

**Eagle Ridge 19<sup>th</sup> Annual Home Owners Association**  
**5:30pm, Thursday, June 18, 2015 – St. John’s Lutheran Church**  
**Minutes**

- I. Roll Call – Introductions** Lori Henriksen – President, Kori Wynne – Vice President, Cindy Mathis – Secretary/Treasurer, Al French - ARC Committee, Bill Butler, Andy Butler, and Eric Lundin– WEB Properties, Inc. and 26 Eagle Ridge Homes were represented (see attendance sheets).
- II. Fire chief Bob Williams Spoke:**  
 Discussed ISO 9000 and 9001 standards and how they affect insurance rates.  
 Initially, two firefighters and a paramedic will be on site at 115 Eagle Ridge Blvd.  
 His contact information is [bwilliams@spokanecity.org](mailto:bwilliams@spokanecity.org) or 509-625-7001  
 He discussed making homes “defensible buildings” and offered the following suggestions to the homeowners of Eagle Ridge in case of a major fire:
- Ensure plenty of green space around structures/buildings
  - Ensure tree limbs are not touching buildings
  - Ensure bushes are not touching building
  - Ensure trees are limbed up to 12-15 feet
- III. Proof of Notice of Meeting** – Sent May 22<sup>nd</sup>, 2014.
- IV. Reading of Minutes from Previous Annual Meeting** – Minutes will be posted on [www.EagleRidgeLife.com](http://www.EagleRidgeLife.com) and [www.webpropertiesinc.com](http://www.webpropertiesinc.com)
- V. Reports of Officers**  
 WEB Properties, Inc. reports for Treasurer, presented by Bill Butler

***2014 Budget to 2014 Actual***

<b>Eagle Ridge</b>			
<b>2014 Actual vs 2014 Budget Summary</b>			
	2014 <b>Actual</b>	2014 <b>Budget</b>	<b>Variance</b>
<b>INCOME</b>			
Total Income	\$ 441,397	\$ 436,203	\$ (5,194)
<b>EXPENSES</b>			
Total Maintenance	\$ 44,070	\$ 27,540	\$ (16,530)
Total Landscaping	\$ 104,638	\$ 113,850	\$ 9,212
Total Streets	\$ 216	\$ 1,200	\$ 984
Total Utilities	\$ 77,167	\$ 76,520	\$ (647)
Total Tax & License	\$ 1,317	\$ 1,596	\$ 279
Total Payroll	\$ 61,571	\$ 55,720	\$ (5,851)
Total Payroll Taxes	\$ 9,793	\$ 12,652	\$ 2,859
Total Community Events	\$ 12,986	\$ 16,060	\$ 3,074
Total Administrative	\$ 65,102	\$ 52,775	\$ (12,327)
Total Insurance	\$ 21,501	\$ 19,660	\$ (1,841)
Total Office	\$ 5,588	\$ 5,880	\$ 292
Total Non Operating	\$ 38,446	\$ 99,555	\$ 61,109
Total Expenses	\$ 442,395	\$ 483,008	\$ 40,613
<b>Net Operating Income</b>	\$ (998)	\$ (46,805)	\$ (45,807)

Several questions regarding the budget were addressed as follows:

The overage in the maintenance budget was due to new common area construction, purchase of an additional shed and fence painting.

The payroll budget was exceeded due to the cost of additional maintenance in the new common areas and the removal of 12 tons of dry cattails.

The overage in administrative costs was due to the timing of 2013 and 2014 Financial Audit invoicing and was not an actual increase.

The overage in the non-operating budget was due to transfers to the reserves.

Additional questions regarding the reserve account, collection & infraction process and City vs HOA responsibilities were addressed as follows:

Of the \$50 collected monthly from each homeowner HOA dues \$10.00 is set aside for the reserve account.

Homeowner delinquencies are aggressively pursued following the process including liening the properties for recovery of the dues owed the association. There has been a 100% collection of past due amounts upon any refinance or sale. Other properties that are foreclosed are only subject to a 6 month super priority lien ahead of the lender and that is all that is usually collected.

