



Master Property Management Association

Directors

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

Board Minutes-Wednesday September 23, 2020 [2:00pm Zoom Conference]

GUESTS: Ray Goff, John Jaso

QUORUM CALL: All directors present including above listed guests.

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

FINANCIALS: Marie presented financial report. Jim Hall has been exceptionally busy this month, because of this has supplied an amended P&L for August. She indicated there was monies left from line 7650 for tree and shrub removal, these monies will be put with monies from the reserve account to pay for tree removal and replacement on GVW. New account has been opened for deposits in relation to the Centralized Accounting. The software that Jim is using has separate entities for each Village. He will produce 3 reports each month, one will go to the board, one will go to each Village, and one will go to the treasure who will receive copies of all reports. This will provide the necessary oversight for Jim Hall. Jim Murphy asked if these were digital reports-yes, they will be emailed to the individual Villages. Marie moved to accept the report thru August, Jim second the motion. Passed unanimously.

MOTION: A motion was presented to move from the operating budget to the reserve fund, line 7687, pavement crack sealing, and to authorize \$11,000 expenditure for this year. Ray presented to the board, information concerning the condition of the roads and the necessary addition monies to complete crack sealing this year. In previous years, Klicker Asphalt has been given a dollar amount, and they have done as much crack sealing up to that dollar limit. The condition of the road cracks are exceeding the dollar amount, and it was determined to maintain the roadways, all cracks should be sealed at this time to catch up. Currently, the sealing and overlay are listed in the Reserve fund. Ray has discussed the move of this to the reserve fund with Joel Tax, our reserve specialist. Joel has indicated that all road repair and maintenance are normally carried in the Reserve Fund. The motion was made by Marie to permanently move the whole category of line 7687, pavement crack sealing to the Reserve Fund, and authorize \$11,000 for this year. Joyce second. Motion passed unanimously.

CENTRAL ACCOUNTING: Marie reported that Jim Hall is still driving to the drop boxes to pick up checks. She has proposed boxes be available until September 25, 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 Villages, who own them, Jim currently has keys to those boxes. Villages can decide how to utilize boxes.

RECRUITING/NOMINATION: There will be two board positions vacant next year. In addition, there will be two committee leads vacant. Jack Gisler will be stepping back from his position on Strategic Planning, and Jim Murphy will be moving, leaving his position with ARC. Tom Emmerson from ARC will continue working on common grounds maintenance. Ray made sure Jim Murphy knew he could remain on the board without living in the Village.

COMMITTEE REPORT: Jim reported for ARC, indicating there has been more cooperation from residents to comply with standards. Parking remains an issue. Jim will work on the ARC document for the upcoming CCR's, including fines and enforcement. Residents have expressed concern about walking from overflow lot to homes in darkness, incremental weather, in addition to possible safety issues. Dick asked that we consider how ARC will operate in the future. Linda reported for neighbor to neighbor, she and Joyce have met and are attempting to contact someone from each Village who would be a liaison to new residents. Joyce stated she

had not received a response from those she contacted. Dick pointed out that it been a long time since someone had been working on a social welcoming committee. Denise 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 that impede visual awareness of pedestrians as they cross roadways while using paths. They are two mugo pine trees on the Gazebo path, and one tree where the same path intersects with SE Creekside. These have grown to become a hazard for walkers. Ray reported for common areas, with dates for crack sealing and tree removal. Crack sealing will not impede traffic, but the tree removal and stump grinding will pose safety concerns. He has a crew of volunteers who are available to direct traffic and stop pedestrians from entering the work zone. Ike is ready to come back in with top soil and plant trees. Ike will be looking at bridge one this month, as it appears to be shaky. John Jaso let the board know that the bridge over the large pond also has loose rails. This year all four bridges have been repaired. Three by the Villages, and bridge four by the Walla Walla Housing Authority. Ike has plans to reroute the roof drains of the two homes by the East pond, that will allow that pond to fill completely. John and Yvonne 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.

ANNUAL MEETING: Annual meeting will be planned for Sunday, December 6th, 2020 this year. This will likely be a zoom meeting, and anticipating a large amount of proxy votes. A quorum of 75 is needed. Budget information will go out by November 6th, 2020.

CALENDAR: The finance committee will begin meeting to prepare 2021 budget. There will be a board meeting on October 21, 2020. At that time, the budget will be presented to the board for approval. Dick stressed that the November board meeting will be used to prepare for the annual meeting. The individual Villages will also find a way to meet.

MANAGEMENT 2021 and BEYOND: . Dick spoke of his plans to hold meetings to complete the CCR’s, but has not occurred due to COVID. Also spoke of the current lack of leaders for all Villages, and the possibility that some Villages may consider combining with

others due to this. Jack Gisler has presented to the board a recommendation that we shift to a professional HOA management company within the next three years. He considered the possibility that there may just not be enough volunteers to move forward, and how do we operate in that capacity. The prospect of having to hire a management company to fill those holes. Reviewed that the Reserve Fund is in the best shape ever, there are great short- and long-term plans for landscaping, the current financial situation is positive, there are some highly active committees. We need to determine who in the Village is willing to assist and or continue in their leadership roles. Jim stated that we might consider checking out consulting firms and contacting HOA management companies to see what services they offer. Marie sought to 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. Years ago, there was such a position who assisted ARC and the treasurer. A job description would need to be determined. It was suggested to the budget committee to consider setting aside funds for this position. Dick indicated that in 2010 ARC had requested \$6000 for a paid Administrative Assistant, and that there was a job description written at that time. John Jaso recommended asking HOA management companies to come give a sales pitch of their services. What can they provide and what do they charge? Currently the volunteer board and committees are doing all those jobs.

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 second motion. Motion passed unanimously. No action was taken during executive session. Marie moved and Jim second to come out of executive session. Motion passed unanimously.

ADJOURNMENT

