

GRANDRIDGE MEADOWS HOMEOWNER'S ASSOCIATION

Minutes of the meeting of the Board of Directors
January 27, 2016

1. **Call To Order.** Brett Menaker, President, called the meeting to order at 6:03 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

Jack Briggs
Board and Architectural Committee Member

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: none. Gayle Stack from EverStar was also present.

3. **Secretary Report.**

3.1 Meeting Calendar for 2016. The proposed meeting calendar for 2016 was discussed with meetings being held in January, April, June and October. A couple of the dates in June will be changed to ensure they are in line with the other months and HOA board meetings in the future will be held quarterly on the last Wednesday of the month. Brett moved that we adopt the proposed calendar as a tool with changes proposed and noted that there may be changes in the future. Jim Lampman seconded and the motion passed unanimously.

4. **Financial Report.**

4.1 Financial Report. Michael Galgoul stated that income for the year was \$23,121.48 and expenses for the year were \$24,363.97. (See 2015 Combined Profit and Loss Statement as of December

31, 2015 attached). The HOA had \$27,876.16 in a reserve/savings account as of December 31, 2015. (See Balance Sheet as of December 31, 2015 attached.) Gayle Stack stated the HOA Board should have a reserve study done so we can better anticipate when we will incur expenses and adjust our Reserve/Savings accordingly.

Michael presented the 2016 Budget for approval by the Board. The proposed budget is based on actuals for 2015 with adjustments based on anticipated 2016 additional costs such as placement of property liens. (The 2016 Budget is attached). Michael Galgoul moved that we accept the budget for 2016 as presented. Brett Menaker seconded and the motion passed unanimously. The approved budget will be presented at the Annual Meeting for Homeowners' approval.

4.2 Status on existing liens and amounts. Total cash due as of December 31, 2015 is \$10,905.25. This amount has been reduced by about \$1,000 during January 2016 and the remaining \$9,000 is from about nine homes that have not paid.

4.3 Proposed new liens and amounts. One lien has been filed now and about 4-5 more will be filed shortly. EverStar places the lien and the Board is advised as to the status of liens.

5. Architectural Control Committee Report.

5.1 Status on violations sent over the last six months. Over 70 notices were sent out and only four homeowners did not comply. Overall, the subdivision is looking great and the board appreciates the efforts of residents. Jack Briggs stated that election time is coming up and state law does not allow the banning of political signs on an owner's property before any primary or general election. However, signs will not be allowed for local issues that do not appear on either ballot -- such as local bond issues or school levy elections in order not to get into a local "sign war". Also, permitted signs will be limited to the size designated in the CC&Rs for "For Rent" and "For Sale" signs.

5.2 Approval of 2016 Maintenance contract. Desert Green is the HOA's current vendor for maintaining the plants in the subdivision. However, they will no longer be doing maintenance. Jim Lampman stated he got bids from Jesse's and Heritage and that there was a difference of approximately \$2,600 with the contract being awarded to Jesse's at approximately \$6,049 per year. Jim Lampman moved that we accept Jesse's bid of \$6,049.61 for the year. Jack Briggs seconded and the motion passed unanimously.

5.3 Christmas Lights Contest. Winners were announced and their names were posted on the HOA website during the past month.

6. Old Business.

6.1 Discuss Results of Homeowner's Survey. Jack Briggs stated that most of the homeowners prefer a minimum number of rentals with 87% of respondents saying they want 10% or fewer rentals. He said we estimate that currently 8.3% of Grandridge Meadows properties are rentals now. Jack Briggs moved that when the number of renters is 10% or more we do not entertain anyone else who simply wants to buy and intends to rent. Jim Lampman seconded the motion. The motion passed with two board members voting no. A Board resolution will be prepared for the Board's signature.

6.2 Adopt Policy for Rental Homes. The draft policy for rental homes was reviewed. Motion by Jack Briggs that the policy is revised to read: This policy is to provide general guidelines for how the Board of Directors will evaluate requests to rent "when the number of renters in the subdivision is fewer than the target established by the board". Michael Galgoul seconded and the motion passed unanimously. The policy will be officially adopted after it is reviewed by an attorney.

6.3 Update on tumbleweeds along Steptoe. Michael Galgoul stated that the tumbleweeds along Steptoe were cleaned up after he contacted the City of Richland Code Enforcement.

7. New Business

7.1 A homeowner mentioned concerns about dumping on Bruneau Avenue. The issue is complex because Bonneville Power Administration has an easement through the property and only a

small sliver of land is part of Grandridge Meadows. The rest of the land is owned by the railroad. The board considered placing "No Dumping" signs but a homeowner who lives near the area objected to the placement of these signs. The HOA contacted Bonneville Power Administration, requesting that it clear away the pile of debris it left when it installed new power poles late last year. BPA's response was that the debris should not have been under the line in the first place, and it is the responsibility of the land owner to remove it. For the portion of land that is in Grandridge Meadows, we will be in contact with the owner and ask him to move the debris. If that does not work, the Home Owners Association will have the work done and bill the land owner.

7.2 Method of notifying members of meetings. The board discussed sending meeting notices via email in the future to save on postage. Gayle Stack of EverStar indicated she has about 60% of the email addresses in the subdivision. Gayle will send another notice asking residents to inform us of their email address and the meeting notices will be sent via email for those we have and via regular mail for those who have not responded.

