

Villages of Garrison Creek  
**Master Board Minutes**  
**December 1, 2009**

**HANDOUTS** .. Meeting Agenda, November Board Minutes, Budget Summary, November Phase Leaders Meeting Summary

**MEETING ATTENDANCE** .. All Board members were present except Bob Rupar who was represented by proxy.

**MINUTES** .. November 3, 2009 Board Minutes were unanimously approved.

**FINANCES** .. Kathi Yenney submitted a YTD ACUTAL report [through 11.30.09] with a checking balance of \$39,348 and a capital reserve balance of \$120,337.

**PRESIDENT'S UPDATE** .. Scott Towslee briefly reviewed a written summary of a November 9, 2009 meeting with fourteen Phase Leaders. The Leaders were asked to provide feedback on the 2010 Proposed Budget and Master Board candidate recruiting. The summary listed both challenges and recommendations that centered on their long term difficulty to recruit qualified volunteers [for any HOA leadership position], the need for long range planning, ARC issues, and the need to carefully increase dollars spent for management functions when qualified volunteers are not available. Dick Cook mentioned that many of these concerns are listed on the Board's "Future Issues" agenda.

**COMMON AREA ISSUES** ..

**GARRISON VILLAGE WAY PAVING PROJECT** ... In a recent email, Natalie Rupar said a second asphalt coat will be applied to East GVW this week, weather permitting. Also, a small area [at the GVW/Alley intersection, west of the Gazebo] will be repaired. Developers are funding this project.

**PHASE 8 CREEK AREA CLEAN** .. Natalie also emailed that the Garrison Creek area from Bridge 3 east to Bridge 4 [bordering Phase 8] is scheduled for clean-up. Blackberries, noxious weeds, and unsafe trees & limbs will be removed at Developer expense. This project has been pre-approved by the City of College Place.

**SMITH BROTHERS ISSUES** .. Dick Cook reported that the Smith Brothers were finishing winterization of all common areas including some missed shrub trimming and dead flower removal. Also the Smith Brothers were finishing the leaf removal and clean-up in the Riparian Zone from bridges 1-3.

**WEST POND PUMP** .. Scott mentioned the pump has a broken bearing seal [discovered about two weeks after Doyle Electric's two year warranty expired]. Mark Jungman has been contacted to replace the pump ASAP at a cost of about \$3000.

**ARCHITECTURE REVIEW COMMITTEE** .. Doug Botimer reported on an issue with a Village homeowner who was "red flagged" by the City of College Place for not securing a building permit for a back yard patio structure. This problem may have been averted if the homeowner had sought permission and consul from ARC. ARC's Landscape Standards were recently sent to Phase Presidents and the HOA Webmaster.

**COMMUNICATION & WEBSITE** .. It was noted that the Master Board's August and October Minutes have not been posted on the Association's Website. Dick Cook said he was responsible and would rectify this ASAP. A question was asked if HOA home sale information could be posted on the Association's website; the answer was yes, provided the information was attachment ready; currently all web information is sent to Dick Cook for a web location assignment before it is forwarded to our technical webmaster. David Reiff has volunteered to be our new technical webmaster. It is expected that the transition from Robert Car to David will occur before the end of the year.

## **ANNUAL MEETING ISSUES ..**

**2010 MASTER BOARD NOMINATIONS & ELECTIONS** .. Scott Towslee reported that the Phase Presidents, in general, were having difficulty recruiting candidates for any leadership position. Only three, master board candidate names were submitted, to date. Kathy Roger's [Phase 2 President] volunteered to contact the three to confirm if they were still interested. Kathy also agreed to contact all five current elected board members concerning their interest in continuing for a 2010 term.

## **ANNUAL MEETING NEWSLETTER & 30 DAY ADVANCE NOTIFICATION ..**

Kathi Yenney said the Annual Meeting Newsletter [i.e., proposed budget & bylaw change proposals, 2010 board candidates, etc.] should be mailed in early December.

**2010 PROPOSED BUDGET** .. After a discussion focusing on the management expense needs for ARC, Accounting services, Legal & Consultation services, and a possible Master Board Treasurer/Secretary paid position, it was recommended that the proposed 2010 total management expense be increased from \$8500 to \$15,000 with the increase to be taken from the Reserve Account. It was further recommended that a committee of four [Dick Cook-Chair, Doug Botimer, Marlene Oddie, and a person appointed by Doug] develop recommendations on how to spend the \$15,000. It was further recommended that the committee consider expanding the role of a combined Treasurer/Secretary to include website and administrative assistant responsibilities with a focus on collections and liens. In addition, the committee was given a total of \$1000 to hire a management consultant, if needed. This committee is to report to the Master Board at its next meeting on January 12, 2010. This was all put in motion form and passed in two separate motions with the first approving the \$15,000 management total and a second approving the committee formation and direction. Both motions passed 6 YES, 0 NO, with Donna Fisher not voting. It was recommended that Phase Leaders be apprised of the January 12 agenda and invited to attend.

**SAM LEFORE'S ANNUAL MEETING RECOMMENDATION** .. Sam urged the Board to create the best possible positive atmosphere at the upcoming Annual Meeting. There appeared to be a consensus that the focus should include comments on our many positive HOA outcomes and not just a few challenges. It was noted that a super majority of our residents really like living in the Villages.

## **CALENDAR ..**

**January Board Meeting** .. Tuesday 12 January 2010 [7pm]

**Annual Meeting** .. Sunday 31 January 2010 [2pm] WW Valley Academy