

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

Minutes of the Board of Directors meeting held on September 28, 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, Karina Rudmann, Don Condon, Brandon Arther, Natasha Porter, Lauri Liptac, Bill Butler.

**APPROVAL OF PRIOR MEETING MINUTES**

The minutes of the August 24, 2023 Board Meeting were submitted to the Board on September 5, 2023 and were approved by an email vote of the Board members.

**PRIOR BUSINESS**

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

Operating Account	\$58,966.95
Reserve Account	\$174,521.89
Savings Account	\$24,692.36
<b>Total</b>	<b>\$258,181.20</b>

There were 3 reportable delinquencies in August for a total of \$874.50. Year-to-date expenses were \$79,062, which is \$11,241 below the budget. Due to the fact that sealing was done later in the season last year there wasn't much sealing to be done this year.

2. **CC&R compliance** – In August 8 courtesy notices were sent out and 2 follow up notices, as well as 9 thank you letters. WEB Properties to provide a sample document for the Board to develop policy guidelines for hillside maintenance, with a goal to include them in the newsletter next spring.
3. **Geotech assessment** – ALLWEST performed additional sampling in August and will bring in a small bobcat on Oct 5 to drill into the top of the hill. A report will be provided after these final samples are collected and analyzed.
4. **Marmot control** – In August the Board authorized WEB Properties to work with Wildlife NW to trap and relocate marmots living in the HOA common area and causing damage. The traps were placed in early September but were tampered with, resulting in additional costs to the HOA. An email was sent to all homeowners to prevent further tempering.
5. **Landscaping & pond** – In September WEB Properties worked with EMP and HAASE Landscaping to identify and correct a timer issue that was causing low water level in the pond. Sprinkler blowout is scheduled for October 4. Winterizing of the pond will be scheduled by the end of October. The Board has awarded the contract for the upcoming snow removal season to EMP.
6. **Front entrance fence and culvert repair** – The repairs to the damaged fence and culvert by the main entrance were completed earlier this summer. The Board has authorized WEB Properties to install grates to enclose the culvert for safety.

7. **Gate software replacement** – WEB Properties has been researching options for upgrading the gate software and required hardware. The Watchman Cellgate System has been recommended by our current contractor. Verkada and ButterflyMX are 2 other potential systems through a local dealer Camtek. WEB Properties is working to obtain pricing and specs. The Board has requested to include it in the 2024 budget.
8. **New reserve study** – The Board has authorized WEB Properties to budget for and initiate a new reserve study in 2024 per state requirement.
9. **2024 budget** – WEB Properties provided a draft of the budget to the Board on September 27 and it was reviewed at the meeting, with minor adjustments requested by the Board. Final review and approval of the budget is planned on October 12, after which the budget and annual meeting packet will be emailed to the members by October 18, 2023.
10. **Annual membership meeting** – The annual membership meeting date was set for November 8, 2023. Agenda will include the 2024 budget ratification and audit waiver vote, updates from the Board, the gates software upgrade, geotech assessment and open forum.

## NEW BUSINESS

1. **Gate maintenance** – The Board has requested WEB Properties to paint the gates where wear is shown.

## MEETING CLOSING

The next meeting of the Board was set for October 12, 2023 to approve the budget. The meeting was adjourned at 5:15 pm.

These minutes were approved by an email vote of the Board of Directors on October 3, 2023.

  
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10/3/2023