

The Villages of Garrison Creek

## **MPMA Board of Directors Meeting**

**Wednesday 10 January 2018 @ SonBridge Community Center [3:00 pm]**

MPMA Directors

Doug Botimer/Declarant, Allan Fisher/Declarant, Dick Cook/President, John Cress, Jim Murphy, Scott Towslee/Vice President, Mark Benzel/Secretary-Treasurer

### **Minutes**

#### **1. Call to order, welcome and quorum count**

Dick Cook previewed the agenda and introduced the members of the Board (see above) and the Architectural Review Committee (Jim Murphy, Dennis Olsen and Tom Emmerson). There was no quorum as neither Doug Botimer nor Allan Fisher were in attendance either in person or by proxy.

#### **2. Brainstorming: 2018 Planning & Priorities**

The attendees split into 3 groups in order to collect information in 3 main areas:

- What are we doing right that needs to be continued?
- What can we improve?
- Top priorities for 2018

A summary of results is presented below.

#### **3. Financial Report**

Jim Hall presented the financial report as of November 30, 2017 as all bills from December had not been received yet (see attached balance sheet). Jim stated that there might be a small loss, somewhere between \$0 and \$5000 as a best guess.

There was a discussion related to mailbox upgrades and to two mailboxes that needed to be repaired. While the replacement or upgrading of mailboxes is the responsibility of each Phase, the question was asked as to who was responsible for mailbox repair. Dick Cook stated that the MPMA would pay for mailbox repair but not the replacement or upgrading of mailboxes. One of the mailboxes was damaged by Union Bulletin delivery person. Dick Cook mentioned that the delivery person did not have insurance to cover the repair and he was going to check with the Union Bulletin.

Don Coleman asked a question regarding the items in the operating budget related to the pest spraying of the gazebo and bridges. The budget lists \$750 for the gazebo and \$1500 for the bridges. It was his recollection that Best Pest charged \$750 total for the spraying of both the gazebo and bridges. Jim Hall stated that he would check into it.

The irrigation repairs necessary due to a leak under a homeowners' house is being paid for out of the reserve fund. There is no answer yet from the insurance company as to

what they will cover. There was also discussion regarding the need to document the water/irrigation system. Various pieces of documentation currently exist and there is a need to consolidate that information.

#### 4. **Minutes Approval**

Dick Cook handed out minutes from a Dec. 8, 2017, Board meeting that needed to be called in order to approve written versions of the resolutions which the homeowners were being asked to vote on at the annual meeting. Due to the lack of a quorum, there was no vote regarding the approval of minutes from past meetings.

#### 5. **Exit Updates**

Dick Cook mentioned that Doug Botimer was optimistic that he was within a few days of closing. The attorneys are still working on the legal documents. Dick Cook mentioned that he thought that, according to the attorney, they were fine in the exits of Phase 3 and 4. Mark Benzel mentioned that the MPMA needs to make sure that the billing of the street lights will be handled appropriately now that some of them reside on property that will be owned by Regency, Walla Walla Housing Authority and Myra Road Commercial.

#### 6. **Committee Updates**

- Block Watch/Safety committee

Michele Wollert presented a handout (see attached) which gave the status of and goals for the committee for 2018.

- Common Area committee

Scott Towslee discussed the damage caused by the recent ice storm. Several tree limbs were broken but there were no emergencies (a number of little things that needed to be cleaned up). The sidewalk along the creek was blocked in 2 places. A few trees in Phase 1 needed to be taken down.

Scott also mentioned that Donna Fisher had made recommendations regarding tree that needed to be taken down. Scott suggested that the recommendations needed re-evaluation perhaps with ARC involvement.

There was mention of the decision to not remove the snow after the last snow storm. It was based on weather reports that turned out to be inaccurate. There was mention of placing snow markers along the sides of the roads so that people would know where the roads were and not drive over the sprinkler heads. Scott mentioned that this comes up often and they just forget to implement the placing of the markers.

- Water Equity and Usage committee

To be comprised of Ray Goff, Scott Towslee and Mark Benzel.

- Strategic Planning committee

To be comprised of John Cress and Jack Gisler.

7. **Phase 10 Gates**

Dick Cook asked Don Coleman to summarize a letter Don received from the City of College Place Fire Marshal. The letter stated that in order to be in compliance with the International Fire Code, the gates would need to have a battery backup (they currently do not). The letter went on to state that until the gates are in compliance, they would need to be left open. Dick mentioned that the gates should be left open until the exit issue with Phase 10 is resolved.

