

HOA Board Of Directors January 16, 2024 Meeting Minutes

Board Members present: Adrienne Montoure, Laurie Jordan, Nick Jordan, Tim Stratton, Tom Gnewuch

Homeowners and other present: Sandy Stratton, Ina Govolasev, and Amy Ashby

Meeting was called to order at 6:34pm by Adrienne Montoure Homeowner concerns: None

Treasury: Tom was present on zoom and Amy read the total amounts from the bank statements. The main account has \$55,180.44 and the Roads account has \$16,847.14. Recently the Roads Account had a transfer because WRS came and sealed cracks in the road all over the Ranch. The main account is starting to increase because homeowners are paying their dues.

Administration: Amy reported that all invoices were sent out at the end of December and at this time none had been returned. Addresses on file seem to be accurate and up to date. Homeowners have been paying their dues with a lot paying in full. There have been several questions about the pool and the upcoming assessment. Amy is answering the best we can since we still don't have a solid estimate. The IRS contacted the office about 2020 taxes that were done incorrectly and Amy has been working with the accountant to get that sorted out. The W2's for all Ranch employees were completed and sent out. Accounts have been reconciled in QuickBooks and documentation for all purchases is accurate and filed. Amy has confirmed with the snow play company that our contract is good for the 2024 year. Amy gathered multiple quotes for the reserve study that our attorney says we must do. This reserve study will help calculate upcoming expenses and how to better "save" money coming in. The approximate cost for a reserve study is \$2,500. Our Bylaws explain reserve accounts and how to manage them.

Maintenance and Roads: Jon Grahm has been rehired on staff to help with maintenance around the Ranch. He was hired during covid times and knows the equipment and routines of the Ranch well. With the need to keep the pool deck clean this year a leaf blower was requested. This is something that had been brought up prior and Nick suggested when purchasing one that it match the chainsaw so the batteries are compatible. Tim made a motion to purchase a leaf blower and Laurie seconded. The white vinyl fence around the pasture will need to be redone. There are posts leaning and wobbly. The fence posts were cut down instead of being dug into the ground. This will have to wait until weather permits.

Pool: A timeline for the pool repairs was discussed by the Board. It has been debatable when work will start, how to collect the assessment, and if the pool would be open this season. The Board decided to have the goal of firming up the estimate in February, start assessing homeowners in March and allowing them a year to pay the amount in full. Amy agreed to work closely with Chuck (pool repair man) to get the numbers firmed up and stick to this goal. The Board would like to keep the pool open this season, start work on removing the concrete in the fall of 2024 to then finish repairs spring 2025 with weather permitting. Hopefully the pool will open in the summer of 2025 also. There are so many moving parts to this that the Board is aware it may not all go as planned. Amy will keep homeowners updated via email as soon as things change and progress. Volunteers were discussed and there were concerns from homeowners (brought into the office) that volunteers could be a liability. Tom was concerned about the contractor doing the work to assure its done

correctly. It was mentioned that volunteers could sign a waiver form. It was decided to wait and see what the costs of demolition was. Only one homeowner had responded to the request for volunteers that was sent out to all homeowners.

Old business: PSE Light- Amy forgot to check if the check cleared for PSE before leaving the office. With the meeting on zoom Amy couldn't check but will follow up next office day. It should be in the works and the check should have cleared. The last communication with PSE is they were waiting for the check.

New business: Online payments- Amy is going to work with Toby who offered to help at the AGM. The website we currently use does allow for online payments. There are fees associated and the goal is to pass those fees on to homeowners who choose to use the service as that is standard practice elsewhere. Amy has been in contact with the website customer service and is waiting for a response to move forward with online payments becoming active. Reserve study- this was mentioned earlier during administration updates.

7:40pm The Board moved to Executive Session.

HOA Board of Directors February 20, 2024 Meeting Minutes

Board members present: Adrienne Montoure, Laurie Jordan, Nick Jordan, Tom Gnewuch, Tim Stratton

Homeowners and others present: James Haddock, Trace Swann, Amy Ashby 6:33pm Adrienne Montoure called the meeting to order

Agenda: Tim made a motion to approve. Tom Seconded.

Minutes: Laurie made a motion to approve. Tom Seconded.

Homeowner concerns: Adrienne asked if there were any homeowner concerns to address. No one responded. The meeting proceeded with no homeowners expressing concerns.

Treasury report: Amy read the bank statements as Tom did not have a chance to get them from the office yet. \$64,699.20 in the regular account and \$16,847.14 in the Roads account.

