

Eagle Ridge HOA
Quarterly Board Meeting Minutes
October 9th, 2014 ~ 3:00PM

- 1. Roll Call at 3:00pm**– Lori Henriksen- President, Cindy Mathis-Secretary, Joanne Pritchard- Homeowner Representative, Al French-ARC, Bill Butler- President, WEB Properties, Inc., Andy Butler & Mel Best – HOA Managers, WEB Properties, Inc. & 11 Eagle Ridge Homeowners (see sign-in sheet).

- 2. Financial Update – WEB Properties, Inc.**
 - a. Income** - Year to date total income is \$322,496.84 which is \$1,755.16 under budgeted estimates of \$324,252.00.

 - b. Expenses** - Year to date expenses, are currently \$311,992.92 which is \$5,102.92 over budget estimates of \$306,890.00. There were a couple large expenses in maintenance over the summer. Fence Staining by Blacks Painting \$21,196.50, Fence Stain Materials \$2,471.57,

 - c. Delinquencies** – There are currently \$79,622.32 in past due HOA Dues, Reserve Assessments, Late Fees & Interest. The largest delinquency is still at 6415 S Latah Hills Ct, who owes \$12,293.39. The second highest delinquency is at 6606 S Echo Ridge, but they recently began making payments. \$33,013.05 of the total delinquency is secured by liens. Bill Butler reminded the Board that Eagle Ridge will most likely not see much if any money from 6415 S Latah Hills Ct. as we are behind the government in lien position. WEB Properties, Inc. has instituted a collection program that has been proven effective. Once a homeowner reaches \$1000.00 delinquent, WEB requests that the Board approve the collection process. After approval, WEB sends out an “Impending Lien” notice & requests the homeowner to contact them within 14 days to pay in full or set up a payment plan, if we do not hear from the homeowner a lien is filed & the owner is sent a copy of the lien and a demand letter, if the homeowners still do not respond, we send a copy of their ledger to Paine Hamblin and the attorney sends the homeowners letter demanding payment. WEB Properties, Inc. has seen great success with this program.

 - d. Eagle Ridge Accounts-** The Eagle Ridge Operating Account currently has \$3,776.71 and the Reserve Account has \$89,522.95 with a total of \$93,299.66 in both accounts

- 3. Eagle Ridge Development Update– Lori Henriksen**
 - **4th Addition P2**
 - (10 Estate lots) was paved out and franchise utility installation was completed the final week of July
 - Ten Estate lots were completed ahead of schedule on 8/15/14
 - City inspection was completed on 9/3/14 and final City acceptance letters are anticipated the first week of October

 - **10th Addition P1**

- Paving was completed in 10th P2 on July 30th and trenches were open for franchise utility installation. However, due to wind storms - Avista schedules were affected- creating gas installation delays.
- 47 --10th P2 lots were completed on 8/29/14
- Final City inspection was completed on 9/3/14 and we anticipate City acceptance letters the first week of October
- **10th Addition P1A**
 - 35 lots were graded and storm/water/sewer installed in July/2014
 - Curb/sidewalk/paving will be completed on these lots April/May
 - Lot construction will be complete by 6/1/15
- **Fall 2014: 10th Pocket Park**
 - Construction of a natural park area located in 10th Ph1A is under construction as of 9/15/14 and will be completed by 10/15/14 (park design attached)
 - Zero-scape land design was incorporated to add open space with minimal maintenance and cost to the HOA
- **Fall 2015 Forrest Ridge Park (4.4 acres)**
 - Design is underway with Taylor Landscape Architect focusing on preserving the natural forest – with limited manicured lawn
 - Intent of the Park is to be kept a natural forest area sprinkled with lifestyle-attractive amenities
 - **Amenities will include:**
 - Gazebo Clusters
 - Tree Fort Village (Joint project with Eagle Ridge Builders and Eagle Scout Teams)
 - Timber-Made Youth equipment (swings, slide & exploration/climbing areas)
 - Nature-scape Mini-amphitheater (power and lights) for smaller group venues
 - “Art Trail” (a cooperative project featuring outdoor art along the internal trail loop – done in conjunction with local universities and colleges)

4. Intranet for Board Communications – Andy Butler

- a. Andy spoke on the electronic archiving of emails from the board, management, and home owners. He relayed the following service options to the Board for consideration:
 - **Mail Store**-is a company specializing in email archiving solutions for small-medium businesses. They provide software solutions that need to be installed on the end user’s PC in order to perform, and even provide a free application for personal email archiving through their website. The cost would be a one-time software purchase of \$190.00
 - **Barracuda**-offers an integrated hardware and software solution to its end users providing email archiving and comprehensive search functions through an external device. The hardware purchase of \$1,899.05 with optional online service contracts.
 - **Mimecast**-is an ever-growing company founded in 2003 offering email and data archiving solutions through cloud-based systems. They work with all types of users ranging from small businesses to very large organizations including The Cleveland Indians and Salvation Army. Mimecast allows its users to archive any electronic messages or a document both on the end user’s PC and if ever damaged or compromised. Cost of this service would be a setup fee of \$250.00 and a monthly charge of \$50.00.

The Board tabled the decision until more information and cost effective options can be researched.

5. Old Business

- a. **Fence Staining**-The fence staining was completed by Blacks Painting on September 6th, 2014. All common fences along Park Ridge Blvd from Aspen View to Lincoln were stained.
- b. **New Bark**-New Bark was replaced along Park Ridge Blvd in the common area flower beds.
- c. **Update on Clearwater Summit Group**-Mel gave an update on the overall performance of Clearwater Summit. He also gave an update on sprinkler lines being blown out in all common areas for the winter. Lori Henriksen also added that she thought the community looked great this summer and that Clearwater has been doing a great job.

