

**Eagle Ridge 18<sup>th</sup> Annual Home Owners Association**  
**Meeting Agenda**  
**5:30pm, Thursday, June 12, 2014 – St. John's Lutheran Church**

- I. Roll Call – Introductions** Lori Henriksen – President, Kori Labsch – Treasurer, Joann Pritchard – Resident Member, Bill Butler, Nikki Bardwell & Andy Butler – WEB Properties, Inc. and 35 Eagle Ridge Homes were represented (see attendance sheets).
- II. Proof of Notice of Meeting** – Sent May 22<sup>nd</sup>, 2014.
- III. Reading of Minutes from Previous Annual Meeting** – Minutes will be posted on [www.EagleRidgeLife.com](http://www.EagleRidgeLife.com)
- IV. Reports of Officers**  
 WEB Properties, Inc. reports for Treasurer, presented by Bill Butler

*2013 Budget to 2013 Actual*

**Eagle Ridge**  
**2013 Actual vs 2013 Budget Summary**

	2013 Actual	2013 Budget	Variance	
<b>INCOME</b>				
Total Income	\$ 342,383	\$ 325,320	\$ 17,063	
<b>EXPENSES</b>				
Total Maintenance	\$ 25,417	\$ 15,765	\$ 9,652	#1
Total Landscaping	\$ 103,868	\$ 103,450	\$ 418	
Total Streets	\$ 1,068	\$ 1,200	\$ (132)	
Total Utilities	\$ 72,598	\$ 61,320	\$ 11,278	
Total Tax & License	\$ 1,224	\$ 600	\$ 624	
Total Payroll	\$ 53,805	\$ 57,600	\$ (3,795)	
Total Payroll Taxes	\$ 11,277	\$ 11,347	\$ (70)	
Total Community Events	\$ 13,151	\$ 14,772	\$ (1,621)	#2
Total Administrative	\$ 50,076	\$ 50,600	\$ (524)	
Total Insurance	\$ 18,900	\$ 15,600	\$ 3,300	
Total Office	\$ 5,337	\$ 5,120	\$ 217	
Total Non Operating	\$ 1,469	\$ -	\$ 1,469	
<b>Total Expenses</b>	<b>\$ 358,190</b>	<b>\$ 337,374</b>	<b>\$ 20,816</b>	
<b>Net Operating Income</b>	<b>\$ (15,807)</b>	<b>\$ (12,054)</b>	<b>\$ (3,753)</b>	

#1 Includes Sport Ct Fence, Auburn Crest Drain, Cub Cadet Repairs, Mail Box & Snow Blower  
 #2 Includes the Schools Out Party

**Maintenance** – We budgeted \$15,765 for maintenance in 2013 while actual expenses were \$25,417.00 which is \$9,652 over budget. The overage in the maintenance category came from a few unforeseen repairs that needed to be addressed such as \$2,934 to repair the fence around the sport court at Whispering Pines park that was vandalized, \$1,898 to repair a clogged drain on Auburn Crest Ct., \$1,502 in parts to repair the Cub Cadet, \$1,656 to repair the lights on

Eagle Ridge Blvd that were damaged when a car hit the transformer in a hit & run accident and \$915.66 that was spent to repair a mailbox in the 9<sup>th</sup> addition that was damaged. \$1,898.00 was spent on a new snow blower as well.

**Utilities** - \$61,320 was budgeted for utilities but the yearly total spent came to \$72,598 which is \$11,278 over budget estimates. This is due to additional street lights being installed and 8<sup>th</sup> addition to water.

**Community Events** - \$14,772 was budgeted for community events but only \$13,151 was spent. This is a savings of \$1,621.

**Insurance** - \$15,600 was budgeted for insurance while the actual cost for 2013 was \$18,900. This is because we had to change insurance companied from the Hartford to Philadelphia Insurance due to a non-renewal by the Hartford.