Administration: Evergreen Coast Lawn Care is a landscape company we have used for the last 2 years. They provided a quote of \$1,413.10 per month (March-Oct). The Board discussed having Jon who lives on the Ranch and has been assisting with maintenance take over lawn care for this year to save some money. Jon is agreeable to taking over the lawn care duties. The Board asked Amy to check in with Darrin to ask how many hours it would take to mow and take care of the common areas. The Board was in agreement to hire Jon for this work if he would be able to complete the job in an appropriate amount of time to save money from the lawncare contract. The same company came during the snow storm the cost was \$2,900 for 2 plows and 1 de icer treatment. Amy discusses some of the items that appear later on the agenda. Online payments- Wix is our website host. Amy was able to set up an online payment account with Wix and with the permission of the

Board tested a payment on the system to establish fees and how that paperwork would be tracked if using this system for homeowners. Once Amy used her credit card on this system it was compromised a few days later. Amy has been attempting to close that payment account with Wix and looked into other options. All options have fees associated and most can be passed onto homeowners who choose to use whatever online system the Board decides. Our bank offers merchant services and an online portal. The annual fees if the Ranch were to consume them would be \$3,200 a year with every homeowner using these services. That is not in the budget. The Board asked Amy to look into credit union options. Reserve study- The Board had 3 quotes from various companies to create a reserve study. It was roughly \$2,700- \$2,900 from each company. There were 2 Seattle area based companies and 1 from Anacortes. The company from Anacortes also prepared studies for other Blaine HOA's. The advantage of a local company is they know the local vendors so when preparing future proposals they are more realistic knowing the costs of local vendors. Amy has had problems finding local vendors for the pool construction. A lot of Seattle based companies will charge travel time and make projects much more expensive because of these costs. The Board reviewed the proposals and agreed to go with the Anacortes company. There was some confusion as to why this hasn't been required in the past. Amy reached out to the Ranch attorney prior and he stated it was required. The Ranch accountant doesn't offer these services. It is a very specific service provided and will help plan for future expenses. Tom and Amy calculated what the year-end balance was and with all year end expenses accounted for there was approximately \$19,000 left over. This will help cover the cost of the reserve study and help place that money where it's needed in the future. Laurie made a motion to approve the Anacortes company. Tom seconded.

Maintenance and Roads- Snow removal cost \$2,900 for 2 plows and 1 treatment of de icer. There were still some problems with the hill and sides of the road. Tom and Jon suggested purchasing a snow plow for a truck which costs approximately \$2,700. This could attach to Jon's truck and since he lives on the Ranch would be accessible earlier to help those who need to get to work early in the morning. The Board discussed increasing his pay to accommodate for the use of his personal truck. The suggested trying to purchase Jon's truck or look into an older utility city/county vehicle at auction. Jon was not present at this meeting but these things will be discussed with him before moving forward with the purchase of a snow plow. The Board agreed to allow Jon to sell the speed humps but unsure of the tractor plow. Any money would go back into the general fund for the Ranch. No one was sure the value of either item.

Pool: Chucks do it all service provided a bid of \$235,000 to repair the pool decking. This bid did not cover any of the work to be done inside of the pool. The skimmers and plumbing has been destroyed because of the shifting of the pool deck and needs repaired but Chuck suggested finding someone else to do that work as that's not something he does. Amy researched different companies and started local but quickly found that this is not something that could be replaced easily. A lot of companies will install for new pools/spas but not make repairs to old pools. A lot of the reason comes back to liability. With a pool in such bad shape companies do not want their name as the last one to make repairs. Amy learned a lot from a staff member at Northwest Hot Springs and shared his email with the Board. The pool is out of code and need significant updates. With this new information the Board asked Amy to gather another quote from companies to bring the pool up to code. James Haddock politely interrupted the meeting and asked to address the Board and stated he didn't have time to stay for the whole meeting. Adrienne explained that she asked for

homeowner concerns at the beginning of the meeting, but no one spoke up and that's why the meeting progressed. She apologized he wasn't aware that was the time he could have spoken. The Board agreed to pause the meeting to allow time for James to speak. He stated he didn't have time and left the meeting.

Old Business: PSE Light- a new light pole will be installed at the entrance to the Ranch on April 4th .
Online payments- discussed during Administration report. Reserve study- discussed during Administration report.

New Business: Keri Key Card System/ Door replacement- Security Solutions is the company currently used at the Ranch. They sent a certified letter announcing that the Keri key card system is no longer supported by their company. The system is outdated and needs replaced. From previous customer service and technical service issues the Board has been exploring other companies. Guardian Security provided the best options. Their quote to replace the doors is \$9,300. The Board wanted to know more about the technology and what would be given for the \$9,300. Amy agreed to reach out to the rep to ask these questions.

