

ELK RIDGE HEIGHTS HOMEOWNERS ASSOCIATION

Annual Meeting Minutes

Date: Wednesday, November 8, 2023, 6:00-7:00 pm

Venue: Zoom online meeting.

CALL TO ORDER

Bill Butler of WEB Properties called the meeting to order at 6:00pm and Lauri Atchison took attendance. Board members present: Brandon Arthur, Donald Condon, Karina Rudmann, Natasha Porter. 28 HOA households were present. WEB Properties was represented by Bill Butler, Lauri Atchison and Nathan Perri.

NOTICE OF MEETING

The initial notice of this annual meeting was sent to the members via email on October 18, 2023. The meeting agenda, 2024 budget and ballot forms were sent on October 30 and followed up on November 8.

ANNUAL MEETING MINUTES

The previous annual meeting was held on November 28, 2022. Meeting minutes were recorded and approved by the Board on December 2, 2022, and published on the community website at wpispo.com/elkridge-heights.

YEAR IN REVIEW

Bill Butler provided an update on the past year's projects and work completed:

- In January a vehicle crashed into the front fence and crushed the culvert pipe. It took some time for the insurance claim to be approved and the work was completed in the summer. The Board has also approved new grates to be installed for the culvert pipe for safety.
- In March the Board asked for input from homeowners on a new front gate access. The responses were overwhelmingly against the project, and the project was cancelled.
- The previous developers sold their interest in the remaining land to Camden and Brad Boswell, who are now the incumbent declarants for the Elk Ridge Heights community.
- Earlier in the year, we completed storm drain repair on San Juan, annual asphalt crack filling, and sweeping and washing on all streets.
- Allwest has been retained to complete a geotech study of the soil in the common area on San Juan. All core sampling has been completed and we expect the final report this month.
- We have removed dead trees and trimmed trees at the front gate and pond area. The same was completed on the upper part of Bitterroot.

NEW BUSINESS

- Brandon Arthur provided an update on the gate software upgrade. The gate software has become obsolete and requires an upgrade. We have identified three potential solutions and are in the process of reviewing the bids. The gate remotes will have to be replaced, or we may be able to do away with them based on new technology. The cost of the upgrade is the \$15,000-\$20,000 range, plus annual maintenance, which has been budgeted in the 2024 budget from the existing funds. Minimal additional costs are expected to the homeowners, if any. Once selected, the final solution and transition plan will be shared with the community.
- Bill Butler informed the members that WEB Properties will be posting financial information for the HOA at the end of each quarter to the community website at wpispo.com/elkridge-heights.

2024 BUDGET RATIFICATION AND 2023 FINANCIAL AUDIT

- The proposed 2024 budget was approved by the Board on October 12, 2023 and sent to the members on October 30, 2023. Bill Butler provided an overview of the budget and informed the participants that votes to ratify the budget can be sent to WEB Properties through COB November 9, 2023.
 - POST-MEETING UPDATE 11/21/2023: 17 votes were received, of which 14 were to ratify the budget and 3 to reject. RCW 64.38.025(3) requires a vote by a majority of the homeowners to reject the budget, otherwise it is ratified regardless of whether a quorum is present. Based on these results the 2024 budget has been ratified.
- Bill Butler and the Board discussed the optional financial audit and the existing process for reviewing financial performance, which includes monthly reports from WEB Properties and review by the Board. As a licensed broker, WEB Properties is subject to audits every 5 years and has not had a single exception in the 30-year history of operations. The members present spoke in favor of waiving the audit (cost approx. \$10,000 - \$15,000). A follow-up email will be sent to all members asking for votes. For the audit vote, we must receive a total of 51 votes to have quorum.
 - POST-MEETING UPDATE 11/21/2023: As of 11/21, 35 votes have been received, of which 32 were to waive the audit and 3 to have the audit. Another email will be sent to the community to obtain the required quorum. Results will be published in the board meeting minutes following the vote.
- Bill Butler shared that a new reserve study has been initiated in compliance with state requirements and will be available next year.
- Jeff Kavadias asked for the HOA balance sheet information to be shared with the members in addition to budget comparison. Bill Butler confirmed that account balances and reserves status will be posted to the community website on a quarterly basis, along with the budget variance reports.
- Carol Thomson asked whether the soil depression remediation on San Juan can be considered developers' responsibility. The Board will proceed based on the findings from the geotech report, however it is not expected that the costs can be passed on to the current developers. The cause of the deterioration is yet unknown, and developers have changed several times since the original construction.

HOMEOWNERS' OPEN FORUM

The meeting was opened to homeowners' questions and open discussion. These items will be reviewed by the Board at the next board meeting(s) and followed up as required.

- Several community members expressed concerns over possible commercial activity occurring or planned on one of the lots in the community, and the size and type of new homes under construction. While the Board has no approval authority for the size and specifications of new homes (it is the purview of the developers), the Board confirmed that commercial activity is not permitted per CC&Rs and committed to review and address. POST-MEETING UPDATE 11/21/2023: The Board reviewed the information and actioned it on Nov 9 with the homeowners in question and the developers.
- Jeff Kavadias requested that we require the builders to clean up the street around the current construction sites. This was done previously, and we will make this request again in the spring.
- Valerie Lester asked if the Board and ERH could revisit using sand on a few select parts of our roads that are particularly difficult. This will be reviewed by the Board in consultation with the snow removal vendor.
- Stacy Folkins asked how HOA is addressing property appearance concerns, such as weeds on vacant lots, homes needing a paint job or garbage in the yard. WEB Properties does drive-throughs twice a month, during which any observed issues that are not in compliance with the CC&Rs receive notices and potentially

finer, if not corrected. Weed control on vacant lots and common areas will be included in the guidelines the Board is planning to develop in 2024. Community members are encouraged to contact WEB Properties if there are other issues of concern.

- Jim Lusk asked about the possibility to reset gate codes for the community on a regular basis, such as annually. Brandon Arthur explained that changing the codes on our outdated software is time-consuming, and is one of the reasons we are looking to upgrade the software. WEB Properties has the ability to reset individual codes and does so on as-needed basis.

ADJOURNMENT

With the agenda concluded, Bill Butler and Board members thanked those in attendance for their time. The meeting was adjourned at 7:05 pm.

These minutes were approved by email votes of the Board of Directors on November 21, 2023.



Natasha Porter, Secretary

11/21/2023

Date