6. New Business

- a. **Break-ins**-Mel from WEB gave an update on the current rash of break-ins and attempted break-ins in the community. He also provided information to the board regarding Security Company's and the cost for service and the scope of services that could be provided for these costs. The first company was NW Protection and their bid was for \$3750-\$4500 monthly with a 12 month contract. The second company was Kodiak Security and their bid was for \$3700-\$5000 per month with a 12 month contract. Both companies would only perform a drive through of the community and could only call police if they observe a crime in action. The board reviewed the bids and agreed that these services would not be an effective way to respond to the situation. Rather- they agreed that encouraging neighborhoods to form their own block watch would be the best resolution. Contact information for Block Watch will be posted on the EagleRidgeLife.com Website.
- b. **Architectural portion of CC&R's**-The Architectural Portion of CC&R's have been updated and posted on the EagleRidgeLife.com Website. There will be a reminder in the 2015 1st Qtr. Invoice mailing about the easy access located on eagleridgelife.com.
- c. **Estate Falls, Shelby Falls, & Aerator in the 9th Shutoff**-The falls and the aerator were shut down a little early this year due complications related to an Eagle Ridge Moose bathing in the pond. Jeff with WEB performed the necessary maintenance needed for the winterizing the ponds for this winter season.
- d. **Cat Tails**-Mel spoke to the board regarding spraying or removing the cat tails in the Entry Falls pond. Jeff with WEB researched chemicals that kill and decompose the cat tails. The first being Aquacide Pellets at \$85.00 per 10lb bag which treats 4,000 sq. ft. These pellets are added to the area of the cat tails and it will fully kill them and once dead they sink to the bottom of the pond and it decomposes them. The second is a spray killer called Alligare at the cost of \$59.00 per bottle which covers 14,000 Sq. Ft. Alligare is sprayed on the cat tails and they kill them within 5-7 days. Alligare does not help them decompose once they have been sprayed. Both items are safe for the environment and are wildlife safe as well. The board heard all information given and asked Mel to check on the time of application and make sure it's not too late in the season. Upon receiving this follow up information, the board will vote via e-mail.
- e. **Engagement Letter for 2013 Audit**-The board was presented with a letter for the consent of the 2013 audit for the cost of \$6700.00. The board reviewed the letter and Bill Butler added that WEB negotiated the cost from \$7200.00 to the \$6700.00. The board voted unanimously to perform the audit as presented. The form was signed by Board President Lori Henriksen and emailed to Mel to submit and have the audit performed.
- f. **Request from Home Owner Mr. Robideaux**-Mr. Robideaux emailed the WEB office with a request to have his late fees and interest waived since he held his 3rd Qtr. and also requested \$90.00 of his HOA Dues be waived for him and his wife picking weeds in the common area flowerbeds. Mr. Robideaux was present at the board meeting and stated his case to the Board and to WEB Properties Inc. He stated the fence staining wasn't started in fact until he

withheld his HOA Dues and the flowerbeds were overgrown with weeds all summer. The Board heard all of Mr. Robideaux's requests and concerns and stated that they could not waive the HOA Dues as this was not a precedent they wanted to set in response to such a request. Additionally – all board members agreed that the Eagle Ridge landscaping appeared well-maintained –given the trying weather conditions. Mr. Robideaux's request for the waiving of his \$24.00 late fees was declined by the board. Mr. Robideaux then proceeded to request for his \$3.60 interest fee is waived by the board. Cindy Mathis then agreed she would pay the home owners \$3.60 interest fee.

- g. Request from Home Owner Mr. Long-**The Board also declined Mitch Long's similar request with the same reasoning.
- h. Sheryl Palmer Presentation-**Board member Lori Henriksen presented a request for a plaque to be installed at the Shelby Ridge Trail Head falls bench in honor of the late Sheryl Palmer, an active member of the community since 1998. The cost for the plaque to create and install is \$75.00. The board voted and the request was approved unanimously. Lori will handle the request and the installing of the plaque with the vendor.
- i. Tim Lively's Resignation-**The Board received an email from Tim Lively on October 5, 2014 in regards to Tim stepping down from his position on the Eagle Ridge HOA Board. The board accepted his resignation and asked WEB to mail out guidelines to all home owners as to the open seat and the responsibilities the new board member would be performing. WEB presented the board with the flier and it was approved for mailing this week. A deadline of 10/31/14 was set for submittals for the vacant board seat.
- j. 107 W Bristol Ave Damaged Fence-**WEB provided the board with the copies of the correspondences from the home owner at 107 W Bristol Ave. Thomas & Michelle Starr. The home owner claims that the landscaping company chipped their vinyl fence on the different panels. Before the board meeting WEB Properties Inc. and the board met at the fence for reviewing the area and the damage. During the board meeting the board decided to have WEB spray the area between the fence and our common area with weed killer so that no more weed whipping would be needed in that area. The board also asked WEB to correspond to the home owner that the board is reviewing all facts on the damaged fence. A resident also suggested that the said damaged fence would be deprecated for the years of service. WEB is looking into the fences life expectancy as it was currently installed.

7. Open Forum

- a.** A home owner brought up a topic of fishing in the pond and if it's allowed or not. The board's responds was there are no rules prohibiting fishing - and noted that it is a City Storm holding pond containing fertilizers, pesticides and whatever other elements may be present in storm drain run off.

8. Meeting Adjourned – 4:53pm.