7:56pm the Board moved into executive session.

Double R Ranch HOA Meeting March 19, 2024

Board Members present: Adrienne Montoure, Tom Gnewuch, Laurie Jordan, Nick Jordan, Bob Jones, Tim Stratton

Homeowners and other present: Jamee Levy, Karin Powell, Keeli Brady, Sandy Stratton, Sue and Darin Davenport, Jesse Taylor with Taylor's Backyards

Meeting called to order 6:30pm

Agenda- Laurie approved and Bob seconded

Minutes- Tim approved and Laurie seconded

The Board decided to have our guest present first since he was on a tight schedule. Jessie from Taylor's Backyard in Lynden presented the quote he prepared since visiting the Ranch pool. He said our pool is not unique and that he could think of at least 5 pools in the county similar to ours and in the same condition. Here's a recap of his presentation and some history from previous companies already contacted: Before the AGM, the Ranch hired a company to investigate the pool deck. It was determined that the pool decking was shifting and moving from lack of rebar, support, excessive storm water drainage, and thin concrete. This company put a bid together to repair just the pool decking (cement work). That bid was \$235,000. It did not include any work to be done inside the pool (repairing plaster cracks) and it did not include work on the skimmers and plumbing that are also damaged from the shifting/moving of the pool deck. Amy struggled to find a company that would repair the skimmers and plumbing because most companies install new versus making repairs. We have had multiple companies look at the pool and give opinions. Jesse has been very honest, up front and realistic with information provided. The Board voted at the meeting to move forward using his company to make necessary repairs to the pool. At the Board meeting on Tuesday,

Jesse presented information and verbiage regarding rules for commercial pools. The Ranch pool is considered commercial. Anything that is not in your own personal backyard is commercial. Washington State Department of Health is who regulates commercial pools and not just the Whatcom County Health Department. The state DOH requires permits to be obtained for ANY work on any part of a water recreation facility. Jesse explained that he is able to ask informal questions to the DOH and hopefully provide us with a more detail specific plan to move forward with repairs, but at any point the state could determine the pool is unsafe and could close the pool until repairs can be made. The state could come back with a large list of repairs or just require the decking be replaced. There is no way to know until the process is started. The Board decided to start his process and Jesse will be contacting the DOH soon. Jesse provided the board a large list of repairs that could be necessary for our pool. He used past experiences to make this list but also said not all of it should be required. Some things are optional and an upgrade to save on costs later. He felt like it was better to think of any and all items instead of leaving something off the list and being surprised with high costs later. Repairs range from deck work, inside pool/plaster work, stairs and handle bars installation, equipment in the pump house and fencing around the pool. There are options to include a different finished look to the decking or use a simple look that does the job at a cheaper price. It's a very inclusive list of repairs. The costs range from \$380,000- just over \$500,000 to complete all of the work on the list. THIS IS NOT FINAL NUMBER but it is likely the payment per homeowner will be comparable to the Roads Assessment (\$2,800). It is also likely but not promised you will have more than a year to pay. I know these are the biggest concerns and when there's more specifics you will be updated. These are rough ideas and things discussed at the Board meeting.

The permit process can take 10-14 months and the State is slow to move. Once a permit is established the Ranch would have up to 24 months to complete the project. The positive to this is it will allow more time for homeowners to make payments on an assessment for these pool repairs. As you all are members of the Ranch and a part of the HOA you are required to pay for common area amenities regardless if you use the pool or not. This is a community asset that does increase your property value and is part of the community you live in. With that said, the Board understands this will be make a significant impact on some of your finances. There will be monthly payment options, online payment options and the Board will work with you. Please keep in mind that work cannot be done without payment from every homeowner and the Board could place a lien on your property for non payment. Communication with the Board and office will be extremely important to make this as successful as possible. Liens are expensive and are a last resort for the Board to impose.

Homeowner concerns: Adrienne asked for any homeowner concerns. None were presented to the Board.

Treasury:

Administration: Homeowners with past due amounts will be receiving reminder letters soon. Online payments for pool assessment were discussed. The Board decided to open a new account with Whatcom Educational Credit Union as a lot of homeowners use this bank already and they offer merchant services with better service charges that would allow for online payments.