A concern over violations of the CC&R's resulted in an explanation of the process. Notices and fines are the options available to the HOA. If the amounts due from the homeowner are large the Board may start a foreclosure action against the homeowner.

Although the city is responsible for snow removal on the streets the HOA clears the areas in front of the mailboxes as a courtesy to the residents.

*2014 Actual to 2015 Budget*

**Eagle Ridge  
2014 Actual vs 2015 Budget Summary**

	2014	2015	
<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Total Income</b>	\$ 441,397	\$ 477,082	\$ 35,685
<b>EXPENSES</b>			
<b>Total Maintenance</b>	\$ 44,070	\$ 26,940	\$ (17,130)
<b>Total Landscaping</b>	\$ 104,638	\$ 100,925	\$ (3,713)
<b>Total Streets</b>	\$ 216	\$ 600	\$ 384
<b>Total Utilities</b>	\$ 77,167	\$ 78,108	\$ 941
<b>Total Tax &amp; License</b>	\$ 1,317	\$ 1,392	\$ 75
<b>Total Payroll</b>	\$ 61,571	\$ 67,420	\$ 5,849
<b>Total Payroll Taxes</b>	\$ 9,793	\$ 10,194	\$ 401
<b>Total Community Events</b>	\$ 12,986	\$ 13,340	\$ 354
<b>Total Administrative</b>	\$ 65,102	\$ 62,690	\$ (2,412)
<b>Total Insurance</b>	\$ 21,501	\$ 21,750	\$ 249
<b>Total Office</b>	\$ 5,588	\$ 5,460	\$ (128)
<b>Total Non Operating</b>	\$ 38,446	\$ 86,650	\$ 48,204
<b>Total Expenses</b>	\$ 442,395	\$ 475,469	\$ 33,074
<b>Net Operating Income</b>	\$ (998)	\$ 1,613	\$ 2,611
<b>Reserve Cash Balances</b>	<b>Dec-14</b>	<b>May-15</b>	
	\$ 136,401	\$ 179,394	

It was noted that income increasing by \$40,000 over last year due to an increase in total houses.

The budget includes painting the fences and legal expenses which are included in 2015 administrative budget increase.

A suggestion was made by a homeowner to start posting monthly reports onsite. It was discussed that private information, especially delinquencies being searchable and obtainable may be a violation of rights.

A discussion of the reserve budget and its function/use as it applies to Tot Park in the following areas:

- Grass/Pathway/Tree replacement
- Put Reserve budget special projects on next board meeting agenda
- Discussion of reserve study state law, the reserve budget, what is a “reserve specialist,” and what expenditures should be made this year according to the reserve study.

This will be taken up by the Board at a special executive meeting in July.

## **VI. Reports of Committees**

### **Architectural Committee: Al French**

Al's report is as follows:

As the Eagle Ridge community expands and matures residents continue to have a desire to make improvements or additions to their properties. Just want to remind fellow home owners that many of these improvements need to be approved by the Design Review Committee prior to construction. These improvements can include new fences, garden/storage sheds, landscaping and repainting of the home. To facilitate the approval process I am including a description of the items that I need to review to issue an approval.

A request for a new fence should include an 8-1/2" x 11" sketch (free-hand and not to scale) of the property showing property lines and corners, the house with front and side streets and sidewalks, existing fences, location, type and color of the proposed fence. Please keep in mind that white vinyl privacy fences are not allowed in the development.

A request for a new storage/garden shed should include the sketch described above showing the location, type and color of the proposed shed. Keep in mind that the shed needs to match the color and style of the existing house. If the shed is a manufactured unit then the request should include either a picture of the unit or an internet link to the manufacturer's site and unit picture.

A request for landscaping improvements should include a site plan with structures identified and any alterations to the drainage plan for the lot. Structures would include gazebos, pergolas, swimming pools or hot tubs that are permanently installed.

If the homeowner is planning on repainting their home they need to keep in mind that any change in original color needs to be pre-approved.

