



Master Property Management Association

Board of Directors ..

Dick Cook, Marie Evans, Jim Murphy, Linda Olson, Denise Bartlow, Joyce Beecroft

Draft BOARD MINUTES .. September 23, 2020 [2:00 pm ZOOM Conference]

QUORUM CALL: All directors present including listed guests.

GUESTS: Ray Goff, John Jaso

JULY MINUTES: July 22, 2020 minutes were presented. Marie moved to accept, Jim seconded. Minutes approved unanimously.

FINANCIALS: Marie Evans presented the January - August P&L Financial Report and mentioned that Jim Hall has been exceptionally busy this month with the central accounting change-over. Marie indicated there was money remaining from line 7650 [operating fund] for tree and shrub removal that will be included with reserve fund monies to pay for GVW tree removal and replacement. A new account at Baker Boyer Bank was opened for Centralized Accounting deposits.. The software Jim is using has separate entities for each Village. He will produce three [3] monthly reports with one

for the Board, one for each individual Village, and one for the VGC Treasurer. Financial information from the individual villages will only be available to the specific Village, Jim Hall, and the VGC Treasurer. This new system will provide the necessary oversight for Jim Hall to meet our annual audit requirements. Jim Murphy asked if these were digital reports and will be emailed to the individual Villages. The answer was YES. **Marie moved to accept the January -August Report, Jim seconded the motion. Passed unanimously.**

CRACK-FILLING MOTION: A motion was presented to permanently move line 7687 [pavement crack-filling] from the operating budget to the reserve fund and to authorize a \$11,000 expenditure for this year. Ray Goff presented information concerning the condition of the asphalt roads including the necessary addition monies to complete crack-filling this year. In previous years, Klicker Asphalt has been given a dollar amount that only provided money for the larger cracks. For this year it was determined that all cracks should be filled as a “catch up”. Currently, only, asphalt sealcoating and overlay costs are listed in the Reserve fund. Ray recommended the crack-fill line-item move to reserve fund. Joel Tax, VGC Reserve Specialist, agreed and indicated that all road repair and maintenance costs may be carried in the Reserve Fund. **The motion was made by Marie to permanently move the whole category of line 7687 [pavement crack-filling] to the Reserve Fund and to authorize an \$11,000 expenditure for this year. Joyce Beecroft seconded. Motion passed unanimously.**

CENTRAL ACCOUNTING: Marie Evans reported that Jim Hall is still driving to individual village drop boxes to pick up checks. She proposed that drop boxes be available until September 29 when a notice will be placed on each indicating closure. Jim will personally contact those few individuals who have continued to use the payment boxes.

The boxes will be turned over to the individual Villages [who own them]. Jim currently has keys to those boxes.

RECRUITING/NOMINATIONS: Current board members will be deciding whether to run for re-election. There will be two board positions open that we know of right now. In addition, there will be two committee leads vacant. **Jack Gisler** will be stepping back from his position on Strategic Planning & Nominations and **Jim Murphy** has sold his house and will be moving out of the Villages. Jim has been a Board member and ARC Lead for the last three years. **Tom Emmerson** [ARC] will continue working on common grounds design, planning & maintenance oversight. Ray made sure Jim Murphy knew he could remain on the board without living in the Villages under our current bylaws.

COMMITTEE REPORTS: **Jim Murphy reported for ARC** and indicated that **Tom Emmerson, Dennis Olson**, and himself have been busy responding to ARC requests and commented that there has been improved cooperation from residents to comply with our land use standards. Parking remains a key challenge with residents continuing to express concerns about walking to and from the overflow parking lot in darkness, incremental weather, in addition to other safety and security issues. Dick asked Jim to include his committee's recommendations and on how ARC will operate in the future. Jim is working on ARC recommendation drafts with a focus on fines/enforcement and parking.

Linda Olson reported for "Neighbor to Neighbor" and our newly forming Social Committee.

Linda and Joyce Beecroft and are the process of recruiting a person from each Village to be a contact for new residents. Dick pointed out that it has been a long time since we have had an active welcome and /or social program.

Denise Barlow reported on the SAFETY COMMITTEE. Jim asked about the machinery needed to paint crosswalks where pathways intersect with roads. Sun Rental has the machine. **The Safety committee extended a “Thank you” to Ray Goff and his crew for sidewalk grinding.** It has made the trails and walkways much safer for all. The committee is continuing to recommend the removal/trimming of 3 trees/shrubs that impede visual awareness of pedestrians as they cross roadways while using paths. Denise identified two mungo pines on the Gazebo path, and one tree where the same path that intersects with SE Creekside. These have grown to become a hazard for walkers.