Maintenance: Plow purchase for snow plowing was discussed. The Board would like to purchase a plow for a truck to better service the roads during snow season. There was discussion about using

Jon (maintenance staff) truck and or buying his truck and or buying a new one. The advantage to having someone living at the Ranch being able to plow early or re do the work as it continues to snow is worth the cost. It would be saving money too because a one time purchase saves on the continual service charges for the company to come plow. The Board would look into buying a “beater truck” that is cheap to purchase but able to handle the plow so that the responsibility isn’t on one person’s vehicle. The plow next to the barn that is for the tractor was discussed. It was decided that it can be sold and the Board asked \$500 OBO. It was suggested that we contact the local farm stores to see if they had any interest or possibly trading it for credit. Paper towel dispensers can go they are no longer useful.

Pool: Discussed earlier in the meeting

Old business: PSE light-will be installed April 4th. Online payments also discussed earlier. Online reserve study. The Board decided to use the local Anacortes company. Contracts signed. Keri Key card system: Current system is out of date and Security Solutions will no longer support it. It is critical to replace it. The Board has reviewed all quotes and earlier decide to go with Guardian Security. The quotes were reviewed again and there was much discussion since Guardian Security was the more expensive quote. The bigger plan is to eventually switch all security over to Guardian but with Security solutions providing a quote \$2,000 less there was a lot to consider. Amy was asked to find out specifically what the difference was and it ended up it was the electrical components and Security solutions is already aware of our system. Security solutions has not provided the Ranch the best customer service and has billed us for ridiculous things. Board members had personal bad experiences with security solutions also. Because of this the Board decided to go with Guardian Security for our update to the door system. This will allow the bathroom doors to be monitored during pool season.

New business: Clean up day. Last year was successful and the Board would like to organize a clean up day again. There will be an emphasis on helping your neighbor and volunteers helping those who need help. It was decided that May 4th would be the Ranch Clean up Day! Pool employee: It’s time to start listing for a pool staff person. \$17 an hour and 3hrs worth of work each day during pool season. Amy will start looking for a pool person.

The Board moved into executive session at 7:41pm

Double R Ranch HOA April 16, 2024 Meeting Minutes

Board members present: Adrienne Montoure, Tom Gnewuch, Tim Stratton, Nick Jordan, Laurie Jordan, Bob Jones

Homeowners and others present: Karin Powell, Sue Davenport, Ray Froenberg, Sandy Stratton and Amy Ashby

Adrienne called the meeting to order at 6:30pm

Agenda- Bob made a motion to approve and Laurie seconded.

Minutes- Bob made a motion to approve and Laurie seconded.

Homeowner concerns: Adrienne asked if any homeowners had concerns. Issues were raised about the cost of pool repairs. The homeowner would like to see the quote and try and find a cheaper option. The Board discussed the work that's already been done to find a company and the tricky parts of finding someone to do the work but homeowners are always encouraged to help out and find better options. Amy created a spreadsheet that includes every possible option in repairing the pool and there's a great difference in prices because some are optional.

Treasury report: \$16,847.14 in the Roads account and \$64,290.46 in the regular account.

Administration: Amy brought up the fact that new homeowners aren't getting the correct information from title companies when purchasing homes at the Ranch. Amy sends every title company the documentation they request for dues accounts and tell them homeowners need to come to the office to pick up new paperwork, but its rare for homeowners to do so. The Board suggested that Amy create a new letter and include the fact that the Board is always looking for new members as well.

Maintenance: First mow of the season completed and looks great. The zero turn mower needs new blades or needs them sharpened. The budget includes the funds for professional to be doing lawn care so there's room to purchase new items but is it allowable by the Board. New blades could be up to \$300 and Amy wasn't comfortable making that decision. The Board discussed Darin and Bob being able to sharpen them. Post hole digger is leaking gas. Nick remembered it has a warranty and Amy will look into it. White vinyl fence needs to be fixed with appropriate holes and cement. Will need to rent or purchase a bigger auger for this project. Amy will follow up and find the equipment needed. Green mower in the barn doesn't work well. It needs a new carburetor. The Board decided it can be given away. Darrin asked to remind Jon that the tractor pullies get greased each time for maintenance.

Pool: No real updates. Still waiting for health department to respond and give direction where to go for repairs and if we can open or not. Kevin who lives at the Ranch expressed interest in the pool position this summer and is understanding if we don't get to open. Amy will follow up with Kevin when the time comes.