**2013 Actual to 2014 Budget**

**Eagle Ridge  
2013 Actual vs 2014 Budget Summary**

	<b>Actual 2013</b>	<b>Budget 2014</b>	<b>Variance</b>	
<b>INCOME</b>				
<b>Total Income</b>	\$342,383	\$ 350,648	\$ 8,265	
<b>EXPENSES</b>				
<b>Total Maintenance</b>	\$ 25,417	\$ 27,540	\$ 2,123	#1
<b>Total Landscaping</b>	\$103,868	\$ 113,850	\$ 9,982	#2
<b>Total Streets</b>	\$ 1,068	\$ 1,200	\$ 132	
<b>Total Utilities</b>	\$ 72,598	\$ 76,520	\$ 3,922	
<b>Total Tax &amp; License</b>	\$ 1,224	\$ 1,596	\$ 372	
<b>Total Payroll</b>	\$ 53,805	\$ 55,720	\$ 1,915	
<b>Total Payroll Taxes</b>	\$ 11,277	\$ 12,648	\$ 1,372	
<b>Total Community Events</b>	\$ 13,151	\$ 16,060	\$ 2,909	#3
<b>Total Administrative</b>	\$ 50,076	\$ 52,775	\$ 2,699	#4
<b>Total Insurance</b>	\$ 18,900	\$ 19,660	\$ 760	
<b>Total Office</b>	\$ 5,337	\$ 5,880	\$ 543	
<b>Total Non Operating</b>	\$ 1,469	\$ 14,000	\$ 12,531	#5
<b>Total Expenses</b>	\$358,190	\$ 397,449	\$ 39,259	
<b>Net Operating Income</b>	\$ (15,807)	\$ (46,801)	\$ (30,994)	

#1 Includes purchase of Goat Trimmer, Shed & Weed Whip

#2 Includes additional mowing, trimming & spray in 8th & 9th Add. Common Areas

#3 Includes addition of Easter Egg Hunt

#4 Includes additional Mailing Costs & Legal Fees for Collections

#5 2014 Budget includes prior year expense carry over

**Reserve Cash Balance**

**Dec-13**  
**\$80,779.22**

**May-14**  
**\$141,516.91**

**Maintenance** – We added an additional \$2,123 into this category for the 2014 budget to allow for the purchase of maintenance equipment such as a shed, a weed whip & a goat trimmer.

**Landscaping** – This category was increased by \$9,982.00 to allow for landscape maintenance in the new 8<sup>th</sup> & 9<sup>th</sup> additions as well additional spraying.

**Utilities** – We increased this category by \$3,922 to allow for more common area watering in the new additions & additional street light electricity.

**Community Events** – This category was raised \$2,909 to include the 2014 Easter Egg Hunt.

**Administrative** – An additional \$2,699 was added to this category for additional mailing and legal fees for collection efforts.

## **V. Reports of Committees**

### **Architectural Committee: Al French, presented by Bill Butler**

Early indications are that this will be another great summer in Spokane. This typically means that many homeowners are going to be making improvements to their properties. Just want to remind fellow homeowners that many of these improvements need to be approved by the Design Review Committee prior to their construction.

Many homeowners are looking to install yard fences and these do fall under the Design Review Guidelines. Please consult the Design Guidelines for your phase of the development and if you have any questions please feel free to contact me.

We are also getting requests for garden/storage sheds and deck expansions. These also need to be reviewed and approved prior to construction. Sheds need to be placed so that they are not visible from the street where possible and are required to match the main house in style and color. The plastic sheds are ready made and convenient but still need to meet the guidelines regarding color and style.

As the development matures many of the early homes are being repainted or freshened up. If you are considering a color change this will have to be approved by the Design Review Committee prior to the start of the work.

I have also received inquiries regarding the approval process for landscaping plans and features. There is no requirement that landscaping plans be reviewed prior to construction unless the plan includes structural elements or features that will be located on the property lines. Structural elements would include retaining walls higher than 4 feet from grade, gazebo's, swimming pools and pool houses.

I hope that everyone has a great summer and please let me know if there is anything additional that you require.

### **Development Update: Lori Henriksen**

#### **North Side Final Landscape :**

- Minor Landscaping of remaining 8th Addition swales and open space was completed in August 2013.

