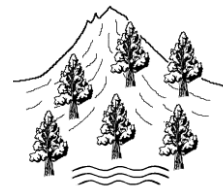


Cascade View Estates HOA Board of Directors



May 19, 2014

Meeting Notes for May 17, 2014 9:00 am

Meeting Attendees:

Board members present: Ken Kerfoot, Roiann Santos, Daria Nelson, Joe Murray, Julie Boock, Rod Hatchell

Board members absent: none

Quorum present: yes

Others present: John Seitter- Accountant, Bob Grabar- Compliance Administrator

Proceedings:

Meeting called to order by Joe Murray at 9:00 am.

Agenda items addressed:

- 1. Compliance Administrator reports-** Bob presented the report dated May 17, 2014. He reported on; 2 properties in construction (lots 112 Massey & 155 Steen), 3 properties with AR projects, and 2 properties with unresolved violations. Roiann will provide Bob with vacant lot owner's contact information. Joe asked Bob to coordinate vacant lot cleanup with those owners.
- 2. Review financial reports-** John reported on the April financials. May financials will show a loss due to waiver/dismissal on dues fines (lots 42 & 222). There were no issues or questions.
- 3. Review outstanding accounts for liens-** There was discussion regarding the accounts with remaining balance of \$1. It was decided to waive the \$1, but flag the accounts to identify late accounts for next year. We waived fines for Lots 162 and 222, so no future waiver will be allowed. Roiann sent letters to both homeowners notifying them of the "one-time" waiver. A motion was made by Daria to remove the \$1 interest from accounts and Ken 2nd.
- 4. Select Board of Directors positions-** Joe and Roiann submitted President and Secretary Job descriptions. Daria agreed to fill the Secretary position and Joe agreed to stay on as President. Julie agreed to be the Treasurer, and Rod agreed to fill the Vice-President position. That leaves Ken as our Board member at large. Roiann will coordinate getting the file cabinet and supplies to Daria. She'll also provide Daria with access to all accounts and any training Daria would like. Daria will need to re-file with Bank of Cascades for signature authority for Julie and Rod. John Seitter will provide Julie with blank checks in the event of John's absence.

The 2014 Board of Director's are:
President- Joe Murray
Secretary- Daria Nelson
Treasurer- Julie Boock
Vice President- Rod Hatchell
- 5. Identify and file for Registered Agent-** Joe discussed the need for filing a new Registered Agent due to Roiann's departure. Daria (as the newly elected Board Secretary) agreed to accept and file the paperwork provided by Roiann. The HOA address (2900 SW Cascade Vista Dr.) will remain the address of record.
- 6. Quarterly Common Area Maintenance Report-** Joe provided a report of the Common area. The sprinkler water is turned back on. Joe said 2 trees, flanking the monument sign, will need to be removed. Joe will issue a work order to Blake & Sons for their removal. John suggested the cost could be assigned to the Reserve Account. Joe will need to have Blake & Sons provide a separate bill identifying the tree removal in the common area for the Reserve account.
- 7. Good-bye to Roiann and Walt Santos-** Thank you to Roiann and Walt Santos for 9 years of HOA service. The BOD provided them with a gift card for their exceptional contribution to the HOA.
- 8. 3rd. Quarter meeting schedule-** The 3rd. Qtr. BOD meeting is planned for August. All Board members will provide Joe with their Saturday availability for the meeting (by May 23, 2014). Joe will arrange the meeting date, time and place and notify all board members.

Daria made a motion to adjourn and Julie seconded. Meeting adjourned at 9:50 am.