

**Eagle Ridge HOA**  
**Quarterly Board Meeting Minutes**  
**Thursday, February 9, 2017**  
**3:00PM**

1) **Roll Call** – Was taken at 3:00pm. Introductions included:

Lori Henriksen – HOA President  
Mike Cressey –Resident Board Member  
Al French – Architectural Committee  
Becky Patnoi – Resident Board Member  
Cindy Mathis – HOA Secretary  
Eric Lundin and John Schumaker, WEB Properties, Inc., HOA Management  
Four (4) Eagle Ridge Homeowners in attendance (see attendance sheets)

2) **Proof of Meeting**

A post card was sent to all homeowners in the mail.

3) **Financial Update – WEB Properties, Inc.**

- a) Year to Date Income as of 1/31/2017 was \$123,467.99, which is \$24,712.99 above budget estimates of \$98,755.00.
- b) Year to Date Expenses as of 1/31/2017 were \$31,036.76, which is \$6,067.00 above Budget estimates of \$24,969.00. This is mostly due to snow removal expenses.
- c) Account Balances as of 1/31/2017, the Operating Account had a balance of \$47,453.84, and the Reserve Account has \$207,994.43 for a total of \$255,448.27.

A question was asked from a homeowner about whether extra money is planned to be spent on projects within in the HOA, specifically noxious weeds. Lori Henriksen requested that he mark it on a map so the WEB Maintenance team can include in the next noxious weed spraying this spring. Eric Lundin confirmed that noxious weed control is budgeted in 2017.

d) **Delinquencies**

i) **Keely Properties –**

Keely Properties tendered two checks and an email that were presented during the meeting. Keely Properties requested that the two checks be applied only to HOA Dues and Reserve Assessments, and asked the Board to waive all Late Fees, Interest, and CC&R violation fines. The email (presented by Lori Henriksen on behalf of Keely Properties) contested the validity of the CC&R violations and Keeley Properties requested that with the payment of all outstanding Dues and Reserve Fees that Late Fees and Interest would be waived.

In the course of discussion the Board concurred that pictures of garbage cans would only be taken by WEB Properties if they were requested by residents challenging a violation. This action will be added to the violation policy process. The Keeley Properties proposal was unanimously approved with the stipulation that fees would be reapplied if payments were not kept current and/or violations re-occur.

ii) **6828 Parkridge**

Residents owe the HOA \$972.59. Due to the personal situation at hand between the 2 owners at this residence, our attorney has advised us to wait out the divorce settlement and the Board agreed with the advice of counsel. Additionally, they agreed to freeze Late Fees and Interest until the divorce is settled.

iii) **Current Lawsuits**

Current lawsuits pending are 5532 S Talon Peak Dr and 6104 Latah Hills Ct. The process server has had difficulty serving the homeowner at 5532 S Talon Peak Dr. Our attorney will try one more time and then move to service by publication. The attorney has recorded our default judgement against 6104 Latah Hills Ct and recorded it with the Superior Court and Spokane County Auditor. Additionally, they have submitted a subpoena to the Employment Services Department to get the homeowners job information and begin the process of garnishing the owner's wages. The three other suits will get under way now that the holidays are over and now that we have moved our way through two of the first three suits.

iv) **Upcoming Liens –**

WEB Properties has drafted two letters that can be sent to every delinquent homeowner at the Board's direction. The first is a Past Due letter, which asks the homeowner to contact WEB Properties to settle their past due account. The second is a Notice of Impending Lien.

Lori Henriksen recommended that homeowners that are two quarters in arrears (meaning greater than \$300.00 in HOA Dues and Reserve Assessment) should receive the Past Due Letter. Then, after a homeowner has received three Delinquency Letters without a response at the next quarter an Impending Lien Letter will be sent. If the homeowner does not respond to the Impending Lien Letter, WEB Properties will ask the Board for permission to file a lien.

Mike Cressey requested a motion to implement the letter policy to delinquent homeowners. Cindy Mathis asked that the new guidelines be summarized for clarity, and Becky Patnoi seconded the motion. The motion passed unanimously.

4) **Development update – Lori Henriksen for Newland**

Lori Henriksen discussed the 12<sup>th</sup> Addition construction plans for 2017. Construction of the final 84 lots is anticipated to commence in mid-March (weather allowing) and conclude in October. All lots are under contract with existing Eagle Ridge builders. 12th Addition approval from the City is anticipated in late February or early March.

The *Happy Trail*, paved trail amenity, will be constructed summer of 2017 in the common area between 11th and 12th Additions. It is anticipated that the trail will be paved in July. Tree and vegetation plantings, irrigation and landscape enhancements will commence with full completion in late September/early October. Please see the handout which is posted to the website.

5) **Old Business**

a) **Splash-Pad Recommended Action**

We are still waiting for a bid from the contractor, Bill Bell. We anticipate this coming in at any time.

b) **2017 Budget Ratification**

We have received 152 votes so far, 126 to ratify the budget, and 26 against ratification. In order for the budget to be declined, 469 “no votes” were required. Therefore the 2017 Budget was ratified.

A homeowner asked about the process for ratification of the budget and asked for greater detail to be provided. The Board and Eric discussed the process that will be in place for adopting the 2018 budget, which will occur at the upcoming Annual Meeting to be held in October 2017.

6) **New Business**

a) **Water Conservation Awareness**

Lori pointed out that WEB management call reports confirm increased incidents/complaints related to neighbors irrigation impacting adjacent homes. She also noted that the City has called Eagle Ridge out for “above average” summer water usage. Lori encouraged the Board to consider implementing practices to increase water conservation awareness prior to our transition – in an effort to pro-actively to help manage HOA costs. The following were presented as actions to consider:

**Utilize Community Intranet and Events to heighten awareness**

Post tips for efficient irrigation and cost saving practices in the summer months.  
Provide links to educational sites for water conservation and low-maintenance landscaping.  
Offer Educational Tips and Ideas at Community Events and in appropriate Seasonal Quarterly mailings.

**Investigate options for Improvements in Common Areas–**

Consider Fountain Grass with drip irrigation (as used in upper Blvd) in Eagle Ridge Blvd median verses manicured grass with spray heads.

Research installing additional meter(s) for Whispering Pines and North Park Ridge Blvd to eliminate watering outside of most effective and efficient hours.

**Create a hotline for homeowners to easily report broken sprinkler heads.**

Mike Cressey asked if WEB Properties, Inc. could get free estimates to convert some of the common areas into zero-scape areas to potentially save on water. Then compare the cost of conversion versus the money saved by reducing water use.

There was discussion amongst the Board and homeowners about reaching out to builders and new homeowners in the community to recommend grass and landscaping that helps to conserve water.

Lori Henriksen offered to develop an outline to present to the Board with potential water conservation actions be reviewed by the Board.

**b) Set 2Q17 HOA Board meeting**

The next Board meeting was set for Thursday May 18th at 3:00pm

**7) Open Forum**

A homeowner discussed receiving a violation letter for garbage cans and being very upset about it. Cindy Mathis recommended discussing the garbage can CC&R at the next Board meeting because it is an issue that has been voiced by multiple homeowners. WEB Properties management will meet with Board Members (Cindy and Lori) in the coming weeks to discuss garbage can guidelines for their weekly CC&R drives. Until this meeting, WEB has been instructed to stop enforcement of garbage can regulations. The Board agrees that this is a good idea and important to address. Additionally, WEB will draft a list of Top 10 Violations at the HOA which will be mailed to all homeowners with their quarterly statements.

**The meeting was adjourned at 5:18pm**