#### **South Side Construction:**

- Preliminary design of approximately 400+/- lots was finalized for the south side of Eagle Ridge Blvd.
- We anticipate construction to take place in 4 -5 Phases (9th Addition – 12th or 13th Addition), from 2013 – 2017.
  - **Eagle Ridge 9th Addition**
    - Comprised of 91 lots:
      - Construction started March 1, 2013
      - 9th Addition Plat was recorded in June 2013
      - Construction was completed 11/1/13
  - **Eagle Ridge 10th Addition Ph1/1A and Ph2–**

- 10th Addition Phase 1 and Phase 2 is Comprised of 127 lots
- Construction of 82Ph1 lots began March 17th, 2014
- Mass grading for Phase 1 and Phase 2 was completed by 6/1/14
- 10th Addition plat was recorded on June 9th 2014
- Completion of 47 – Phase1lots is anticipated August 15th 2014
- Completion of 35 additional lots (Phase1A) is anticipated in May 2015
- Construction of 45 Phase 2 lots will commence in March of 2015
- Completion of 45 Ph2 lots is anticipated in July of 2015
- **Eagle Ridge 11th Addition** (60-80 lots) will be designed in 2015 for construction in 2016.
- **South Side Landscape**
  - **Cedar Rd and Eagle Ridge Blvd.** entrances associated with 9th Addition was landscaped with natural grasses wild flowers and a diverse array of trees.
  - **Trail Head Park:** a habitat discovery area complimented by a spray feature pond, natural landscaping, dry creek feature, bench and trail head bridge feature was constructed in July-November 2013.
    - **A Sticks –N-Stones- Log and Boulder climbing/play area** was incorporated to allow for a fun, down-to-earth recreation play area
    - **Eagle Scout Projects are planned for Summer/Fall 2014**
      - **Nature Signs and Bird Houses** will be constructed to enhance the habitat area and to call out the natural wildlife and vegetation unique to this area.
      - **Eagle Scouts are creating additional educational signage for the paved Trail System** which will be constructed and installed Summer/Fall of 2014.

**Events Update: Cindy Mathis**

Resident events in Eagle Ridge are in full swing with summer movies beginning June 20th. Movies will continue through September 12th. For updated information visit the intranet at [www.eagleridgelife.com](http://www.eagleridgelife.com).

The annual community BBQ will be held Aug 8th in Whispering Pines Park. The fun begins at 7pm. The theme is Frozen with the movie beginning at dusk. Princesses Anna and Elsa will be attending so bring your cameras. Snow cones, face painting, and a bouncing castle will be available from 7:00 to 9:00pm.

Our final movie night September 12th we will honor our military families with a special ceremony, music and activities for all ages.

Please contact Cindy Mathis at 509.443.8180 or [cmathis@newlandco.com](mailto:cmathis@newlandco.com) if you have questions or suggestions.

**VI. Unfinished/Updated Old Business**

• **Delinquency Program Update**

- As of the end of May 2014, Eagle Ridge has \$56,804.96 in delinquent dues, reserve assessments, late fees, interest, lien filing fees & CC&R Violations. This comes from a total of 94 homeowners. Of the 94, 43 of them only owe for one quarter or less.

