

# Master Board Minutes – April 16, 2009

## Master Board Directors

Kathi Yenney, Treasurer, present  
Scott Towslee, President, present  
Donna Fisher, ARC, present  
Sam Lefore, absent  
Doug Botimer, Developer/ARC, present  
Bob Rupar, Developer, present  
Dick Cook, Asst. Secretary, present

## Others in Attendance

Natalie Rupar, Jayne DiDario

**Election of Master Board Officers:** The following individuals were elected:  
Scott Towslee/President, Kathi Yenney/Treasurer-Secretary, Sam Lefore/VP,  
Dick Cook, Assistant Secretary

**February and March Board Minutes:** were approved

**Treasurer's Report:** Kathi Yenney reviewed the 4.16.09 YTD Financial Report. Kathi said all phase income was current and a monthly expenses report was available if requested by Board Members.

**President's Update:** The well pump [near the Clock Tower] needs to be replaced. Scott said the \$9000 repair estimate includes a new pump, pressure tank, wiring, and new well pipe. The work is being done by Mark Jungman and should be completed in early May. Questions surfaced about the well log, registration and water rights. It was suggested the Board contact the Washington State Department of Ecology.

**Developer Update:** Bob Rupar reported Phase 8 remains on target for a Fall 09 start. Bob expected most house prices to be under \$250,000 except for a few in the \$400,000 to \$500,000 range [along the creek] and said houses would look similar to those in Phase 7.

**Myra Road Access Options:** Bob Rupar said planning was on schedule and that Anderson Perry Engineering was recently hired to design the 12th Street [Dalles Military Road] access road options. Location of the access road [s] has not been determined.

**Common Area Update:** Dick and Scott are working with the Smith Brothers on an unfinished special projects list i.e., clean-up in the parking lot and creek areas, turf removal on Phase 7 streets in preparation for the June asphalt sealing, and removal of dead tree and shrubs. The new tree, shrub replanting project [including the Phase 7-8 walking trail] will be coordinated by Kevin Smith with input from ARC and SB Phase Reps. Kevin will provide an updated cost estimate of all unfinished special projects.

**Volunteer Days:** Scott is working on a list of volunteers and projects [i.e. bridge & sign staining, general clean-up, etc.] and already has a few volunteers.

**Architectural Review Committee:** April ARC meeting minutes and the ARC Assistant job description were emailed to all Board Members. Questions still remain on how the Master Board can validate regular payments to the ARC Assistant without a summary of hours and outcomes.

**Mailboxes:** In ARC's April Minutes, ARC approved a new locking black mail box design provided it would receive Post Office approval. Doug Botimer suggested that a "pilot project" in one of the phases could be a good idea.

**Village Signage:** It was suggested that all Village signage be evaluated for possible replacement, repair, or staining. Doug Botimer volunteered to take the lead and said Gloria Botimer has access to our signage font. Concerns were discussed about the size of our private roadway signage.

### **Management Company Issues**

**Reserve Study:** Scott said an updated draft of the Reserve Study [required by WA State] should be available and emailed to Board Members soon. Scott was commended for his leadership on this project.

**HOA Training:** Scott reported that the HOA training agenda for the Master Board and Village Leaders is still a work in progress. The specifics [i.e., agenda, date, time, location, cost, etc.] are close to being finalized with the Management Company.

**Gazebo Usage:** The Board decided to restrict Gazebo use for events that promote attendance from outside the Association because of limited parking.

**Yard Sales:** The Board also decided that yard sales will not be permitted on HOA property citing lack of adequate parking as the reason.

### **Financial System Issues**

**Collection of Late Fees and Liens:** Kathy Yenney is consulting with Jim Hayner [and Phase Treasurers] to draft an Association Policy and Schedule necessary for the collection of late fees and filing liens.

**CP Water, Sewer Billing:** A motion was made to change the CP water/sewer billing and payment point from Phase 1 [Greg Irland] to the Master Board. This change was recommended by Phase Treasurers; it would eliminate a monthly surcharge applied to the phases and should further streamline our Association's financial system. The motion was tabled to until Doug Botimer apprises Gregg of Board intentions.

**Executive Session:** The Board adjourned to executive session to discuss board member attendance and the Master Board nominations process. No action was taken.

**Next Meeting:** Regular Board meetings have been moved to the 2nd Tuesday of each month @ 7pm. June 9 is the next meeting with the location to be announced.