



**Master Property Management Association
Board Meeting Minutes-DRAFT
June 23, 2021, SonBridge**

VGC Board of Directors - Linda Olson, Dick Cook, Marie Evans, Jim Murphy, Denise Bartlow, Joyce Beecroft, Jeanne Joyal

Quorum Call – Present – Linda Olson, Dick Cook, Marie Evans, Jim Murphy, Denise Bartlow, Joyce Beecroft, Jeanne Joyal.

Guests – Cindy Yegge, Janet Snite, David Snite, John Jaso, Dan Halstrom, Ray Goff, Donna Fisher, Paul Espinoza

Minutes – May 26, 2021, minutes were presented. Jim made a motion to accept the minutes as presented. Marie seconded the motion. **Motion passed unanimously.**

Financial Report – Marie presented the financial report, indicating that we are currently half way through the year and half way thru the budget, all is on track. She reminded everyone that all financial reports are posted on the Villages website, under the member content. Marie provided a tutorial of administrative expenses, beginning with Jim Hall, who is the accountant for the Villages. Dick indicated he had been doing this job for 10 years, and we are extremely fortunate to have him. Jim is not a board member and, as such does not make financial decisions. Review continued with bad debt expense, and insurances charges. Our insurance rates have not seen an increase in four years. Legal cost were noted as rising, as our lawyer has raised their hourly rate. This line will likely need to increase on next years budget. A monthly donation is provided to SonBridge for the use of their meeting rooms. This donation was continued thru the pandemic. A twenty dollar miscellaneous expense was made to register the HOA with the state. Currently the safety/security committee is under budget, while the Social/Welcome committee is near budget and expected to exceed it. Welcome packets are given to all new residents in the Village, and this year has brought a significant number of resident changes. Presently, the Reserve fund has not had any bills yet. There are projects currently happening and planned, that will be paid from the Reserve fund. These include the pond draining, tree trimming, and concrete replacement on SOC trail. The Reserve committee is planning for the upkeep of all property over a 30-year time. John asked what the best way to submit invoices, Marie indicated those need to come to her first, then she will scan them over to Jim for payment. Jim does not make payment on invoices without prior approval. John then

added that he recently visited friends who live in Issaquah, in a HOA like ours, and they pay \$800 a month in HOA fees. He felt our fees were a good deal. Paul asked about reports for individual villages if they were available to members. Marie indicated that those reports were available to all members, and are sent monthly to Village leaders. Dick answered for Village 9, where both he and Paul live. Currently, there is not a Village president, and the reports are being sent to Dick. He indicated those reports are in particularly good shape. Dan asked a question about centralized accounting, and if all the Villages budgets were now together. Marie answered that the money is together, but that the bills, paperwork, and budgets are all still separate. Each Village also has their own administrative expenses. The centralized accounting allows for audits of all Villages records, this was not provided before. All Villages still develop their own budgets, and the MPMA does the Master budget. The MBMA budget is recommended to the board by the Finance Committee. The Board reviews the recommendation and votes to approve the budget. The budget is then presented to the membership for ratification. The Reserve Spending Plan is part of the budget process. Marie made a motion to accept the financial report as written. Jeanne seconded the motion. **Motion passed unanimously.**

Committee Updates –

- **Safety/Security.** Denise reported on the arrival of Bird electric scooters in College Place, and the concern of riders on the sidewalks and pathways. Several large groups of people who have rented the scooters have been observed in the Village on sidewalks and the SOC trails. The committee has contacted the Bird Co., and requested that the Village boundaries be listed as a “no ride” zone. The scooters are rented thru a phone app which contains a map of riding boundaries. Bird Co. has now added the Village property as a “no ride” zone. This action was taken to secure the safety of resident walkers using the sidewalks and trails. Electric scooters have become increasingly popular, and the committee is searching for ideas that would eliminate their use on sidewalks and trails without the extensive use of signage. The committee extended a “Thank you” to Ray on the following two projects. Currently, Tree Monkey’s are removing dead and dangerous limbs from the row of trees from Larch to the Gazebo on GVW, increasing their safety and appearance. Next week will begin the replacement of broken concrete on the SOC trail which posed a tripping hazard for walkers.
- **Social/Welcome.** Joyce spoke of the planning of upcoming social events. There will be a garden tour on July 11th, and an invite for residents to watch fireworks from the Gazebo on July 4th. Individual Villages have begun to have get together, and work parties. Additional events are in the planning stage for late summer and fall.
- **Common Area.** Ray reviewed the progress of the current project, being completed by Tree Monkeys, a new vendor. They have stated it would be completed by the end of this week, and Ray will monitor to see if that occurs. They have completed one side of GVW from Larch to the Gazebo and are on the way back on the other side. They are removing dead and dangerous limbs that are now exposed from the removal last summer of over planted trees. Marie complimented them for their conscientious work. The trees from the Gazebo to the clock tower are younger trees and in better condition, but they will be inspected to determine if trimming is needed on them. Ray indicated he will be holding the Tree Monkeys to their original bid of \$9130.80 for this project. Ray reviewed the upcoming project for concrete repair/replacement on the SOC trail. Ray has received a bid from Lozano’s Remodel, LLC for \$5000.00 to demolish and repour nine 5’x 5’

