

Eagle Ridge HOA
Quarterly Board Meeting Minutes
October 8th, 2015
3:00 p.m.

1. **Roll Call** – Was taken at 3:05. Introductions included:

Lori Henriksen – HOA President,
Michael Cressey – Homeowner Representative,
Al French – Architectural Committee,
Bill Butler and Eric Lundin (WEB Properties Inc., HOA Management)
Apologies were made for the absence of Board Members:
Joann Pritchard (Homeowner Representative-delayed at airport)
Kori Wynne (HOA Vice President)
Cindy Mathis (HOA Secretary- called in ill)
Seven (7) Eagle Ridge Homes were represented (see attendance sheets).

2. **Financial Update – WEB Properties, Inc.**

a. Budget Comparisons –

2015 YTD Total Income as of 09/30/2015 was \$359,564.51 which is \$7,076.51 above budgeted estimates of \$352,488.00.

2015 YTD Total Expenses are \$330,024.19, \$4,555.19 above budget estimates of \$325,469.00.

b. Account Balances –

As of 09/30/2015 the Operating account had a balance of \$174.93, and a Reserve account Balance of \$174,291.46 with both accounts totaling \$174,466.39. Bill then gave an explanation of the Reserve Account, discussing that any money collected from homeowners allocated for the Reserve Account is transferred on a monthly basis and reported to the Board.

A homeowner wanted to know if an income overage would be placed into the reserve account at the end of any year. The current budget anticipates a \$750.00 overage, so there is little chance of that occurring in this year. However, if we were to have an excess of income, the Board would have the authority to transfer it to the HOA Reserve account. Residents were reminded that they can access the Reserve Study and Eagle Ridge Financials by going to the WEB Properties website/Eagle Ridge Community at:

<http://www.webpropertiesinc.com>

d. Delinquencies:

There is a total of \$83,375.48 in outstanding Delinquencies. 41 Homeowners owe approximately \$63,731 in outstanding dues and fees. Of these, the top 14 Homeowners owe \$43,727.64. Each of the 14 homes has a lien on the property.

3. Developer Update and 2016 timelines– Lori Henriksen

Eagle Ridge was originally approved for 2,300 home sites. When Newland acquired the community in 2001, they reconfigured the community design to reflect a total of 1080 +/- home sites to allow for larger lots, more parks and more open space. There are 98 lots scheduled to be built next year in the 11th Addition. Construction is anticipated to commence in February 2016. Forest Ridge Park, located in the most Southeast area of Eagle Ridge 10th Addition is 75% complete and is scheduled to open in Spring of 2016. A critical path handout and three maps are attached for clarification.

4. Old Business

a. City of Spokane purchase of Information Center for Temporary Fire Station #5

In early May 2015, the City of Spokane purchased the Information Center located at 115 W. Eagle Ridge Blvd. It is currently being converting it into a temporary fire station. The City hopes to have it staffed and in full operation by October/November. They are looking for a permanent fire station that will house more personnel and equipment, and that will most likely be somewhere along the Cheney/Spokane Road. The Eagle Ridge Information Center is now located in the upper, south side of the community in 10th Addition - at 935 W. Basalt Ridge Drive. For more information residents can go to:
www.my.spokanecity.org/fire

b. Cub Cadet Replacement/ New Gator

The Cub Cadet was totaled early this spring in an unfortunate accident. Parts were sold for scraps (this went into the HOA account). It was replaced it with a John Deere Gator. The Board anticipated replacing the Gator in 2017 per the reserve study. We have not transferred the cost from reserves to the operating account at this time. We hope to make our budget without taking the money from reserves. The Cub Cadet was a four wheel drive vehicle, and while the Gator is not a four wheel drive, it is better suited to the streets and roads that make up Eagle Ridge now.

c. Bench and Fence Painting

The bench, garbage can, and picnic table staining was completed in July of this year. We just finished staining the fences along Cedar Road, Eagle Ridge Blvd at the top of the hill, and the swales at Autumn and Windstar. The feedback from residents has been very positive. In the past, we have used a semi-transparent stain. Our painters and paint supply companies have been urging us to switch to a full body stain – for more durability and less maintenance. We will use this stain in 2016-forward painting projects.

d. Small Claims from Catucci

WEB Properties was summoned to small claims court by a homeowner in Eagle Ridge. Bill Butler attended the court date, but the homeowner did not, and the suit has been dismissed.

5. New Business

a. Annual Meeting Minutes Approval

Since we did not have a quorum the minutes will be approved electronically.

NOTE: these were approved post-meeting.

b. Update of HOA Management Items from the Annual Meeting

Bill Butler reviewed the items for immediate attention (see attached) from the Management Update meeting. This special meeting was called following the Annual HOA Meeting so that the Board could address and take action on the most critical issues (this list was also included in your last quarterly statements). In summary, it addressed the repairs to Whispering Pines Sport Court, Keely Sport Court, the Tot Lot and the Baymont Court corridor, as well as requested homeowner information updates on our website.