Requests for a new fence should include an 8-1/2" X 11" sketch (free-hand and not to scale) of the property showing property lines and corners, the house with front and side streets and sidewalks, existing fences, location, type and color of the proposed fence. Please keep in mind that white vinyl privacy fences are not allowed in the development.

Requests for a new storage/garden shed should include the sketch described above showing the location, type and color of the proposed shed. Keep in mind that the shed needs to match the color and style of the existing house. If the shed is a manufactured unit then the request should include either a picture of the unit or an internet link to the manufacturer's site and unit picture.

Requests for landscaping improvements should include a site plan with structures identified and any alterations to the drainage plan for the lot. Structures would include gazebos, pergolas, swimming pools or hot tubs that are permanently installed.

If the homeowner is planning on repainting their home they need to keep in mind that any change in original color needs to be pre-approved.

A question was raised and a discussion was had as to why some drainage swale's have fences and some don't, some are landscaped, and some are not. It was decided that an agenda item to be discussed at the next board meeting should be to investigate the possibility of taking down existing swale fences.

Comment from the audience that the Autumn road cutout fence is in need of staining and is in disrepair. It was noted by WEB that the fence is scheduled for repairs and maintenance this year.

## Development Update: Lori Henriksen

### Eagle Ridge Development Update

- **4th Addition P2**
  - The final ten Estate lots were completed on 8/15/14 & accepted by the City of Spokane in October 2014
  - Estate lots are being marketed for Paras Home product
- **10<sup>th</sup> Addition P1**
  - 47 -- lots were completed on 8/29/14 and accepted by the City of Spokane in October 2014
  - Lots are being marketed for Morse Western and Hayden Homes product
- **10<sup>th</sup> Addition P1A**
  - 35 lots were graded with storm/water/sewer installed in July/2014 and shelved for completion in 2015
  - Construction to complete 35 lots started up on 3/16/15
  - Paving is scheduled for late June and final completion is anticipated on 7/24/15
  - Lots are being marketed for Greenstone and Paras Homes product
- **10<sup>th</sup> Phase 1: Serenity Park**
  - Construction of a natural park area located in 10<sup>th</sup> Phase 1 was completed 10/15/14
  - Zero-scape land design was incorporated to add open space appeal with minimal maintenance and cost to the HOA
- **10<sup>th</sup> Addition Phase 2:**
  - Construction of 45 lots started on March 16, 2015
  - Paving is scheduled for late June and final completion is anticipated on 7/24/15
  - Lots will be marketed for Hayden and Morse Western Home product
- **Forrest Ridge Park (SEE Design Sketch Attached)**
  - Design of *Forest Ridge Park* (originally scheduled for construction in 2017) was completed with the Taylor Landscape Architect team in February 2015
  - Clearwater Summit was selected to construct this Park which preserves the natural forest area, limits manicured lawn area while providing diverse recreation opportunities for all ages
  - Construction started May 2015 -completion is anticipated by October 2015
  - **Amenities will include:**
    - Gazebo Clusters (2 gazebos to be completed with room for joint project additions Eagle Scouts in the future)
    - Tree-Fort Village (2 forts to be completed. The long term plan is to offer this area for additional tree forts to be constructed as a joint project with Eagle Ridge Builders and Eagle Scout Teams)
    - Timber-Made Youth equipment (swings, slide natural climbing areas)
    - Nature-scape Mini-amphitheater (power and lights) for smaller group venues
    - Natural Trials with a long term plan of creating an evolving “Art Trail” (a cooperative project featuring outdoor art– done in conjunction with local art groups, universities and colleges)
- **11<sup>th</sup> Addition**
  - Market research is underway to provide guidance for direction and design of 11<sup>th</sup> Addition
  - Design of 80-100 lots with Taylor Engineering team is scheduled for late July 2015
  - Final 11<sup>th</sup> design will be submitted to the City of Spokane for approval in November 2015
  - Construction will commence in March 2016 with anticipated completion 4Q16
- **12<sup>th</sup> Addition**

- Newland anticipates their final neighborhood – 12<sup>th</sup> Addition -to be designed in 2016 and built in 2017

Discussed exit roads/connectivity in and out of Eagle Ridge and possible congestion the current configuration may cause.

