

Policy for Payment and Management of Phase Common Areas/Pocket Parks

January 28, 2017

In the rollout of the 2015 Approved Master Budget in March 2015 a new procedure was established to manage and pay for phase common areas or “pocket parks”. The phase is responsible for the management of their own phase common areas or “pocket parks” and the Master Board (MPMA) is responsible for payment of the maintenance from the Master Budget. The following policy was implemented:

1. In February of each year the phase will provide the Master Board with a contract for the estimated maintenance costs of their pocket parks.
2. Master Board and Phase Leadership will agree on the costs.
3. The expenses for the pocket parks will be billed separately and directly to the Master Board by the service provider – via The Villages of Garrison Creek, Attn. Jim Hall, PO Box 694, College Place, WA 99324.
4. Jim Hall, the Master Board Accountant, will pay the bill/invoice for actual expenses for lawn services from the Master Board Checking Account.
5. The Master Board will monitor the costs by approving each invoice and reviewing the Financial Reports throughout the year.
6. During the next year’s budget planning the Master Board and the Phase Leadership will evaluate the costs and project next year’s costs.

Evaluation of the policy:

The Master Board has received lawn maintenance contracts from phase 1, 2, 5, 6, 7, and 8 for their own phase common areas/”pocket parks” during the last two years. Invoices for those phase common area expenses have been sent directly to Jim Hall for payment (and approved by the Master Board) throughout the year.

The Master Board has not received a contract by Phase 10 during the last two years. The Master Board has received only a few invoices for actual Phase 10 common area expenses for the last two years.

Since Pahlisch's Phase 9 does not yet have a Phase Board, they are not subject to this policy on contracting for maintenance and evaluating costs for the Phase 9 common areas. The MPMA and Pahlisch are addressing these costs until the Phase 9 Board is formed or the Master Board will find a volunteer homeowner from Phase 9 who is willing to perform these tasks, and they can implement the new Policy.

Improvement in monitoring and evaluating costs by Master Board and Phase Leadership is suggested. Also increased lines of communication are recommended to ensure all phase leadership has an understanding of the current policy.

2017 Phase Leadership Contacts for Pocket Parks/Common Areas

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