

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

Minutes of the Board of Directors meeting held on August 24, 2023.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:30pm at 13124 E. Moyie Lane, Spokane Valley, WA 99216.
Present: Jeff Grimes, Don Condon, Natasha Porter, Lauri Liptac, Bill Butler.

APPROVAL OF PRIOR MEETING MINUTES

The minutes of the June 8, 2023 Board Meeting were submitted to the Board on June 12, 2023 and were approved by an email vote of the Board members.

PRIOR BUSINESS

1. **Financial summary** – As of July 31, 2023 the balance of each account was as follows:

| | |
|-------------------|---------------------|
| Operating Account | \$65,188.18 |
| Reserve Account | \$174,462.62 |
| Savings Account | \$24,692.15 |
| Total | \$264,342.95 |

Year-to-date expenses are \$67,625.73 which is \$11,669.48 above the budget estimate, due to winter snow clearing extending further into spring, additional landscaping, and street repairs. There were reportable delinquencies listed in July for a total of \$5,425 consisting of 15 homeowners. In June all delinquent accounts received invoices via USPS in addition to email.

2. **CC&R compliance** – In July a number of courtesy notices were sent out to homeowners regarding hillside maintenance, and most have actioned it. WEB Properties has asked for guidance from the Board regarding a few cases. WEB Properties will provide a sample document for the Board to develop policy guidelines for future, with a goal to include them in the newsletter next spring.
3. **Lawn & pond care** – As planned, weed spraying for HOA common areas was completed in late spring and again in mid-season, and overgrowth trimming was completed in June. The Board approved the bid to remove dead trees and trim trees around the main entrance, which was completed in early August. EMP has had to replace several sprinklers and timers. To assist with future maintenance, EMP offered to catalog sprinkler zones, and WEB Properties offered to develop a map of sprinkler zones and dry cut areas. The Board requested WEB Properties to engage EMP and HAASE to troubleshoot and correct the low water level in the pond.
4. **Front entrance fence and culvert repair** – On July 25th Freedom Fence completed repair to the damaged fence by the main entrance. Evergreen Excavation also finished the culvert work. The Board authorized WEB Properties to install grates to enclose the culvert for safety.
5. **Geotech assessment** – ALLWEST performed initial work in July-August. Additional sampling required heavier equipment which has been authorized. ALLWEST is expected to finish core sampling in September and provide a report. The Board requested that this report is made available before the annual meeting.

6. **Gate software replacement** – WEB Properties has been in contact with Ornamental Gate regarding upgrading the hardware and software of the gates. The Watchman Cellgate System has been recommended as best suiting our needs. WEB Properties is working to obtain pricing and specs. The Board requested that this information is made available before the annual meeting.
7. **Lights at the gate entrance on San Juan** – WEB Properties has replaced the gate lights and fixed damaged glass at the back gate on San Juan Lane.
8. **Vandalism around the pond** – Neighborhood children have been observed playing in the pond area and causing damage. A request to the community to address these safety and damage concerns will be included in the next newsletter.
9. **New reserve study** – The Board has authorized WEB Properties to initiate a new reserve study per state requirement.
10. **Fall newsletter** – The next newsletter will be published before the annual meeting.

NEW BUSINESS

1. **Annual meeting & budget** – The annual membership meeting date was set for November 8, 2023. Preliminary agenda will include the 2024 budget ratification and audit waiver, updates from the Board, the gates software upgrade, geotech assessment and open forum.
2. **2024 budget** – A draft of the budget will be provided before the September 28 board meeting for review by the Board. The Board plans to ratify the budget on October 12 and email the budget and annual meeting packet to the members by October 18, 2023.
3. **Board updates** – The Board has appointed Jeff Grimes to serve as the President for the upcoming year.
4. **Marmot control** – WEB Properties informed the Board of a marmot population living in the HOA common area and causing damage. The Board approved contracting wildlife specialists to trap and relocate the marmots, not to exceed \$1,000.

MEETING CLOSING

The next board meeting date was set for September 28, 2023. The meeting was adjourned at 5:30 pm.

These minutes were approved by an email vote of the Board of Directors on September 11, 2023.



9/11/2023
