

March 2014 Meeting Minutes

GRANDRIDGE MEADOWS HOMEOWNERS ASSOCIATION

Minutes of the regular meeting of the Board of Directors

March 5, 2014

1. Call To Order. Brandi Hamman, President, called the meeting to order at 7:03 p.m. at the Benton County PUD Auditorium.

2. Roll Call.

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

Brandi Hamman, Board President

Michael Galgoul, Board Vice-President

Jim Lampman, Board and Architectural Committee Member

Jack Briggs, Board and Architectural Committee Member

Dan Morris, HOA Treasurer

Brett Menaker, Board Member

Carlos Fernandez, Board Member

2.2. The following Board Members had an unexcused absence: Dawn Bastin-Hernandez.

3. Open Forum. There were no comments heard from the homeowners present at the meeting.

4. Candidates and Election of Directors and Officers. Pam reported that 5 ballots had been received and all but one voted for the seven candidates listed on the ballot. The term is June 30th to July 1st. Motion made by Dan Morris that the slate of nominations be accepted as voted. Jack Briggs seconded and the motion passed unanimously.

5. Secretary Report.

5.1 Approval of January 2014 minutes. The minutes of the regular meeting of the Board of Directors from January 2014 were approved as submitted. Jack Briggs moved and Michael Galgoul seconded that the minutes be approved. The motion passed unanimously.

5.2 Neighborhood watch update. Pam reported that she had received three responses from those interested in having the Kennewick Crime Prevention Unit speak at an upcoming meeting. Pam indicated she felt this would be a good idea because they would cover items like explaining how Police resources are assigned and how calls for service are handled, physical security of your home, and reporting suspicious activity. Board members agreed and Michael Galgoul stated it might be a good idea to have it at our June meeting and have it in conjunction with a block party. Michael stated we would need to ensure enough publicity and he will assist with this. A notice will be posted on all mailboxes and a sign will be made for each entry into the subdivision.

5.3 Change in Meeting date. Pam discussed the fact that she received a letter from a homeowner that suggested the Board meetings be changed to weekends because some homeowners won't be able to attend the meetings during the week. Board members expressed concerns about having the meeting on weekends due to lack of availability.

5.4 Communications Committee Annual Report. Pam mentioned that she had prepared the minutes and agendas for meetings and drafted several letters and checked into the Neighborhood Watch and developed and designed the Grandridge Meadows HOA website and that she would work with Brandi to coordinate the upcoming block party. The block party will be held on the weekend.

6. Financial Report.

6.1 Financial Report including Profit and Loss. Dan stated that our net income is \$4,203.18 and that we have \$29,461 in checking as of today's date.

6.2 Update of Outstanding Dues. The treasurer said that we have outstanding dues in the amount of \$7,075 and that seven people are on payment plans and thirteen are not.

6.3 Budget Approval for 2014. Dan Morris presented the 2014 budget, which was approved by the Board at the January 2014 meeting. The budget was sent to all homeowners and submitted for approval by homeowners present at the meeting. No one in attendance opposed passing the budget. A question was asked regarding the \$21,000 in income and whether this was based on all 140 homeowners paying dues. Dan stated yes.

6.4 2013 Federal Tax Returns. The treasurer reported that our taxes prior to 2013 were filed late so we weren't able to take our tax exemption. This year Dan recommends we have a CPA file our taxes and after this we will be able to file them ourselves because we will have the appropriate forms. Dan stated that after the 2013 taxes are filed we will be exempt from income tax and that we have money in the budget to pay for the CPA.

7. Architectural Control Committee Report.

7.1 ACC Annual Report. Jack reviewed the accomplishments of the ACC including: Fixing the lighting on the basalt columns at the east entrance to the subdivision; obtaining bids and using the low bidder to buy insurance to protect home owners and the board; cutting and transferring arborvitaes that were blocking line of sight onto Center Boulevard; negotiating to get the walkways in the western part of the subdivision to look as clean and tidy as those on the eastern section; soliciting bids for the maintenance contract -- grass cutting, pruning, weeding, etc., and of the four bids we will be awarding a contract to the low bidder. Also, the board has approved a fine schedule for those few of us who are not abiding by the conditions that we all agreed to when we moved in here – and the ACC will begin actively enforcing those provisions right away. They expect garbage cans to be taken in, trailers and recreational vehicles to be moved out of driveways, trash to be removed and dogs to be quieted. Jack stated that another area of focus will be to monitor the property adjacent to our subdivision on Steptoe where there are 155 lots being developed to try to mitigate adverse effects of the development on Grandridge Meadows.

7.2 Acceptance of Maintenance Agreement for HOA Grounds. Jim Lampman stated that a bid for landscaping services was sent out to three vendors including Desert Green, our current service provider. He said that Desert Green came in with the lowest bid of approximately \$5,000. Jim moved to accept the Desert Green contract and Michael Galgoul seconded. The motion passed unanimously.

8. New Business

8.1 Delinquent Accounts. Dan asked if we want to enforce the lien process at this time. He stated that we had agreed that an attorney would file the first lien and that the cost would be \$200 and that we would then file any future liens ourselves. He stated that we can't collect on the two homes that are currently in foreclosure. Dan said that a final warning letter would be sent to the homeowner prior to starting the lien process. Brett Menaker moved that we start the lien process upon reaching two years of delinquency unless the homeowner has contacted the Treasurer to make an effort to pay. Michael Galgoul seconded and the motion passed unanimously.

8.2 Purchase of New Accounting Software. The Board agreed that new accounting software be purchased since the latest version we have is from 2010. The cost is \$300.

9. Executive Session. No Executive Session was required.

10. Next Meeting Date. TBD

11. Adjournment. Michael Galgoul moved for adjournment at 7:58 PM. Jack Briggs seconded and the motion was unanimously approved.

The foregoing minutes of the Board of Directors were approved on June 7, 2014.