Old Business: PSE light- The Ranch now has a new light installed at the entrance of the Ranch.
Online payments- Amy needs to coordinate everyone's schedule to set up a new account at WECU.
Reserve study- Rick from Pacific Crest Reserves came to the Ranch and met with Amy and Tom to discuss the reserve study. This was required by a recent law and the Ranch's bylaws. The intentions of the study are to predict in the next 30 years what may need repaired or replaced and help the Board make adjustments to dues/assessments in order to fund these needs. Rick will be emailing the final report and felt like he had a good understanding of the Ranch and how we function. Keri
Key Card System- it's a 3 day process set up for the end of May. They will be installing a new system and training Amy how to register and use the key cards. Clean up day- the Board decided to hire a dump service and allow homeowners to pay a flat fee and have their junk hauled away. Amy will coordinate this with Dump Rats trash removal who came last year to clean up the common areas.

New Business: no new business

Board moved into Executive session at 7:26pm

Double R Ranch Board Meeting May 21, 2024 Meeting Minutes

Board members present: Adrienne Montoure, Laurie Jordan, Nick Jordan, Tim Stratton, Tom Gnewuch, Bob Jones

Homeowners and others present: Sandy Stratton, Jenn Lysen, Eric Lysen, Hector Santos, Sue Davenport and Amy Ashby

6:32pm Adrienne Montoure called the meeting to order

Agenda- Tom made a motion to approve, Bob seconded

Minutes- Nick made a motion to approve and Bob seconded

Homeowner concerns: Santos approached the Board to ask about application permit. He would like to put up a deck on his home. The Board approved as long as a permit was obtained and provided to the office. Jenn and Eric approached the Board with interest to join the Board. They said they would write an email expressing their interest and it could be discussed during executive session. Sandy Stratton also expressed interest in joining the Board along with Tim. Adrienne announced that she would be stepping down from the Board of Directors as her family is moving. She served for several years and appreciation was expressed by many for her wonderful service.

Administration: Amy has been working with the Secretary of State to update Board names to then open a new account at WECU to then start accepting payments from homeowners for the pool. Whatcom county health department came and gave the go ahead to open. They required the cracks and dips to be fixed (tripping hazards) around the pool deck, tile to be replaced near skimmers (laceration risk), and a new drain cover to be installed before opening. Amy has been coordinating work around the pool and will continue to do so in order to open.

Maintenance: pool work, replace phone box and tile work. Landscaping- things are looking great and many homeowners have noticed.

Pool: Taylors Backyard was here with Whatcom County Health Department. They talked about a lot of lingo and permits and codes. Jesse seemed to understand exactly what was expected and how to move forward. Pool staff- we have found someone who's committing to the whole season and will be trained soon.

Old Business: Online payments- still waiting for paperwork to process at the state to open a new account. Reserve study- Amy emailed the reserve study to the Board. This information was provided to the Board via a professional company who looks at the upcoming expenses over the next 30 years and suggests how to collect that money and keep a reserve for those expenses. The reserve study was required by law but the information provided are suggestions. Keri Key Card System- installed and homeowners can start getting their keys. Clean up day- it was successful. We had 9 homeowners participate in dump removal services and several took the time to clean up their properties and yards.

New Business: Trees- Legacy Tree company needs to come back out to look at Lynda's property and Amy asked the Board for any other concerns. The Board agreed it was time to have them come

survey all the common areas again and take care of whatever concerns are found. Amy will coordinate a walk around with the tree company.

7:21pm the Board moved to executive session

HOA Board of Directors June 18, 2024 Meeting Minutes

Board Members present: Adrienne Montoure, Tom Gnewuch, Sandy Stratton, Eric Lysen and Jen Lysen

Homeowners and others present: Karin Powell and Amy Ashby 6:32pm

Adrienne called the meeting to order.

Agenda- Tom made a motion to approve and Sandy seconded.

Minutes- Tom made a motion to approve and Sandy seconded.

Homeowner concerns- Adrienne asked if any homeowners had concerns. None were presented.

Treasury- Amy read the bank statements. \$62,654.45 is in the main account. \$16,847.14 is in the Roads account. Pool season has just started so expenses will be higher now.

Administrative- Amy has been meeting many homeowners while they have come in to register for key cards for the pool. Lots of people paying dues in order to use the pool.

Maintenance- Tractor will be serviced tomorrow by Pape. It was running fine for a while and then just stopped. Maintenance staff was able to mow part of the field and will finish before the 4th of July. Vinyl fence is still on the list and had been moved to the side so pool work could get done. The Board asked that the corner of Crockett and Masterson be maintained about 3ft off the roadway.

