

HOA BOARD MEETING

Date: May 4, 2018

Time: 7:00 pm

Location: 4712 S. Lapwai Ln

Board Members in Attendance:

Danna, Derald, and Jay

Homeowners: Joanie Hallowell

Meeting called to order at 7:30pm

Agenda

1. **Previous Board Minutes:** Previous minutes reviewed and approved.
2. **Maintenance Schedule**
 - a. **Concrete repairs/quote:** Sidewalk is getting noticeably worse. Derald and Jay will walk neighborhood and makes notes. We need a better quality video than just taking video on our phones. Board members will check personal digital cameras to see if they will work.
 - b. **Sign repairs:** Jay and Derald will measure locations for signs so 811 can be contacted to ensure no underground utilities before signs are repaired/added. Derald has received the new signs and posts.
Derald received several bids and recommended Mr. Handyman of Spokane as most responsive bidder. Moved to hire Mr. Handyman. Jay seconded. Motion approved. Derald will arrange for Mr. Handyman to put in new signs on Friday, May 11th.
 - c. **Asphalt Inspection/Repairs:** Jay is looking for referrals.
 - d. **Storm drain inspection:** Discussed adding to maintenance schedule.
 - e. **Street cleaning:** Derald will get quote for street sweeping as well as storm drainage inspection.
 - f. **Sprinkler system:** Jones Sprinklers looked at our sprinkler system and turned it on. Noted there were no problems with sprinkler system. Replaced some damaged heads. This was part of our normal spring start up included with Pacific Lawn Maintenance.

3. **Wetland Mitigation Study:** Danna to research and hire a professional to conduct the study. Danna motioned to approve up to \$500 for study. Derald seconded. Motion passes. If study bid costs more, Board will meet to discuss.
4. **ARC Committee and Procedures: - Deferring to next meeting.**
5. **Accounting:** Danna and Derald discussed entering payments and bills into Wave. Danna updated Accounting procedures. Derald will look them and see what else needs to be added.
 - a. Once accounting procedures are finished, Board will look at what needs procedures next. Next priority should be maintenance schedule. Jay will begin to list items for the schedule.
 - b. Discussed bill from Pacific Lawn Maintenance. Jay thought it was a little high. He is going to talk with Josh to see if the price includes spraying in the retention ponds before approving invoice.
6. **Delinquency letters:** Derald noted that the Final Delinquency letter states two weeks instead of seven days to respond. Danna made the correction in the meeting.
7. **Collections:** Danna found a webinar with best practices for homeowner association's collection efforts. It will be on Wednesday, May 23rd. If others want to attend, Danna will host at her house. Derald found a collection agency that charges 25% of whatever they collect, to be paid once they collect. They don't charge if they don't collect.

New Business

Discussed complaint process.

Next Meeting Follow Up:

Danna's discussion with Attorney.

2017 HOA Minutes

ARC Committee and Procedures

Maintenance Schedule

Derald motioned to adjourn. Seconded by Jay. Meeting adjourned at 9:29pm.

CONFIDENTIAL MEETING included delinquency of HOA dues , neighbor complaints, as well as Hayden Dispute.