

**Board Meeting Minutes - Draft
Creek at Chester**

March 18, 2017

Spokane Valley Library 3:00 pm

Board Members:

Present: Danna Krill, Tarrah Parvey, Jay Hallowell

Absent: Brittney Freeman, Norm Moss

Quorum present: Yes

Others Present: Derald Reisinger, Marilyn Pearson, Willie Hardin, Jim & Sue Kappen,
Kay Rockstrom

Proceedings:

Meeting called to order: 3:09 pm by Danna Krill

Meeting minutes dated 01/21/2016 read. Parvey motioned to accept as written; seconded by Hallowell; motion passed.

Discussion was held on paying HOA bills. In order to make the payment of monthly bills more efficient, Krill suggested that we no longer require dual signatures to pay the monthly regular bills. This would allow the HOA Treasurer to pay regular monthly bills as needed with her own signature. In order to ensure that appropriate checks and balances are maintained. There will be a quarterly review of the bank statements, check stubs, bill statements and receipts that will be reviewed and signed off by at least two members of the HOA board. If any bills that are not considered regular (PO Box, landscape, snow removal, etc), then that bill will be signed off on by two HOA board members prior to payment being approved.

Action: Krill motioned to approve these procedural changes as described above. Parvey seconded. Motion passed.

Discussion was held on approval of HOA procedures documents including complaint procedures and the fee schedule. The complaint procedures needed a minor update in verbiage to make clear what the boards date of receipt would be defined as. The fee schedule needed a minor update adding a footnote about the instance fee.

Action: Krill motioned to approve these documents with minor modifications. Parvey seconded. Motion passed.

Discussion was held on the reserve account. More information was needed for this discussion and was tabled until the next meeting.

Action: Add to the agenda for next meeting.

Discussion was held on the reserve study. Krill noted that the reserve study is scheduled for April 6. This information will be collected, a budget will be put together and then be presented to the community at an official community HOA meeting where it will be voted on and ratified.

Action: Add this to the agenda for next meeting.

Discussion was held on the HOA insurance policy. Krill noted that she was working with Moss on making appropriate adjustments that should lower the payment.

Action: Add this to the agenda for the next meeting.

Discussion was held on wetland management. Hallowell is still trying to get in contact with the wetland management authorities. Hallowell will try to call the county secretary to get a second point of contact.

Action: Add this to the agenda for the next meeting.

Discussion was held on adding sidewalks into monthly budget for snow removal. We will take bids next year for snow removal on the sidewalks. Discussion was also held on adding sidewalks maintenance to the HOA budget.

Action: Krill motioned. Seconded by Hallowell. Motion passed. Add sidewalk maintenance onto next meetings agenda for HOA community vote.

Discussion was held on getting the homeowners who helped keep the sidewalks cleared over this winter a thank you gift. It was decided that a batch of brownies or cookies would be appropriate. It was decided that no more than \$60 would be authorized to go towards paying for these three gifts.

Action: Parvey motioned. Seconded by Hallowell. Motion passed.

Discussion was held on records retention. Krill is still looking into this topic.

Action: Add to next meetings agenda.

Discussion was held on "projects." Krill is still looking into this topic.

Action: Add to next meetings agenda.

Discussion was held on HOA committees.

- Neighborhood Watch. Hallowell will be following up with SCOPE to come do a walk around with the watch team to point out security weaknesses throughout the neighborhood. SCOPE will also come to the next HOA community meeting to discuss

- security awareness with the community. They are looking into putting up neighborhood watch signs at both community entrances. A Coyote Creek page has been set-up on the Nextdoor app.
- Hospitality Committee. Parvey is now the liaison for this committee.

Discussion was held on the HOA community meeting. It was decided that the community meeting will be held on June 3 at 3pm.

Action: Parvey will book a location for this meeting.

Discussion was held on HOA management. Krill asked about possibly purchasing a second printer to help with printing needs. It was decided that one printer is enough.

Action: No action taken.

Parvey motioned to adjourn the meeting; seconded by Hallowell; motion passed. Meeting adjourned at 4:23 pm.

Minutes written and submitted by Tarrah Parvey