Ray reported for COMMON AREAS and reviewed upcoming dates for asphalt crack-filling and tree removal. Crack-filling will not impede traffic, but the GVW tree thinning and stump grinding could pose safety concerns. **Ray is recruiting volunteers to direct traffic and stop pedestrians from entering the work zones.** As part of the GWV tree project, Ike is ready to add top soil, plant trees, and make necessary irrigation repairs. **Ray’s GVW 2020 Tree Thinning Project report is attached .**

Also, Ike will be repairing a weakened railing on Bridge One this month. John Jaso reported the bridge over the small creek by the large pond also has a loose railing. By the end of this year all four Garrison Creek bridges will have been repaired .. three by the Villages, and Bridge 4 by the Walla Walla Housing Authority. Ike has plans to

reroute the roof drains of the two homes by the East pond which will allow that pond to fill completely. **John and Yvonne Jaso** have begun planting around same pond, after being stalled due to COVID. John will be visiting local nurseries for replacement trees needed after the removal on GVW. **The Reserve Fund Committee [Ray Goff, Henning Guldhammer, Lanny Collins]** was applauded for their continuing work to update our reserve fund planning and future cost estimates ..

ANNUAL MEETING: Our Annual VGC Homeowners Meeting is planned for Sunday, December 6th, 2020 this year. This will likely be a zoom meeting . A quorum of 75 is needed. Budget information will be mailed to our homeowners by November 6, 2020.

CALENDAR: The next Board Meeting is set for October 21 with the key items to approve the 2021 Budget that will be submitted to the membership at the December 6 Annual Meeting. Also the **Board will meet November 18** to prepare for the Annual Meeting, Dick reminded us that individual Villages will also be meeting to develop their budgets and planning for 2021..

MANAGEMENT 2021 and BEYOND: . Dick said the status of the new CCR drafts is still on hold since the education and voting process was stopped last March due to COVID. Dick also mentioned the difficulty the Villages are having recruiting volunteers and that some villages may consider combining. Jack Gilser [Strategic Planning Lead] sent a recommendation to board begin exploring the possibility shifting to a professional HOA management company within the next three years. He said there may not be enough qualified volunteers and we may need services from a management company to fill

those holes. Jim stated that we consider checking out consulting firms and contacting HOA management companies to see what services they offer. Marie suggested that we gain input from local HOA's that use a management company and find out how it works and what they like about it. The possibility of a part time paid Administrative Assistant was discussed. In the past ARC has used paid personnel to assist with secretarial work and inspections. It was suggested, by Dick that the Budget Committee consider setting aside funds for future consultant and/or paid position needs. Dick indicated that in 2010 ARC had requested \$6000 for a paid Assistant. John Jaso recommended asking HOA management companies to provide us with a sales pitch of their services. What could they provide and what do they charge? Currently the volunteer board and committees are doing all those jobs. No action was taken on any of these discussion points.

EXECUTIVE SESSION: Marie moved to leave the board meeting and go to executive session for the purpose of discussing personnel, legal and delinquencies matters. Jim seconded motion. Motion passed unanimously. No action was taken during executive session. Marie moved and Jim seconded to come out of executive session. Motion passed unanimously.

ADJOURNMENT

VGC Board,

Recall that over the course of Summer/ Fall/Winter 2019, the Board decided that our community had to do a more comprehensive job of addressing our overpopulated/overgrown trees on Garrison Village Way and our walking trails. In past years, we have dramatically improved the "overgrown/overpopulated" problem with cottonwood trees and willow trees along Garrison Creek, but the problem along Garrison Village Way and our walking trails from our three bridges to Garrison Village Way continued to worsen, as with a preponderance of dead and dying branches on the trees.

The Board then added additional funds to the 2019 update of the VGC Reserve Plan...and Homeowners approved the following Reserve Spending Plan for Reserve subaccount 186, "Tree Care Roots and Trimming":

Tree Care Roots and Trimming Reserve Spending Plan, Subaccount 1086)... Year	\$ in Dec 2019 Approved Reserve Spending Plan
2020	\$20,000
2021	
2022	
2023	\$21,855
2024	
2025	
2026	\$23,881
2027	
2028	
2029	\$26,095
2030	
2031	
2032	\$28,515
2033	
2034	
2035	\$31,159
2036	
2037	
2038	\$34,049
2039	
2040	
2041	\$37,206
Total through year 2041	\$220,760

