

Cascade View Estates HOA

Board of Directors



February 9, 2011

Meeting Notes for February 7, 2011 5:00 pm at Ray's

Meeting Attendees:

Board members present: Craig Knight, Daria Nelson, Joe Murray, Roiann Santos

Board members absent: none

Quorum present: yes

Others present: John Seitter

Proceedings:

Meeting called to order by Joe Murray at 5:00 pm.

Agenda items addressed:

1. **Review May 2011 Annual Mtg. paperwork-** Change to other income and miscellaneous to identifying what they mostly represent. The BOD should be prepared to define what the \$8500 of Reserve maintenance represents on the Balance sheet.
2. **Changes to HOA Insurance-** HOA insurance yearly premium will increase from \$400 to \$1,771. We have been severely under insured for several years. It will also include D&O coverage. Our new insurance provider will send an invoice and policy. Our broker agreed to meet with the BOD when we get the policy for any Q & A. Motion to accept the insurance by Craig, Daria 2nd, all in favor.
3. **2011 Budget Finalization-** John amended the budget to include the insurance increase. Roiann made a motion to accept the 2011 budget, Craig 2nd, all in favor.
4. **Transferring Reg. cash to Reserve acct.-** The issue is, do we leave a large balance in the checking account? However, opening additional accounts (money market etc.) would not reap much interest in this economy. It was determined to re-evaluate this subject at every board meeting. Daria agreed to be the Treasurer and review investment strategy on a regular basis.
5. **Review decreasing Petty cash-** Roiann questioned the amount of Petty cash needed (\$300). The past necessity for Petty cash no longer exists. It was determined to deposit the current Petty cash amount back into the checking account. Daria asked why we needed Petty cash. It was explained how and why it was established in the past and the recent changes we've made to streamline the money exchange process. Daria also brought up the need for a backup to check creating. It was agreed that John would provide Daria with a few checks to use in his absence. Motion to accept by Daria, Roiann 2nd, all in favor.
6. **Bylaws Compliance-** Joe asked for clarification on Bylaws:

Article VI section 1: Fiscal year. It was determined that the HOA Fiscal year is a calendar year matching the tax year.

Article VI section 2: Parliamentary Rules. Robert's Rules of Order should be used for meeting conduct and proceedings. Some BOD weren't aware of the rules. Roiann said the HOA seminar packet contained a copy. She will share it with the other members.

Article III section 11: Special meetings. We discussed the validity of using email as a form of communication for meetings, since the Bylaws specify actual mail, telephone and telegram. Roiann provided info from the 2007 HOA seminar identifying that email is a valid communication tool.

Article IV section 6: Agreements, Contracts, Deeds, Leases, Checks. As per Bylaws at least 2 signatures by officers are needed for all instruments of the association. The BOD has not done that in the past, but will comply from this point forward.

7. **Review Landscaping maintenance contract-** The meeting time ran over and this did not get addressed. Joe asked that all members review his recommendations and respond.
8. **Establish Website postings format-** It was agreed that the BOD meeting time, day, location, and agenda will be posted on the Website. A note from Article III section 17 Open meetings would address the "members may not participate.....etc." Some wording that represents the spirit of the section.

Next BOD meeting- The next BOD meeting was set for 5/18/11 at 5:00 pm (prior to annual meeting).

The meeting was adjourned at 6:30 pm.

2/15/11 Addendum to 2/7/11 BOD meeting minutes.

A quorum BOD response approved Joe Murray's recommendation for the Landscaping Maintenance contract. See the attached recommendations:

Feb. 8, 2011

CASCADE VIEW ESTATES COMMON AREA LANDSCAPE MAINTENANCE AND FENCING ACTIONS

Recommendations by Joe Murray on board actions to be considered as identified in the report on a walk-through on Jan. 26, 2100 by Craig Knight and Joe Murray with Jeff Blake of Blake and Sons Landscape Maintenance.

Landscaping

Tree Pruning. I recommend we request Blake and Sons to do pruning not to exceed eight man hours, plus hauling during this coming spring. The work will be based on an on-site review with Blake and board members. This work will not exceed \$436 using rates established with Blake for 2010 and to apply in 2011 as well. Decisions on future pruning will be based on the results of this spring's work.

General Cleanup. I support Craig Knight's suggestion that we first give a homeowner volunteer cleanup effort a try. To avoid or minimize cost, we could spread the word by having board members make direct contact with as many association homeowners as practical, and asking them to spread the word to others as well. Currently there is a limited amount of cinders to be swept off the sidewalks and very little debris to be picked up. April would be a good target time period to do the work.

If we are successful with a volunteer effort it could save as much as \$800 that we would otherwise have to pay to Blake.

Irrigation System. I talked with Pete Wilson today and learned that any irrigation system design data would have been destroyed after seven years. I'm not confident in Blake's ballpark estimate of \$300 to install battery powered controls for the sprinkler valves and believe we should request him to make a detailed assessment of the present system configuration, followed by submittal of a firm bid. I would include that in our request for a 2011 maintenance contract.

Disrupted Lawn. On Jan. 27, 2011 I spoke with Redmond City Engineer Mike Caccavano about the city's sidewalk contractor's disturbance to a portion of our lawn at the east end of Reservoir. Mike said they do still have leverage over the contractor and he would check into it and report back. To date I've heard nothing further. I will follow up with him by Feb. 10.

Shrubbery and Plantings. We did allow for shrub replacement in the 2011 budget. I recommend we request Blake make specific recommendations on shrubs that should be replaced this year and we then decide what we want. Re

the bulb plant thinning, I recommend we ask Blake to do this at the earliest appropriate time after we sign the 2011 contract.

Contract for 2011. As agreed upon between Roiann Santos, Craig Knight and Joe Murray during the 2011 budget planning meetings, we intend to renew our landscape maintenance contract with Blake and Sons for 2011 on the understanding that their rates would be unchanged from 2010. Accordingly, I will make a formal request to Blake for submittal of a new contract that incorporates the weekly services and all special requests the board agrees upon.

Fencing

Assuming the fencing was installed or last painted some years ago, leading to its current condition, I recommend we take no special action on the fencing this year and proceed with our plan to repaint (and repair as required) in 2012.

The question re homeowner responsibility for maintenance on their side of the common fencing, and HOA access to their side, the CC&R's appear to be silent.

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