Prior to the meeting, Dick had asked Don if he could get a quote for the repair of the gates. Don had not had time to do so and mentioned that he had previously sent the Board a quote for the repair of 1 gate which included a battery backup system. Based on that quote (which was for the 1 gate), an approximate cost for both gates would be \$20,000.

8. **Phase 10 Exit Negotiations**

Dick Cook mentioned that the Board needed to figure out a process for coming to agreement between Phase 10 and the Board and suggested the formation of a committee. Jim Murphy suggested that the committee be comprised of 2 people from the Board, 2 people from Phase and a chair person. It was determined tentatively that Daryl Schreiner would act as the chair person and that Dick Cook and Ray Goff (if he were to accept) would represent the Board.

9. **New Business**

No new business was discussed.

10. **Next Meeting**

Wednesday 21 February 2018 @ SonBridge Community Center [5:30 pm]

11. **Adjournment**

The meeting was adjourned at 6:32 pm.

## **Brainstorming Summary**

### **What are we doing right that needs to be continued?**

Items mentioned were:

- The look of the Villages
- Volunteerism
- Land use standards
- Being fiscally responsible (paying bills on time)
- Improved homeowner/Board communication
- Reviving of committees
- Newsletter

### **What can we improve?**

Items mentioned were:

- Start (or restart) social and welcome committees
- Newsletter
- Communications in general
  - Between Phases
  - Between Phases and the Board
- The Pahlisch hillside needs better care
- Snow remove policy
  - Snow poles are needed to alleviate broken sprinklers and run-over lawns
- Tree roots along Garrison Village Way are lifting the sidewalks
- Homeowners not responding to ARC requests
- Locked mailboxes (mentioned that this was a Phase responsibility)
- Staggered Board of Director terms

### **Top priorities for 2018**

Items mentioned were:

- Complete the exits with Doug Botimer and Phase 10
- Minimize water costs – look at landscape efficiencies
- Update the governing documents
- Preserve trees
- Repair Phase 10 gates (find a solution)
- Short term rental situation
- Work closer with the City of College Place

**THE VILLAGES OF GARRISON CREEK**  
**MASTER PROPERTY MANAGEMENT ASSOCIATION**  
**BALANCE SHEET**  
**As of November 30, 2017**

<b>ASSETS</b>	
Operating Fund Bank Balance	32,138.16
Reserve Fund Bank Balance	151,552.11
Accounts Receivable	3,975.46
<b>Total Assets</b>	<u><u>187,665.73</u></u>
<b>LIABILITIES</b>	
Accounts Payable	19,780.07
Accrued Expenses	13,485.00
<b>Total Liabilities</b>	<u><u>33,265.07</u></u>
<b>FUND BALANCES</b>	
Operating Fund	2,848.55
Reserve Fund	151,552.11
<b>Total Fund Balances</b>	<u><u>154,400.66</u></u>
<b>Total Liabilities and Fund Balances</b>	<u><u>187,665.73</u></u>

**CHANGES IN FUND BALANCE**  
**January through November 2017**

<b>OPERATING</b>	<b>Budget</b>	<b>Actual</b>	<b>% Budget</b>
Operating Fund Beginning Balance		8,127.93	
Operating Assessments*	142,956	151,900.65	106%
Operating Expenses	142,956	157,180.03	110%
Operating Fund Ending Balance		<u><u>2,848.55</u></u>	
<b>RESERVE FUND</b>			
Reserve Fund Beginning Balance		119,474.03	
Reserve Assessments*	62,700	66,550.00	106%
Reserve Interest Income	672	78.62	12%
Reserve Expenses	32,052	34,550.54	108%
Reserve Fund Ending Balance		<u><u>151,552.11</u></u>	

\* Budgeted-209 lots, Actual 242 lots

Block Watch/Safety Committee  
January 2018

Here is the current list of Block Watch Captains, by Phase:

Committee Co-chairs: Michele and Rich Wollert, Phase VII: [michelewollert@gmail.com](mailto:michelewollert@gmail.com)

Phase I: Scott Towslee: [towslegs@whitman.edu](mailto:towslegs@whitman.edu)

Phase II: VACANT

Phase V: Joyce Beecroft: [jbeecroft47@gmail.com](mailto:jbeecroft47@gmail.com)

Phase VI: Jim Murphy: [jimmurphy42@gmail.com](mailto:jimmurphy42@gmail.com)

Phase VII: Michele Wollert: [michelewollert@gmail.com](mailto:michelewollert@gmail.com)

Phase VIII: Lori Storey: [positivelyblessed@hotmail.com](mailto:positivelyblessed@hotmail.com)

Phase IX: Mark Minne: [lauraminne1088@gmail.com](mailto:lauraminne1088@gmail.com)

Phase X: Mark Benzel: [mbenzel@hotmail.com](mailto:mbenzel@hotmail.com)

We have had no reported crime in the Villages for several months. More neighbors are keeping their lights on at night and making sure their garage doors are shut and other doors locked when they are on a walk.

