

GRANDRIDGE MEADOWS HOMEOWNER'S ASSOCIATION

Final minutes of the July 22, 2015 meeting of the Board of Directors

1. **Call To Order.** Brett Menaker, President, called the meeting to order at 6:35 p.m. at the Mid-Columbia Library.

2. **Roll Call.**

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

Jack Donnelly

Board and Architectural Committee Member

Michael Galgoul

Vice President

Brett Menaker

President

Jim Lampman

Board and Architectural Committee Member

Pam Bisconer

Board Secretary

Michele Burke

Board Member at Large

2.2. The following Board Members had an excused absence: Jack Briggs.

3. Secretary Report.

3.1 Approval of June Minutes. Pam asked for a motion to approve the minutes from the June 2015 meeting. Michael moved and Jim Lampman seconded and the motion passed unanimously.

4. Financial Report.

4.1 Financial Report – June 30, 2015. Michael stated that the HOA had \$35,713 in checking as of June 30th. We received \$825 in HOA dues, and expenses totaled \$1,119.44. Major expenses are landscaping and postage for mailing information to homeowners. Michael said we have received \$19,524 YTD in dues and we have spent \$13,884. Jack Donnelly mentioned that the HOA had decided to put \$25,000 in a reserve account and that we will need to set up a savings account for this and it will help distinguish between operating and reserve monies. Michael Galgoul moved that we accept the proposed changes for the reserve account as stated by Jack Donnelly. Brett Menaker seconded and the motion passed unanimously.

4.1.2 Bid for Administrative and Bookkeeping Services from EverStar. Jack Donnelly stated that we currently have a bookkeeper performing our accounting functions and that we are looking for an organization to perform both administrative and bookkeeping tasks. EverStar has proposed doing this for \$250 per month plus expenses. Jack Donnelly stated that they are reputable and are recommended by our current bookkeeper. Jack Donnelly reported that the recommendation made by the Finance Committee is that we establish and approve a contract with EverStar. He said it will be a one-year contract and that we need to give 90 days' notice of cancellation. Pam Bisconer asked if reference checks had been completed and Michael indicated he had contacted two references and both were pleased with EverStar's performance. Jack Donnelly moved that we adopt a contract with EverStar. Jim Lampman seconded and the motion passed unanimously.

5. Architectural Control Committee Report.

5.1 Home owned by Freedom Mortgage. Jim Lampman stated that the home owned by Freedom Mortgage is located at 8818 W. Bruneau Ave and it is in foreclosure. Jim stated that we have been tracking down the title holder and that Jack Briggs has been in contact with Freedom Mortgage. Jim said that the city of Kennewick has inspected the home and will put a \$500 lien on them if they don't respond within 10 days. The City will prepare the lien and it does not preclude our ACC from putting more fines and liens on Freedom Mortgage. Discussion ensued about why it had taken so long to get to this point with the home and that a procedure needs to be put in place to address foreclosed properties in the future. Pam Bisconer will refer this issue to Jack Briggs for follow-up.

A homeowner discussed his concerns about the Bush Car Wash and coffee shop and how that was going to affect his property. Jim Lampman stated that one of the homeowner's from the six houses most directly impacted was going to talk with the other five homeowners regarding color of the wall and whether they wanted a wall to replace their existing fence.

5.2 Results of re-checking homes with violations. Jim Lampman stated that approximately 12 letters had been sent out for the area he is responsible for and about 85% of homeowners are in compliance. He stated that two of the houses that are not in compliance have liens filed and he is getting ready to go through the lien process with another home. Jack Donnelly said that about a total of 25 letters were sent out by the ACC.

6. **Old Business.**

6.1 None

7. **New Business**

7.1 Jim mentioned that the bushes on Montana Street are getting large and that Desert Green wanted to wait to prune them until the weather cooled down a little so as not to damage them.

7.2 Jack Donnelly stated that our present practice has been to not file a lien against a property until a homeowner has \$1,000 in fines. The Finance Committee discussed this and thinks that it is appropriate to file a lien if: a) full payment of HOA dues has not been received for any 2-year consecutive term, including late fees, or b) if the combination of HOA dues plus any unpaid fines, including late fees and interest penalty is equal to or greater than \$500. Pam Bisconer asked how much we had outstanding in homeowner's dues and the amount is approximately \$12,000 with 35 homeowners past due. Jack said that if we adopt this process, seven more liens will be established. Jim Lampman suggested that we add a note on the bill that homeowners can contact the HOA if they need assistance with timing of the payment. Jim Lampman moved that we adopt these criteria and Michael seconded and the motion passed unanimously. It was suggested that we send a notice to all homeowners about the change in the lien process and amount and announce that EverStar is taking over some of the administrative and bookkeeping functions.

8. **Open Forum.** A Homeowner had a concern about the 48 hour timeline for moving his RV behind his fence and was asked to contact the ACC.

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

10. **Next Meeting Date.** TBD

11. **Meeting Adjourned.** The meeting was adjourned at 7:55 p.m.

The foregoing minutes were approved by the Board of Directors on October 1, 2015.