During 2020, as the VGC Common Area Maintenance Committee actually began the task of defining the best ways to address the "overpopulated/overgrown" tree problem, it became apparent that the real solution was much more complex and costly than anticipated in 2019. In particular, on Garrison Village Way from Larch St to the western end of the Clock Tower Circle, the underlying problem is too narrow spacing between trees, with most of our predominantly-Ash trees being on 15' – 20 foot centers vs much, much healthier stands of trees on 30' – 40 ft centers from the western end of the Clock Tower Circle to Myra Rd; along Larch St next to the Adventist Church on 12th & Larch, and; lining the entrance to the VFW Hospital. The result is the narrow spacing between GVW trees between Larch St and the west end of the Clock Tower Circle has caused:

- Dead and dying branches caused by disease and competition for sunlight among the trees on GVW, and;
- GVW tree roots causing problems with broken irrigation lines and cracking sidewalks.

The problem is also similar on the remainder of VGC's three walking trails: as the trees along those trails continue to grow, we simply have too many trees, causing disease problems and dead/dying/mis-formed trees caused by the "overpopulated/overgrown" problem.

Recall that John Jaso briefed the Board on this project at the June Board Meeting. In summary:

1. For most of GVW, the trees planted on the north and south sides of GVW are too close together and struggling for sunlight, causing many of the trees to have predominantly dead branches with few leaves. Many of the trees are planted at 15' to 20' apart. We also have very little diversity...with somewhere between 80% -90% of the trees being Ash.
2. John presented you photos of well-formed trees planted correctly at 30+ spacing around Regency Nursing Home and adjacent to the church on Larch St and 12th St. We need to begin the process of reducing the number of trees on GVW and increasing the spacing closer to the more desirable 30' spacing.
3. Page 1 of the attachment is a schematic showing the trees along GVW that John & Yvonne Jaso, Tom Emmerson & I surveyed in June 2020. We walked the entire length of GVW from Larch to the western end of the gazebo circle, gave each tree a unique number, and identified which trees are candidates for removal and, in some instances, where additional trees of different species could be introduced in our objective of attaining spacing closer to the desired 30' spacing and more diversity in our tree population.
4. Page 2 of the attachment shows the results of our survey, i.e., the recommended removal of 62 weakened and/or diseased primarily Ash trees (a removal of 38% of the trees on GVW). The survey also identified places where we could add 16 new non-Ash trees as we try to get closer to the desired 30' spacing. Net-net...with the 62 removals and the 16 additions, we would achieve a net reduction of 28% of the GVW trees.
5. Page 3 of the attachment is the quote I received a few days ago from Town & Country Landscaping for the removal of the 62 trees, grinding all stumps and hauling away all of the chipped trees and ground stumps. As shown, the \$21,740 bid exceeds the \$20,000 estimated spending we included for 2020 in last year's update of the Reserve Spending Plan. It is now also apparent, that we will have other costs in addition to the tree removal cost, as shown in the table below:

9/1/2020 ESTIMATE OF 2020 PORTION OF GVW TREE THINNING PROJECT

Remove 62 trees; grind stumps, and; remove all chips	\$21,740	Town & Country Landscaping
Plant 16 new trees	\$ 6,400	Cost of trees + tax + Ike Muro Planting Costs
Irrigation line repairs	\$ 3,000	Will cut some irrigation lines during stump grinding and new tree planting. This is an allowance only...anticipate actual costs will be less
Contingency	\$ 3,000	Contingency for unknown costs
Total Estimated Cost	\$34,140	

RECOMMENDATIONS

1) In view of our underspending in 2020 in the VGC Reserve, primarily caused by delaying the 2020 renovation of the west pond and by dramatic underspending in cottonwood and willow tree removal along Garrison Creek, our tree survey group (John & Yvonne Jaso, Tom Emmerson and I) recommend that the Board approve the GVW Tree Thinning project as outlined above, to be funded by the VGC Reserve Fund.

