



## **Master Property Management Association**

**Directors:** Dick Cook, Marie Evans, Jim Murphy, Linda Olson, Denise Bartlow

**Board Minutes-Wednesday July 22, 2020 [2:00: Zoom Conference]**

**GUESTS:** Jack Gisler, Ray Goff, Jeanne Joyal, Michelle Wollert, Dave E, Tom Emmerson, Jack Edwards, Jon Jaso.

**QUORUM CALL & SIGN IN:** All board members present including guests listed above

### **1. VOTE-**

The Board accepted Dicks nomination of Linda Olson to the vacant position of Vice President. Motion was second by Marie. Motion passed unanimously

The Board accepted Dicks proposal and motion to have Joyce Beecroft fill empty Board position. Motion was second by Denise. Motion passed unanimously.

**2. COMMENTS AND COMMUNICATION-** Dick indicated that he has received numerous emails concerning irrigation issues. Ike and his crew have been working on these. There has been a larger number of “blow-outs” than normal, possibly indicating vandalism. Ray indicated that Ike has had to divert some of his staff to take care of these emergencies. Ike is still short staffed due to COVID-19. Marie stated that she had received several emails asking about the process of Centralized Accounting change over.

**3. MINUTES-** June 24, 2020 minutes were presented. Dick made motion to accept. Jim second motion. Motion passed unanimously.

- 4. FINANCIAL UPDATES-**Marie reported that as of June 30, 2020, the half way mark thru the year, the village is right on target. Dick praised the excellent work that Marie and Jim Hall do. Marie indicated that the financial reports may change in looks when Jim takes over the centralized accounting, they will be very streamlined. She stated that our financial reserve line has increased substantially, putting us in an excellent position to handle any emergencies. A couple of lines Marie pointed out, we are still making a donation to Sun-Bridge every month for the use of the conference rooms, and we had expenses listed under social, for gifts to departing board and former board members in recognition for their service. Currently, all expense lines are at their half way mark for budgeting.

**Marie proposed the following motions:**

- A-** It has been several years since signatures were updated on the checking account. She moved that the President- Dick Cook, Treasurer- Marie Evans, and Accountant- Jim Hall be listed on account as qualified to sign checks. Jim second motion. Motion passed unanimously.
- B-** Baker Boyer has a limit on the number of checks that can be deposited during a month. Marie proposed to authorize Jim Hall to open a money market account for depositing checks, and those funds would then transfer to various funds. Denise second motion. Motion passed unanimously.
- C-** It was proposed that the Treasurer have possession of the Villages credit card, for use in online ordering. The original credit card was obtained to pay for the Grasshopper phone system, which we no longer have. The President and Treasurer would have purchase power. Motion was second by Linda. Motion passed unanimously.
- 5. CENTRALIZED ACCOUNTING-**The centralized accounting policy was passed by the board at the June meeting. All three phase treasurers have been contacted with instructions on process. Two of the phase treasurers have given Jim Hall their accounting books. All Village monies will go into one account, with individual Villages still holding separate ledgers and budgets. Each Village treasurer will receive a monthly statement. The collection boxes located at mailboxes will eventually be removed as residents become accustomed to mailing in checks to the Village PO Box. These boxes have a security risk associated with them, and it will reduce the number of times Jim collects from them
- 6. COMMON AREA-**Ray Goff reported on the upcoming crack and seal coating for the roads. The crack sealing will be scheduled for the end of September, when the cooler weather will allow it to dry correctly. August 12-14, 2020 are the dates for the seal coating of Garrison Village Way. Wednesday, August 12, seal coating will be done from the West side of the Clock Tower to the east end of the Gazebo circle. Hawk Hill resident will need to use the north gate on that day. Overflow parking vehicles will drive on the field to the west side of the Gazebo to exit onto Larch. Thursday, August 13, seal coating will occur on the Gazebo circle onto Village 1 & 2 east end. Friday, August 14, seal coating will continue from the west side of Villages 1&2, to Larch