Pool- Taylor's Backyard has requested the engineering costs up front which Jesse believes is just under \$10,000. Amy has asked for an exact number and written documentation but was not able to get that information prior to the Board meeting. The Board is aware this is an expense that needs to be paid and will have to use the money from the general funds to then pay back once assessment money comes in. Pool is finally open and functioning after many mishaps.

Old business- Online payments. Amy was able to change the name on the Secretary of State paperwork but in the process of adding Board members the State decided to change Amy's last name to "Ashley". Amy will contact WECU and make sure this is not a problem and then schedule an appointment right away to get an account open. The Board discussed using WECU to collect online payments and then moving money into Banner Bank and create a sub savings account to keep pool expenses separate. Reserve study- the Board will discuss this at the Budget meeting. Trees- there are several trees that need to come down. Legacy tree company will do a days work for \$2,400 and believe 2 days will be necessary. There is \$3,100 in the budget for trees but the Board is aware of the HOA's responsibility to take care of dead/dying/dangerous trees in the common area and said to schedule both days and find the money elsewhere in the budget. Using maintenance staff to do lawncare has saved the Ranch money so it could come from there.

New Business- There is no new business.

6:47pm the Board moved into executive session.

HOA Board of Directors July 18, 2024 Meeting Minutes

Board Members present: Laurie and Nick Jordan, Tom Gnewuch, Eric and Jenn Lysen

Homeowners and others: Tiffany Barker, Karin Powell, Jon Graham, Matthew Johnson and Amy Ashby

Laurie Called the meeting to order at 6:48pm. The meeting started late because Amy's computer (used for zoom attendees) was updating.

Agenda: Nick made a motion to approve the agenda and Tom seconded.

Minutes: Tom made a motion to approve the minutes and Nick seconded.

Homeowner concerns: A homeowner brought up the idea of having adult swim hours at the pool. The idea being at least an hour dedicated for adults who want to swim laps and enjoy the pool without kids. The Board asked Amy to reach out to homeowners and ask for input. It was a thing before and sometimes there's push back so put feelers out there and see what people are thinking.

Treasury: Tom read the treasury report. There is \$58, 636.07 in the main account and \$16,847.14 in the Roads account.

Administration: Amy had sent out letters for past due accounts and homeowners are responsive. Other items to discuss fall under other categories.

Maintenance and Roads: Vinyl fence- will be repaired soon. Tractor was working and then stopped. Amy found a company in Lynden that would come to the Ranch and service the tractor. Tom and Jon met with the tractor person and found out that pine needles were in the diesel tank. It was cleaned up and tractor works great now. Jon will be able to maintain the tractor and keep it running smoothly. The mower also wasn't moving when put in gear so Amy found a company who works on Torro mowers (which isn't easy to find). The guy thinks he was the person who sold the Ranch the mower to begin with because he use to be a torro dealer. The safety switches had been removed from many places on the machine. The guy was was able to pull parts off a "part mower" he had on site and just needed to order 1 part. When the part comes in he will come to the Ranch and fix it.

Pool: Update- Amy informed the Board of information she received from Taylor's backyards. Jesse finally provided a final quote with a new section for excavation. He was unable to get a company to nail down a price so he decided him and brother would rent equipment and do the work themselves. Amy had been cautioned by other companies and random community members about Taylor's backyard having problems with equipment after the fact and not holding up their warranty. At first the companies saying something Amy thought was just everyone trying to stay competitive in business but while Amy was shopping for repairs to the pool deck for this season she started up random conversations about the pool project and that's how Taylor's came up in discussion. Amy didn't feel right not sharing this information with the Board. The Board discussed what other options

we had to repair the pool and the only one was going back to NW Hotsprings who had asked for \$1,200 to do an assessment of the pool in order to have a complete list of the work done. The Board voted to spend this money to obtain a second opinion.

Old Business: Online payments. Amy has everything ready to go but WECU informed her that it was a better option to use Square to process payments. WECU said the fees would be too significant for what we needed and they were always interested in saving their clients money. Jenn Lysen mentioned that she has experience with square and WECU and we really should use WECU. Jenn agreed to talk to Amy later to figure out the best next step. Reserve study- the study will be reviewed at the budget meeting next week. Trees- Legacy tree care came and worked for 2 days at the Ranch and was able to get all the work done they thought plus more. They called me on the second day asking if they could take down some questionable but not dangerous yet because they had more time in their day. All homeowner trees that were of concern were dealt with.