2) We view the 2020 GVW Tree Thinning Project to be the first step in correcting the” overgrown/overpopulated” tree problem on GVW. We need to see the results of this project and likely follow up with additional tree removals, as it is very unlikely that all of the trees we retain along GVW will sufficiently recover after 20+ years of sunlight deprivation. We also need funds to pursue tree removals along our three walking trails from Garrison Creek to GVW; accordingly, we also recommend additions to the Reserve Spending Plan, in the current update we are pursuing with Joel Tax of Reserve Data Analyst, Inc., as shown below:

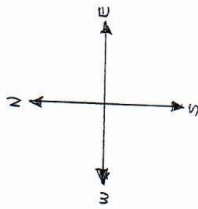
Tree Care Roots and Trimming Reserve Spending Plan, Subaccount 1086)... Year	\$ in Dec 2019 Approved Reserve Spending Plan	Preliminary \$ Recommendation for the Dec 2020 Update to the Reserve Plan...to be finalized by Reserve Plan Committee for Bd & Homeowner Approval
2020	\$20,000	\$34,140
2021		\$25,000
2022		\$25,750
2023	\$21,855	\$26,523
2024		\$15,000
2025		\$15,450
2026	\$23,881	\$15,914
2027		\$16,390
2028		\$10,000
2029	\$26,095	\$10,300
2030		\$10,609
2031		\$10,927
2032	\$28,515	\$11,255
2033		\$11,593
2034		\$11,940
2035	\$31,159	\$12,299
2036		\$12,596
2037		\$12,974
2038	\$34,049	\$13,363
2039		\$13,764
2040		\$14,177
2041	\$37,206	\$14,602
Totals through 2041	\$220,760	\$344,566

3) CAVEAT: In the past two weeks, both Town & Country Landscaping and Beckner Tree Services have advised us that the Emerald Ash Borer has now migrated from the East Coast as far west as Idaho. If/when the EAB makes its way to Walla Walla, then we are at risk of losing our entire stand of Ash trees along GVW. This

motivated us to add some different variety trees as part of our current proposed 2020 GVW Tree Thinning project. Also, if the EAB problem hits us, we will most probably need to add additional Reserve funds to the updated recommendation outlined in item 2, above.

Thanks,
Ray Goff, Volunteer, Common Area Maintenance

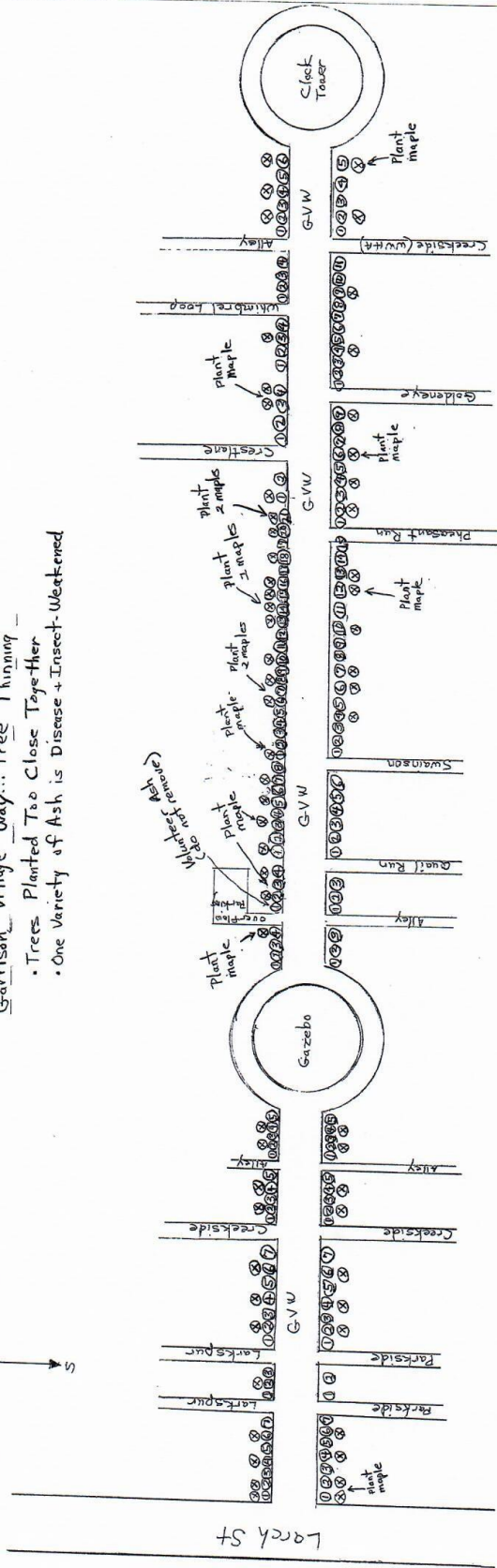
SEE MAP NEXT PAGE



VGC

Garrison Village Way... Tree Thinning

- Trees Planted Too Close Together
- One Variety of Ash is Disease + Insect-Weakened



Roy Goff
 Yvonne Jaso
 John Jaso
 Tom Emmerson
 June 14, 2020
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