Attending residents requested that the next Board meeting be posted on the Eagle Ridge Life website. It was further suggested that Al French review the documents posted on the WEB Properties Inc website to ensure the most current Architectural Guidelines and forms are posted, which Al agreed to do following this session.

With each statement mailing to homeowners, WEB has included a copy of *the quick information guide*, which includes contact numbers, website information, and email addresses for WEB Properties and the Eagle Ridge Information Center are included. In addition, this list acts as a quick resource for emergency numbers, utilities, other commonly used phone numbers. A copy of this list is attached to these minutes.

c. Removing/Spraying Cat Tails in the Pond

We are initiated the cat tail removal project as of October 12, 2015 and expect to be completed within two weeks.

d. Lien update with three Property profiles for review

It was noted that three properties make up \$12,590.00 in delinquencies. WEB has made multiple attempts to contact these homeowners. As requested by the Board, in an attempt to explore further measures for collecting delinquent payments, WEB provided three property profile reports with information on each delinquent property. The information included the original loan amount, estimated balances, real estate tax payment information and current lien amounts. The Board requested that WEB contact two additional attorneys' in Spokane and provide the Board with 3 cost estimates for services that would enable the HOA to collect on payments. It was agreed that in the future WEB will charge \$250 per profile for obtaining and preparing the reports to the Board. The initial 3 profiles discussed at this meeting were compliments of WEB Properties.

e. Reserve Transfer as approved

This year, we have spent \$31,084.20 in reserve funds on the three key projects illuminated at the Annual HOA meeting: the Whispering Pines court resurfacing at \$5,772.54, the Keely Sport Court repairs at \$10,706.95 and the Tot Lot repairs \$14,604.7. Costs related to the Tot Lot asphalt resurfacing will be reviewed at the 4Q15 HOA Board meeting in December.

g. Timing to setup a Reserve Committee

Newland expects to transition the governance of Eagle Ridge to the HOA in 2019. Homeowner committees will be formed 1.5 years in advance in preparation for a smooth and effective transition. This will be discussed in detail at our 2016 Annual HOA Meeting.

h. Property call notes now going to the Board monthly

It was noted that all calls coming into WEB Properties are now being tracked for the monthly Board reports.

i. WEB website updated information.

The WEB Properties website has been updated with the last three years documents and will be kept current in this fashion from this point forward. Documents will include: meeting minutes, audits and budgets.

j. Fence staining

This year's fence staining project is complete and included a number of additional swales - at resident's requests. Full color (vs. partial color) stain will be used next year for improved longevity.

k. Open Board Seat

Resident Representative, Joann Pritchard is moving to Arizona in January. She has tendered her resignation and we are sad to see her go. WEB will send a postcard announcing the position and take submissions from homeowners at Eagle Ridge. The vacated position will be filled in January 2016.

l. Transition Committee Timeline

As noted in item (g) above, this transitional item will be discussed in detail at our 2016 Annual HOA Meeting.

m. Other

Because of the long hot summer, over watering has led to a few incidents where homeowners have assumed that there is a ground water problem at Eagle Ridge. After investigating these reports, and with the assistance of experts and it has been determined that over watering is the primary source of these problem. It was agreed that we will provide "proper irrigation tips" education for the residents to help to proactively manage this challenge in the future.

Jeff Payne will be retiring from Eagle Ridge. After seven years of tireless service, Jeff has decided it is time to move on. We are all very grateful to Jeff for his efforts, as well as his above the call of duty work on nights and weekend to ensure everything is as it should be for the homeowners at Eagle Ridge. The Board approved a \$250.00 gift card for Jeff.

While we are looking for Jeff's replacement, we have hired two employees who have been working at the HOA this summer. Gabe has primarily been using a machine called a goat to keep the common are swale's in good order. Paul Brown has been working on sprinkler systems, weeding, and pruning. WEB felt they are in a good position through the winter with the current employee's and will continue to look for Jeff's successor.

6. Open Forum

A homeowner in attendance suggested we list the Board members on the agenda. It will be done from now on.

A homeowner brought up the danger involved in driving with pedestrians and bikers along Cedar Road. After some suggestions and recommendations by Al French, it was decided that Lori and Al would work together to provide a template online. This template would include talking points that homeowner could use in their letters to City officials. The purpose of the letters is to petition the City of Spokane to make upgrades and improvements on Cedar Road.

A homeowner made a comment that the tree pruning looks great. Especially along Moran View, and on the walking paths, it makes a big difference.

7. Meeting Adjourned at 5:55 PM