New Business: Homeowner code of conduct- This was brought up by the Board because of recent inappropriate behavior brought to the attention of the Board between neighbors. There's no rules or laws about being mean to your neighbors but it doesn't help the good of the community. Eric agreed to type up a draft and receive input from the rest of the Board about a type of document that could detail the expectations of the community and resources for homeowners who they could call for help or support when neighbors are being neighborly. There's not a lot the Board can do in certain circumstances. Horse pasture rental- a homeowner had called the office to ask about the rules to the horse pasture and wanted to know if she could have a horse. I encouraged her to attend the Board meeting but she was not present today.

7:53pm- The Board moved into executive session.

HOA Board of Directors August 13, 2024 meeting minutes

Board Members present: Laurie Jordan, Nick Jordan, Sandy Stratton, Eric Lysen, Tim Straton, Tom Gnewuch

Homeowners present: Monique Reeder, Santos Cruz, Joan Nadeau Laurie, president, called the meeting to order at 6:38pm.

Agenda- Eric made a motion to approve and Tim seconded

Minutes- Eric made a motion to approve and Tom seconded.

Homeowner concerns: Monique provided the Board with an update of her project she had approved by the Board months prior. The Board reviewed information and agreed that the project was approved by the Board's standards and would provide neighboring properties notification of construction that would take place as a courtesy to inform the other homeowners. Santos Cruz had a construction application on file at the office and the Board reviewed his project and approved. No other homeowner concerns.

Treasury: Tom read the bank statements. The main account had \$52,132.39 and the Roads Fund has \$16,847.14. Pool season is going to wind down and the larger expenses would stop soon.

Administration: Amy has been working to prepare the budget for Board review. There were some final adjustments and recalculations based on an increase in dues for 2025. Pool season is ending and Amy suggested the pool team that worked so hard and so well as a team should get a thank you. Some homeowners even volunteered their time. The Board approved Amy to purchase gift cards \$25-\$30 for each worker as appreciation for their work. Annual General Meeting is coming up and Amy is starting to work on those preparations. The Board suggested that we fine tune the voting to make it less complicated for homeowners. Amy will also review the bylaws and book of resolutions to find necessary adjustments to fines and fees that the Board currently loses money on. Example- the tractor. The Ranch loses money from the rental fees because of the cost of labor and gas.

Maintenance and Roads: Vinyl fence is in the works. The Board asked that Jon walk the entire Ranch and take care of the blackberries on or near the roadway.

Pool: Update/NW Hot Tubs: Dan is preparing an assessment of the pool and will provide an estimate for work to be done by August 31st. The Board agreed to pay for this assessment in order to get a second opinion.

Old Business: Homeowner code of conduct- Eric is working on a document to help homeowners better understand what the Board can and cannot do and also provide resources for when neighbors aren't acting neighborly. Online payments- Amy is still working on getting square set up. Reserve study- was left on the agenda so the topic isn't lost. Will need to be addressed in next budget.

New Business: Dues increase 2025. This item was on the agenda to inform homeowners that a change is coming. It was necessary due to the cost of everything increasing. The dues will increase by 15% in 2025. Budget review- the Board needs to review the revised budget.

The Board moved into executive session at 7:50pm

Double R Ranch September 17, 2024 Meeting Minutes

Board Members present: Laurie Jordan, Nick Jordan, Sandy Stratton, Tom Gnewuch, Bob Jones

Homeowner and others present: Robynne and Dotti Sapp, Karin and Don Powell, Jamee Gavin, Monique Reeder, Miriam Sapp, Donna Laws, Dan Hyatt and son Gaylan, Amy Ashby

6:36pm Laurie called the meeting to order

Agenda- Bob Jones made a motion to approve and Nick seconded.

Minutes- Bob Jones made a motion to approve and Nick seconded.

Homeowner concerns: Robynne and Dotti presented concerns about their rights to have an air bnb at the Ranch. The AGM it was voted to not allow air bnb's but Robynne and Dotti presented information why they should be allowed. The Board heard their concerns and agreed to present this information to the Ranch attorney. Robynne provided copies of the information they presented and if any homeowners would like to have a copy Amy has copies at the office. Monique Reeder

provided a WAC about additional dwelling units and zoning codes for HOA. Monique emailed Amy the link so others could review it too. Other homeowners present were there to hear about the pool and were waiting to hear from Dan Hyatt from Hot Tubs NW.