Goals for 2018:

1. To continue developing our good partnership with the City of College Place Police Department. Villages residents may have noticed increased drive throughs by law enforcement. An officer on patrol recently noticed some luggage unattended on the driveway of a Phase IX homeowner, stopped his car, and knocked on the door to make sure there was not a burglary in progress. The homeowner was very grateful for the proactive care and attention received.
2. To increase Villages participation in "Nextdoor College Place," a social media site which the police use to share critical crime and safety information on a regular basis. Michele has created a separate subgroup of Villages residents on that social media site, which currently has 61 Villages participants.
3. To encourage and support more socializing by Phase which allow neighbors to get to know each other, share information, and brainstorm and discuss Villages safety needs. Several Phases are already doing this. Some suggestions are summer potluck barbecues; winter soup/chili nights; ice cream/dessert socials; participating in National Night Out in August with our local law enforcement team.
4. To assist homeowners who want information about installing security camera doorbells and/or lighting or self-monitored security systems.
5. To fill the Phase II Block Watch Captain vacancy. Michele will contact some new homeowners to see if they would be willing to fill this spot. We have many people doing triple volunteer duty on committees, ARC, and Board assignments and we want to encourage new participants to help share the responsibilities.



# **DRAFT .. Dick's List: VGC Issues, Priorities, & Challenges 2018 & Beyond**

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## **IMMEDIATE ISSUES & PRIORITIES**

- .. Finalize Doug's EXIT [re Declarancy, ARC, GVW Road/Parkway & Walking Trails Agreements]**
  - 1 .. and Phases 3-4 and Myra Road Commercial EXITS**
- .. Review COMMON AREAS Maintenance Plans & MATRIX including Phase responsibilities & "walk-around"**
- .. Restart Phase 10 EXIT Negotiations [including gate maintenance & repair responsibilities]**
- .. Form Phase 9 Government [when Phase 9 homeownership reaches 50%]**

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## **CHALLENGES & PRIORITIES for 2018 & Beyond**

- .. Plan for VGC Governance without a Declarant/Developer**
- .. Recruit [new] STRATEGIC PLANNING Committee [ short/long goals + new/revised CC&R's ]**
  - 1 .. start with newest Pahlisch CC&R's**
- .. Recruit/Retain VGC COMMITTEE LEADERSHIP for the future [including paid management costs]**
  - .. 2019 Board Candidates [start recruiting NOW]**
  - .. 2018 COMMITTEES**
    - 1 .. FINANCE COMMITTEE [Operating Budget & Reserve]**
    - 2 .. COMMUNICATIONS [website, emails, newsletters, etc.]**
    - 3 .. CRIME PREVENTION /SAFETY**
    - 4 .. COMMON AREAS & LANDSCAPE REPS [includes area South of Creek & Winter "walk-around"]**
    - 5 .. [new] NOMINATIONS/RECRUITMENT/ELECTIONS**
    - 6 .. [new] Irrigation Water Costs/Equity Study**
    - 7 .. [restart] Homeowner, Renter Orientation [also includes continuous REALTOR ED]**
- .. Review Liens/Collections Challenges [involve Phase Treasurers & Daryl Schreiner] ..**
- .. Update or Replace VGC Governing Documents [i.e. Covenants, By-Laws, Articles]**
- .. Appoint Committee to review VGC Water Equity & Costs including CP vs Pumping System Costs**
- .. Update GVW Road/Parkway & Walking Trail Costs [ re annual and long term/reserve costs]**
- .. Support ARC restart, if asked .. [NEW MEMBERS: Dennis Olson, Jim Murphy & Tom Emmerson ]**
- .. Review Need/Role of VGC Volunteers [including recruiting ..tree/shrub work, street light/signs painting, other ?]**
- .. Review Current VGC/ARC Rental/Renter Rules with a focus on Vacation Rentals By Owner**
- .. Review Working Relationships between Individual Phases and Master Board [ how can help each other? ]**
- .. Review HOA Insurance needs including special policy's available to individual homeowners**
- .. Review timeline, costs for transferring MRC Hillside property to VGC**
- .. Will a consultant [s] be needed in the future .. if so, when and for what reason [s]**
- .. Organize official VGC RECORDS & update INVENTORY of VGC owned equipment**