7.3 A homeowner expressed concern about droppings that were left in her yard by an animal. A notice will be placed on the website asking members to pick up after their animals. Another member mentioned a concern about residents speeding through the subdivision. A notice regarding this will also be placed on the HOA website.

8. **Open Forum.**

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

10. **Next Meeting Date.** April 27, 2016

11. **Meeting Adjourned.** The meeting was adjourned at 7:52 p.m.

The foregoing minutes were approved by the Board of Directors on April 27th, 2016.

Grandridge Meadows HOA	
	2016
Operating Income & Expense	
Income	
ASSESSMENT INCOME	
Dues/Past Dues	\$22,000
OTHER INCOME	
Interest on Bank Accounts	\$50
Violation Fine	\$500
Late Fee	\$150
Interest on Delinquency	\$100
Total Operating Income	\$22,800
Expense	
ADMINISTRATIVE EXPENSES	
Management Fee	\$3,500
Bank Service Fees	\$50
Licenses & Permits	\$100
Postage & Copies	\$1,700
Tax Preparation	\$500
Legal Fees/Liens	\$1,000
Office Supplies	\$200
Ownership Events/Xmas Contest	\$400
Website	\$200
Personal Prop Taxes	\$100
Insurance: Bond	\$250
Property / Liability Insurance	\$2,500
UTILITIES	
Irrigation Expense	\$3,000
MAINTENANCE & REPAIRS	
Misc Repairs	\$800
Landscape Contract	\$6,000
Landscape Repairs/Plants	\$2,500
Total Operating Expense	\$22,800
NOI - Net Operating Income	

000001

UTILITIES							
Irrigation Expense	\$	2,474.20	\$	1,812.00	\$	662.20	
Total UTILITIES	\$	2,474.20	\$	1,812.00	\$	662.20	
MAINTENANCE & REPAIRS							
Misc Repairs	\$	2,035.00			\$	2,035.00	
Landscape Contract	\$	10,013.12	\$	1,931.24	\$	8,081.88	
Landscape Repairs	\$	434.40	\$	434.40			
Total MAINTENANCE & REPAIRS	\$	12,482.52	\$	2,365.64	\$	10,116.88	
Total Operating Expense	\$	24,363.97	\$	8,646.39	\$	15,717.58	
NDI - Net Operating Income	\$	(1,242.49)	\$	(5,691.19)	\$	4,448.70	-1,242.49

Balance Sheet

Properties: GMHOA - Grandridge Meadows HOA - Kennewick Kennewick, WA

As of: 12/31/2015

Accounting Basis: Cash

Account Name	Balance
ASSETS	
Cash	
Operating Account - Sterling	1,306.36
Operating Cash 2 Banner Bank	1,567.35
Reserve Account	25,002.45
Total Cash	27,876.16
TOTAL ASSETS	27,876.16
 LIABILITIES & CAPITAL	
Liabilities	
Total Liabilities	0.00
Capital	
Initial Capital - Opening Balance	33,567.35
Calculated Retained Earnings	-5,691.19
Total Capital	27,876.16
TOTAL LIABILITIES & CAPITAL	27,876.16

Grandridge Meadows HOA				
2015 Combined Profit and Loss Statement				
As of: December 31, 2015				
Operating Income & Expense	Combined P & L	EverStar	Heather	
Income				
ASSESSMENT INCOME				
Dues / Assessments	\$ 22,299.00	\$ 2,525.00	\$ 19,774.00	
Plus: Prepaid Assessments	\$ 150.00	\$ 150.00		
Total ASSESSMENT INCOME	\$ 22,449.00	\$ 2,675.00	\$ 19,774.00	
OTHER INCOME				
Interest on Bank Accounts	\$ 144.73	\$ 2.45	\$ 142.28	
Violation Fine	\$ 375.00	\$ 125.00	\$ 250.00	
Late Fee	\$ 150.00	\$ 150.00		
Interest on Delinquency	\$ 2.75	\$ 2.75		
Total OTHER INCOME	\$ 672.48	\$ 280.20	\$ 392.28	
Total Operating Income	\$ 23,121.48	\$ 2,955.20	\$ 20,166.28	
Expense				
ADMINISTRATIVE EXPENSES				
Management Fee	\$ 1,000.00	\$ 1,000.00		
Bank Service Fees	\$ 6.00		\$ 6.00	
Licenses & Permits	\$ 63.50		\$ 63.50	
Postage & Copies	\$ 1,205.46	\$ 523.96	\$ 681.50	
Accounting / Tax Preperat	\$ 2,675.00	\$ 275.00	\$ 2,400.00	
Legal Fees	\$ 1,337.55		\$ 1,337.55	
Office Supplies	\$ 192.12		\$ 192.12	
Ownership Events/Activiti	\$ 175.00	\$ 175.00		
Website	\$ 67.90	\$ 67.90		
Personal Prop Taxes	\$ 23.94		\$ 23.94	
Insurance: Bond	\$ 233.89		\$ 233.89	
Property / Liability Insura	\$ 2,426.89	\$ 2,426.89		
Total ADMINISTRATIVE EXPEN	\$ 9,407.25	\$ 4,468.75	\$ 4,938.50	