### **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).

Movies will be:

- “Benny & Joon” on July 24<sup>th</sup> with live music, trivia, and pre-movie activities starting at 6:30 PM
- “Home” On August 7<sup>th</sup> with activities starting at 6:00 PM including bounce houses, face painting, local businesses have contributing to the event, and local restaurants will be catering.
- “Big Hero 6” on August 21 with events and sponsors TBD
- Sept 11<sup>th</sup> event is planned to be a very special military appreciation night with events and sponsors TBD.

Homeowners are encouraged to contact Cindy, Lori, or WEB Properties to make suggestions, volunteer time, or even offer their business sponsorship. Cindy Mathis can be contacted directly at 509.443.8180 or [cmathis@newlandco.com](mailto:cmathis@newlandco.com) if you have questions or suggestions.

### **VII. Unfinished/Updated Old Business**

The delinquency discussion was covered in previous questions/discussions/answers at the meeting and the meeting moved forward as there were no other questions.

### **VIII. New Business**

A question was brought up and a discussion was had about the sport court off Keely Ct and whether or not it was wanted. Lots of children use lower court for basketball and wiffle ball, and it was made clear that homeowners want that parks amenities maintained.

A discussion of settlement at Tot Park and the gravel trail was had where it was stated that the board had decided in the past to leave gravel in until settlement ceased. Discussion of the last similar remediation costing \$75,000 to \$80,000 and it was decided that an update would be brought to the next board meeting to consider having Taylor looking at digging the park up and fixing it.

A discussion about the Whispering Pines Park pickle ball concrete repairs. It was decided to move ahead with repairs.

A discussion of Sport Courts cost vs functionality and a question of noise and when kids have to stop playing at park was had. It was decided that 10:00 PM for noise was reasonable and that “dusk,” while it is an ambiguous term, is a good cutoff for park occupancy.

Discussion of 2015 odd weather and the early heat in 2015 has had an effect on the watering of common areas. Some clocks have 48 stations per clock and changing the timers for the community take 1.5 man days.

## **IX. Other New Business**

A question and discussion about the noxious weed “Knapweed” and the importance of controlling it. County control, WSU bug remediation, spray remediation, and the county weed board were all discussed as important contributors to ensure this noxious weed does not spread.

Several options were discussed as alternatives to cooling park equipment including using trees. However, the parks were designed to be open and roots destroy concrete and sprinklers, so trees are not a good alternative. It was suggested that putting shade cover/canopy over playground equipment might be a good alternative. The Board will review this in a future meeting.

Question about walking path maintenance was had due to a question from the audience. Suggestions including weeding, annual bark replacement, and installing sprinklers were brought up.

A discussion of the maintenance of Chaperone Peak Trail and Baymont Court common area was had and suggestions were taken from the audience.

A comment praising WEB for driving community for infractions was made.

A homeowner in the audience suggested that WEB Properties keep a call log and report to the board.

A homeowner commented on the staining, overall construction, and garbage in the Autumn cutout swale. This will be addressed by WEB.

A question about looking for more economical/Climate friendly/easier to maintain and cost efficient landscaping plan overall was made by a homeowner and it was decided that would be considered by the board.

A discussion about speed in the community on Eagle Ridge, Park Ridge, and Shelby Ridge was had and several options for slowing traffic were discussed including;

- Remote speed signs
- Increased Police presence in the community
- Speed bumps
- “Neighbors drive 25” campaign
- Contacting the office of neighborhood services was suggested to get help from the city.
- A weekend neighborhood grassroots campaign where signs are held up to raise awareness

Al French gave a friendly reminder about thieving and break ins and awareness. He had a brand new electric lawn mower stolen from his front yard within minutes of unloading it from his truck.

X. Adjournment – Meeting adjourned 8:29 PM.