concrete slabs, which have been determined to be in the worst condition and pose a walking hazard. This will come out of the Reserve fund, in which concrete repair/replace has been allocated. The work is scheduled to begin June 28, and is not expected to impact walkers on the trail. Ray indicated that it has been exceptionally difficult to secure vendors for these projects, and that the upcoming heat wave may have an affect on timing. Paul asked about upgrading the park benches in the Village, and Marie indicated that currently that was not listed in the budget or reserve fund. Paul stated that he and another resident would like to take on the project of scraping and repainting. Donna added that the sign posts also need repainting, and should be completed by a maintenance committee. Ray discussed the West Pond draining project. The Board had a debate with the Reserve Analyst about the presence of a liner in the pond. It was the Boards opinion that there was not a liner, that the plastic that was visible was not a full liner. There were three issues to be determined during the initial project: (1) Is there a liner? (2) How deep is the pond? (3) Is there any ground water flowing into the pond. The first two were quickly determined, with the pond depth effected by the build up of debris run off, duck excrement, and muck. The pond was left empty for several days to determine if ground water was present. A measuring stick was added to the pond. It was seen that ground water was flowing in, at a rate of 2 inches a day. The presence of ground water will not allow a liner to be installed, as the ground water will be below the liner. Marie asked about the plastic that lined the bank and indicated there was confusion over that. John stated that the plastic that was there was not a liner, but a thin plastic such as sold in stores for general use. Ray had brought a piece of the plastic to show the board. John indicated it had been put there as a weed barrier. In the analyst assessment, he indicated that he had never seen a pond without a liner, and the presence of plastic around the edges was an indicator of a liner. Dick asked if there were plans on relandscaping. John stated that because of some erosion in areas it will be necessary to install rock work to eliminate that, but that it would retain the natural look. Currently, the East Pond has a sterile look and will until the plantings have grown and provided cover. There are plans to install a spray nozzle in East Pond piping to make a fountain. Linda made clear the following by stating, **because there is not a liner does not evade the need for draining, cleaning and demucking the pond for the health of the pond.**

- **Covenants/Bylaws.** Dick reviewed the history of our current CCRs/Bylaws, the exit of the declarant, and the work completed for the new documents. President Linda Olson recently asked the Covenants/Bylaws Advisory committee to restart planning for a membership vote on the proposed Covenants/Bylaws this December. Work on the documents began in 2019 and continued through March 2020 until suspended by the Covid pandemic. The process included planning for homeowner education and feedback, calendar of special association and individual village meetings, and final vetting by our association attorneys. Drafts of the proposed Covenants/Bylaws will require a 67% YES vote. Covenant/Bylaws Advisory Committee members are John Cress, Beth Pinkers, Marie Evans, Dick Cook and Kurt Carlson as Technical Advisor. A draft will go out to all members for questions and feedback. Linda indicated that the more education we can do the better for the outcome. Paul asked if there were subset for each Village, and Dick answered that there was a section with guidelines for Village leadership. Marie pointed out that the document is 48 pages long, so there will be a cover letter outlining that changes the new document has, with emphasis on larger areas of interest. The objective

is to make sure everyone knows what the proposed changes are. Paul wondered about unique Village situations and if guidelines allow that. Marie answered Yes, every Village is different.

- **ARC.** Changes to ARC leadership have been completed and Dan Halstrom was introduced as the new lead for ARC. The two other committee members are in the process of retiring, and are completing the selection of their replacements. These will be announced shortly. Previous committee members are assisting in the transition. Dan reviewed his previous experience as a committee member and lead for an HOA in Spokane. He brings a great deal of familiarity and experience to the position. Dan was asked how he sees moving to the next phase, and he expanded on his plans of defining standards, improving documentation, and communication. He will work toward a transparent process and procedure. The first objective is to complete the committee and begin working together as a team. He ended by stating he wishes to bring humanity to the process.

Member Comments – Donna Fisher has indicated by email, that a request made by her at the May Board meeting has been resolved and her request of the board has been retracted. This was acknowledged by Linda. Donna did ask to have noted that at the time of the exits by the declarant Doug Botimer she was no longer a member of the ARC committee.

Calendar – The next board meeting will be on July 28, 2021, at SonBridge.

Executive Session – Marie made a motion to leave the board meeting and go to Executive session for the purpose of discussing legal, delinquencies, and personnel. Jim seconded the motion. **Motion passed.** No action taken during executive session. Jim moved to come out of executive session and Marie seconded it. **Motion passed unanimously.**

Adjournment – Linda adjourned the meeting.