street. Defective asphalt in Village 1 will not be seal coated as it is scheduled for overlay in the future. This substandard asphalt was installed by a contractor who is now bankrupt. Recently, Diamond Cut was hired to use their street sweeper to pick up loose rocks on this street, due to the breakdown of the asphalt. The loose rocks have been picked up by mowers and have caused broken windows. Unfortunately, the contractor began work prematurely, and communication did not go out in time to residents concerning the dust that would occur, resulting in complaints. The alleyway behind Garrison Village Way circle also has asphalt installed by same contractor on ½ of the street. This narrow alleyway is unable to hold the garbage trucks with the defective asphalt. This will also be included in the work done in Village 1. Ray is continuing to recommend postponing the repairs to the West pond. Due to COVID-19, Ike is short of staff and behind on projects. At the East pond, compact gravel has been placed on top of the loose gravel, reducing the skateboards and bicycles ability to use this as a race track. The rerouting of two homes drainage is needed to complete the pond, and raise the water level up two feet. Sidewalk grinding will continue this year, with 21 spots identified to be repaired. This year, we will rent the equipment and hire outside labor to do the work, resulting in a lower cost. There are some sections of the sidewalk on the south of creek path that need to be replaced due to breakage and trip hazards. Ray is still waiting for an estimate to begin removing the diseased, dead trees along GVW. Bridge 2 has been repaired and painted, coming in under budget. Bridge one is being looked at, and the Walla Walla housing authority will be contacted concerning Bridge 4. It appears that when Bridge 4's was repaired, old wood was reused, resulting in rot. Dick recognized the great work done by volunteers for the common area, Ray Goff, Tom Emmerson, Jon and Yvonne Jaso, Jim Hallstrom, Joe and Bonnie Roemer, Matt Casey.

- 7. CONTACT INFORMATION**-Dick stressed that all Villages need to have leadership, with leads, chairs, and officers, to assist in communication.

## **8. MANAGEMENT 2020**

**A-YEAR END REPORTS**-Dick is asking that all committees begin the process of their end of year reports. These reports will include outcomes, pending projects, ongoing projects, plans for 2021, and any budget requests. He would like this to be completed within the next couple of weeks.

**B-NOMINATIONS/VOLUNTEERS**-Jack Gisler spoke of the impact of COVID-19 and how to incorporate this into long range plans and recruitment for volunteers. This recruitment is seeking people for committees, and leadership roles. He expressed concern that due to COVID-19, residents are even more reluctant to volunteer and become involved. He felt that interest in the Zoom board meetings may be low, due to a lack of knowledge on the technology. He suggested the board reach out to the community to assist with the technology, encouraging participation and involvement. Jim brought up the suggestion of a survey, get a feel

for what residents are thinking and what they would like to be involved in. John expressed the need to build better strength in our community.

**C-SOCIAL COMMITTEE-**Linda spoke of neighbor to neighbor, and the social committee. COVID-19 has put a damper on socializing, so working on ideas that will involve people and keep them in touch. Working on connections and support. John Gisler stated the most effective way to strengthen the community is to reach out to new neighbors, welcome them and answer their questions. Dick state that strong Village level leadership works the best.

**D-VGC ADVISORY TEAM-** Dick suggested that the advisory team could help with a survey, connect with residents to talk about issues.

**E-PROPOSED NEW COVENANTS-** Jim asked if the board could amend the existing CCRs. Dick answered yes, but only in an emergency. Our attorney has advised the new CCRs and bylaws. Jim asked if the latest version of the new proposed CCR and BYLAWS could be put on the website for all to examine with a time limit for feedback. Dick indicated that the latest version needed an appeal process.

## **9. BRIEF UPDATES-**

**A-SAFTEY/SECURITY-**Denise revisited the speed bumps discussion. Dick indicated he would meet with ARC to get recommendations. Graffiti was noted in the Village on signage and utility boxes. Dick has replaced the stop sign at Larch which had been defaced with graffiti. The committee is working on a plan to paint pedestrian crossings at four spots where the pathway crosses a road.

**B-ARC-**Arc has need signage to replace older, out of date signage.

**10.BOARD CALENDAR-**Dick proposed a tentative August Board meeting. This will give time for committees to work on their year end reports.

**11.EXECUTIVE MEETING-** Marie moved to leave board meeting and go to executive meeting for the purpose of discussing personnel and legal issues. Motion second by Denise. Motion passed unanimously. No action taken during executive session. Marie moved and Jim second to come out of executive session. Motion passed unanimously.

## **12. ADJOURNMENT**

