sign a statement that releases their interest. The attorney recommended that a committee determine a set of questions for his review to make sure we are not doing anything that increases liabilities for home owners.

8. **Executive Session.** (If required). No executive session was required.

9. **Next Meeting Date.** To be determined.

10. **Meeting Adjourned.** The meeting was adjourned at 8:10 p.m.

The foregoing minutes were approved by the Board of Directors on November 18, 2013.