- We lien home owners once their balance exceeds one year's worth of dues (\$600.00). We do this by first sending a notice of impending lien and requesting they contact us to bring their account current or make payment arrangements and give them a specific amount of time for response. If we do not hear from them we file the lien and once we receive the recorded copy from the county we send the home owner a new notice with the copy of the recorded lien. We again ask for their cooperation to bring their account current or make payment arrangements and again give them a specific amount of time for response. In this letter we warn them that if we do not hear from them in the specified period of time we will turn the matter over to an attorney for further action. We also let them know that this will result in additional legal costs that they will be responsible for. Once this time frame is not meant we send it to the attorney and a letter is sent giving them a specific time period to respond or a suit will be filed against them to recover amounts owed.
- Eagle Ridge currently has 19 homes leined. Of those 19, 6 are making payments as agreed.
- The largest delinquency is still 6415 S Latah Hills Ct, who owes \$11,176.33. Bill Butler explained that when this is foreclosed upon, the bank is only required to pay the association 6 months back HOA dues.
- **Fence Staining Rotation for 2014**
  - We will be staining from Ravenscrest to end of Lincoln Blvd and we will start the 5 year cycle over next year.
- **Reserve Funds for Repairs**
  - We will need to use reserve funds to for the resurfacing of Whispering Pines Court & the Sport Court
  - We will need to use reserve funds to for the repairs to the Walking Trail
- **Fire Station Update**
  - As of March 1st the Washington State Rating Board will have had the new rating approved by the agreement between the City of Spokane and Fire District 3. We are advised to have our insurance companies contact the WSRB at 206.217.0101 or visit their website.  
<http://www.wsrb.com/wsrbweb/products/wsrbproducts.aspx>
  - The statement issued from the Washington State Rating Board is as follows:  
*"We have reviewed and accepted the agreement. The new Protection Class (PC) Rating in the Eagle Ridge area will be available on our website March 1, 2014 or by contacting WSRB customer service at 206-217-0101. WSRB recommends that residents of Eagle Ridge contact their insurance agents to determine the relative effect this agreement will have on their insurance premiums."*
  - The Eagle Ridge Board & WEB Properties, Inc. will continue to work to aid the homeowners in their need for an actual fire station.
  - Tim Lively is working on drafting another write in campaign to the City Council.
  - Cindy Mathis will organize an Awareness Event to help kick off Writing Campaign at August Movie Night

## VII. New Business

- **New Landscaping Company is Clearwater Summit Group for 2014**

- **Dead tree removal**
  - Eagle Ridge Blvd tree removed June 12<sup>th</sup>
  - Shelby Ridge path trees removed June 12<sup>th</sup>
- **Dry areas in the common areas**
  - Sprinklers are being repaired & times adjusted
- **Schedule for replacement of rock/bark in medians**
  - This will be worked on during bad weather days
- **Schedule for weeding and spraying of weeds in rocked areas**
  - To be completed on June 12<sup>th</sup>
- **Cattail removal from pond**
  - Maintenance removed 12,060 pounds of cattail from the pond in 19 trips to the landfill
- **Other New Business**
  - A homeowner brought up a concern regarding 5532 S Talon Peak and the fact that their back yard faces Parkridge Blvd and that they have not completed the landscaping. WEB Properties, Inc. explained that this homeowner has been contacted multiple times and is receiving fines for the CC&R violation. WEB Properties, Inc. is not allowed to go onto someone's property, as it is considered trespassing.
  - Another homeowner voiced a concern about a trampoline in the common area, a shed that is out of compliance and a neighbor who is not taking care of their lawn. WEB Properties, Inc. will look into the issues and correspond with both homeowners.
  - A question was raised about if the developer pays Washington DOT anything to help pay for the new overpasses on the highway. Lori explained that Newland Communities pays the Washington DOT \$732.00 prior to City Approval for Lots to be constructed.
  - WEB Properties, Inc. will have the old putting green in Whispering Pines Park removed as it is failing and no one uses it.
  - If homeowners would like to look over the Eagle Ridge Reserve Study, please visit [www.EagleRidgeLife.com](http://www.EagleRidgeLife.com) or [www.webpropertiesinc.com](http://www.webpropertiesinc.com).
  - A homeowner requested that Lori contact Greenstone about reseeding the lawns in the 8<sup>th</sup> addition. Lori said she would contact them, Greenstone wrote back and let us know that this issue does come up from time to time and all they need to do is go to [www.greenstonehomes.com](http://www.greenstonehomes.com) and click on the 'contact us' page to submit a request.
  - Lori also followed up on a homeowner concern about the Paras Homes lots on Windstar. George Paras stated that they would weed whip the weeds down by one of their employees as soon as possible.

**VIII. Adjournment – Meeting adjourned 7:35pm.**