

ELK RIDGE HEIGHTS HOA
Board of Directors
Minutes of the Board Meeting

Minutes of the Board of Directors meeting held at 3:30pm on September 28, 2022.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:30pm at 13011 E San Juan Lane, Spokane Valley, WA 99216.

Present: Jeff Grimes, Karina Rudmann, Don Condon, Brandon Arthur, Ron White (WEB), Bill Butler (WEB).

APPROVAL OF PRIOR MEETING MINUTES

The minutes of the July 21, 2022 Board Meeting were submitted to the Board on August 10, 2022 and were approved by an email vote of the Board members.

PRIOR BUSINESS

1. **Monthly drive-by's** –
 - a. Street parking on Kelly Creek Ln – The homeowner asked for a temporary exception. The Board is asking for more details and a timeline.
 - b. Weed control communication – There was push back from some of the homeowners. Weed specialist, Rick Zollinger, is willing to assess weed issues and provide recommendations for future maintenance. A call will be scheduled to discuss.
2. **Pond** – WEB Properties ordered and replaced the faulty timer mid-September. The Hudson valve was also missing and is now replaced. Gady Pump will be asked to winterize and EMP will complete the fall clean up.
3. **AR Update** – There were reportable delinquencies listed in September for a total of \$959, or 4 homeowners. Notices were sent according to the Delinquent Assessments Policy.
4. **HOA Common Area on San Juan** – Don Condon and Ron White met with Hass landscaping to assess the depression in the ground. Sprinkler was watering 3x/day; adjusted timer and replaced sprinkler head. This decreased soggiess but it may need a French drain. WEB Properties to provide a bid to bring in a geotech engineer to determine root cause.
5. **Sign Policy** – In response to a homeowner raising concerns about private signs installed around the community, the Board asked WEB Properties to enforce the no-sign policy except as permitted in the CC&Rs. Ron White communicated the policy to the homeowners via email at the end of September.
6. **2023 Road Maintenance** – Bill Butler will review the reserve study and provide recommendations.
7. **Neighborhood Block Watch** – A community member suggested a neighborhood block watch to improve security. The Board is supportive of the idea if it is coordinated by the community volunteers. The community member was asked to contact Spokane County Sheriff's office to confirm requirements. 9/28/22: No updates from the homeowner yet, will keep open.
8. **Front Gate Bridge and Waiting Pad** – Brandon Arthur met with Central Premix to review the requirements and start the bid. Three options were provided but need new pricing. Brandon is following up on the bid. The Board will share with the community once the bid is received.


NEW BUSINESS

1. **WEB Properties changes** – The Board was notified on September 21 of Ron White’s departure from the HOA Property Manager position with WEB Properties. The owner Bill Butler and his team Lauri Liptac and Carol Opsal will support the day-to-day needs while they hire a replacement. Ron White will train Bill on the gate software.
2. **Speed sign on San Juan** – The speed sign on San Juan needed to be anchored better. Tom with WEB Properties was asked to secure.
3. **Concrete repair** – WEB Properties was notified by an owner on San Juan regarding broken concrete surrounding the storm drain and obtained a bid from Bacon Concrete to repair that area, and the costs to repair other common area concrete. The Board to review the bid and authorize repairs if approved.
4. **HOA weed control** – A homeowner raised concerns over weed control on HOA property. Jeff Grimes to get a bid from EMP for clearing.
5. **Homeowner maintenance** – A homeowner asked permission to maintain HOA property adjacent to their lot to maintain look consistency. Bill Butler to provide a sample of a license/hold harmless agreement.
6. **Lawn care and snow removal contracts** – WEB Properties is getting new bids for snow removal and lawn care. They received a bid for snow removal from C&C Yardcare, but are waiting for a revised bid that includes 2023 landscaping and waiting for a bid from the incumbent, EMP. A 3rd vendor was invited to bid but declined due to a full schedule.
7. **Fire lane signs** – The homeowner on Big Horn expressed concerns over vehicles turning in their driveway rather than the designated turn-off. The Board agreed to purchase and install another sign.
8. **13018 San Juan Property** – WEB Properties to contact the homeowner regarding construction/access road to the property that’s not a part of HOA.
9. **Reminders to community** – WEB Properties to send the community a winter/first snow reminder email by middle of October.

MEETING CLOSING

The meeting was adjourned at 5:00 pm.

These minutes were approved by an email vote of the Board of Directors on October 11, 2022.



Natasha Porter, Secretary

10/11/2022

Date