

Cascade View Estates HOA

Board of Directors



February 16, 2013

Meeting Notes for February 15, 2013 10:00 am

Meeting Attendees:

Board members present: Craig Knight, Roiann Santos, Daria Nelson Julie Boock

Board members absent: Joe Murray

Quorum present: yes

Others present: John Seitter (accountant)

Proceedings:

Meeting called to order by Craig Knight at 10:03 am.

Agenda items addressed:

1. Quarterly reports from ARC & CC & R and Common Area Maintenance-

- Common area- Contacted Blake & Sons for renewal of the landscaping contract at the same rate as 2012 and no response yet. The missing "A" has been purchased and will be installed weather permitting. No other activity.
- ARC Reports- 3 projects forms approved for Lots 43, 93, 176. Lot 75 build plans will not take place. Lot 34 may be submitting plans to build.
- CC & R report- Lot 244 needs to finish landscaping, weather permitting. Lot 197 Boat and UT parked in driveway, all agreed to send a letter. Another UT being stored on driveway at Volcano Ave. property. Address will be provided by email.

2. Review January financial reports- John provided a list of 39 homeowners with unpaid HOA dues. Daria asked what the charge for electricity is. The owners of Lot 210 pay for the HOA entry light and sprinkler power and we reimburse them. Craig asked how we change Reserve study numbers. John said the board can adjust the Reserve study if the numbers don't reflect what needs to take place.

3. Discuss plans/interviews for Compliance Administrator- The job description and contract (with some wording changes) were approved by all board members. It was decided we should email all 5 candidates with the detailed job description. That would allow the candidates to decide if the job meets their expectations. We will offer the open Board position as an alternative. The interviewing will need to happen March 11-15 and preferably from 3-6 pm due to Board member's schedules. Board members will need to submit questions to Roiann. Roiann will coordinate setting up the interviews. It was agreed that any candidate with unpaid HOA dues will not be considered for the position.

4. Discuss Annual meeting paperwork, agenda, date, time, place John reserved the Community Presbyterian Church for Wednesday May 15, 2013 from 5:00 8:00 pm. That time slot will include the 2nd. Qtr. Board meeting prior to Annual meeting at 6:00 pm. All paperwork will be in order to send out to eligible voting HOA members by April 15, 2013.

5. Discuss Open Board positions- The discussion was in regard to a method for handling an open position with no candidates on the ballot. It was decided to offer the position to any Compliance Administrator not selected or appointing an HOA member by the Board of Directors.

6. Status of Architectural Review and CC& R records- Craig said the project form and guidelines are updated on the website and all past project forms are hard copied and compiled for the Compliance Administrator. We may make a change to the project form by having an "APPROVED" stamp with date instead of signatures. The CC & R records are up to date and are been compiled for the Compliance Administrator's use.

7. Finalize and clarify the 2013 Delinquent dues policy- John wanted to be sure he understood some billing issues. We agreed that all HOA members still owing after March 1, 2013 will receive the delinquent dues letter and a statement including 2013 dues, late fees accrued, and the first \$50 fine if not paid in full by March 15. The letter will outline the subsequent fines and consequences if not paid in full.

Craig made a motion to adjourn and Roiann seconded. Meeting adjourned at 12:00 pm.

Next meeting is scheduled for May 15 at 5:00 pm.