Pool: Because we had special guests Laurie allowed Dan from Hot Tubs NW to present next. Dan presented an almost 2 hour explanation of the pool assessment. There is a several page document at the office that homeowners can request that explain every detail of what's wrong with the current pool. In summary there are significant electrical components causing hazards, tripping hazards, the wrong handle bars, cracks in the plaster, broken skimmers and pipes, and incorrectly installed equipment in a structure that is rotting away. A lot of things are not to code with the health department even though it was approved by the Whatcom County health department to be open. Dan explained the lack of accountability in those who approve the pools to be open and there's still significant liability on the Ranch and the Board. There's no question the pool is unsafe, will not be open next year as is and needs an extensive overhaul in repairs. Dan said any option is possible but it also costs money. He presented 3 options. One option was to keep the pool the same size and same shape. This is the most costly option. New equipment and some additional extras will allow for the pool maintenance costs to be cheaper in the years to come. Things like a heat pump and cover will save costs on propane. A auto fill system will save costs on maintenance personnel and save the equipment from failing and needing repairs. A second option was presented about making a smaller pool inside the current pool. This would be a 20x40ft pool. Dan explained that according to regulations 48 people could be in this pool at one time so even though its smaller it still would allow for 48 people at one time. The Board was hesitant to allow this option and expressed concern about losing the "kiddie area" or "tanning" shallow part. The cost of maintenance significantly decreases with the smaller pool but the costs of building/repair isn't that much less. Making a smaller pool would still require all the other work of repairs plus the cost of filling in the area that would be left empty when making the pool smaller. Dan left copies of the assessment and quotes for all options with Amy. Any homeowners interested can come to the office during office hours to review or obtain copies for themselves.

Treasury: Tom read the bank statement totals aloud. Roads account has \$16,847.14 and our main account has \$41,361.55.

Admin: Amy has been working diligently to update all contact information. There is only a small handful of homeowners who have not provided their email address to the office. When homeowners came to get new key cards for the pool Amy updated contact information then and has now compiled them into one place with a hard copy and digital copy. Amy has been working closely with Dan and other contractors that needed access to the pool to determine costs of repairs. The budget work has been completed and handed over to the Board for final review before presenting to homeowners with the AGM packet. The AGM packet will be going out later this month. Because of the time spent on the pool presentation the rest of the meeting was quickly summarized by Amy and Laurie.

Maintenance and Roads: Vinyl fence has been removed and posts cleaned off. All items are stored in the Barn until the tractor with auger can come back and dig deeper holes. Jon is hoping for more rain to make the ground softer. Blackberries have been taken off the roadways. The Board is happy and impressed with the look of the Ranch and the work Jon is doing.

Old business: Homeowner code of conduct is still in the works. Online payments- Amy has set up an account for Square and connected the WECU account. The invoice system has been tested and we are just waiting for final numbers and invoicing or decisions about the pool. Reserve study- it's still part of the plan to address next year. Budget review- Amy needs the Boards input by Thursday in order to complete this part of the AGM packet.

New Business: Amy will be preparing the packets for the Annual General Meeting coming November 2, 2024.

8:55pm the Board moved into executive session

Board of Directors Meeting Minutes October 15, 2024

Board members present: Nick and Laurie Jordan, Tim and Sandy Stratton, Bob Jones, Eric and Jenn Lysen, Tom Gnewuch

Homeowners or others present: Amy Ashby

Laurie called the meeting to order at 6:33pm.

Agenda: Sandy made a motion and Nick seconded Minutes: Sandy made a motion and Nick seconded Homeowner concerns: there were no homeowner concerns presented.

Treasury: Tom read the bank statements. \$16,847.14 in the roads account and \$35,304.60 in the regular account.

Admin: Amy reported that she's been trying for several weeks with multiple attempts to contact our insurance agent to pay the bill for insurance and has been unsuccessful. The policy is probably cancelled without the payment. Sandy offered to go in person and get their attention. AGM prep is underway and is later on the agenda.

Maintenance and Roads: Blackberries have been cut back, pot holes filled (continually) and the vinyl fence is the next big project to tackle.

Pool: It was discussed how to move forward with the pool without knowing the outcome after the AGM vote. The Board approved maintenance to work on the pool to keep the leaves out and keep it drained while also winterizing it.

Old Business: Homeowner code of conduct is still in the works. Online payments are ready to go just need to get the amount for the pool. Reserve study- still there and still an idea. AGM Prep- it was discussed that the votes at the AGM will be all in writing. Amy will create a homeowner list and someone will check the list to make sure no one is voting twice except for the homeowners with 2 properties as they are allowed 2 votes. Amy will look into a new coffee pot for the meeting because the others were old and the Board wants people to have their coffee.

New business: Snow plow- theres a plow to purchase about \$2,900 online. The Board approved this purchase to service the community quicker than the company. It will also save money long term.

7:15pm- the Board moved into executive session.