

## September 21, 2021 HOA Board Meeting

Keeli Bradey, Adrienne Montoure, Trevor Goodman, Bob Toms, Bob Jones, Amy Ashby were present in person

Nick Jordon, Sandy Stratton, Karin Powell, Jason Vong, Laurel Nickerson, Tom Gnewuch were present on zoom

6:30pm Keeli called the meeting to order (she provided name list for zoom)

Agenda- motion to approve Adrienne, Trevor 2<sup>nd</sup>

Minutes- motion to approve Trevor, Adrienne 2<sup>nd</sup>

Keeli Amy Ashby was introduced as new office manager

No treasurer report- no bank statement, proposed sending email to homeowners at a later date

### Administration report:

The admin computer crashed and a new one was purchased. We need a new and updated email contacts from homeowners, Keeli asked homeowners to email name, address, email and lot number and Amy agreed to post signs in the neighborhood to inform homeowners to send in their info to the office. It would be helpful to have online banking for statements when we don't receive them in their mail. We need to change the name on signing cards to include Amy. We also need Microsoft office on the new computer as everything has crashed and most is gone. The new computer will have cloud back up. Our stamps.com account isn't working but will be fixed with updated bank information. Keeli explained how computers crashed, flash drive received and see what we can pull from old records from Cathy.

### Maintenance and Roads:

The speed limit sign is down and laying down on crocket rd. No one is sure where it came from. Tom discussed putting sign in by fire hydrant and fixing the sign. Nick offered to help with post digger and it was recommended we call 811 before you dig- Tom will call.

Hole on Carson Rd was there last month about 4" deep by 12" in diameter. Surveying company came out and dug a hole in the road. Keeli researched it was Larry's surveying company and they came out and filled in the hole as a curtesy. She's reaching out to WRS to see if it can be sealed. Nick Jordan and Jason Vaugh will fill pot holes with gravel on Pool-Barn.

Vickie Farrell has trees that are hindering and dangerous on and around her property. Quotes were received for removal and some trees in common area are dangerous and required to remove those.

They will mark trees in common areas to take down and HOA will pay that. Farrell will pay for those on her property.

#### Pool Report:

The plastic stairs need to be removed. Year before last stairs were installed to help people get in and out of pool. There is a new inspector for the pool, and now they will need to update the stairs or take them out. The Board decided to take them out. Keeli will remove them before the pool is to open again and she will sell the old stairs on marketplace to recoup money. There are no plans to replace them because county says the original steps are enough ADA compliant. Pool deck- a few years ago resurfaced, currently cracking and peeling. Trevor is getting quotes for repairs. Work wont even start until after winter because of the cold weather coming, but will get quotes and prepare for work.

#### Old Business:

AGM Cathy did prepare most of the packet. Keeli has been filling in the gaps working with CPA and went to Office max to get copies done. Keeli is currently hand addressing envelopes. It will probably be another week before they go out. AGM is Nov 6<sup>th</sup> at 9 am at Legion, if COVID spike again it will be on zoom. Watch your emails for that info.

#### New Business:

Brian Murphy requested to be on board not present. Keeli expressed concern about turning over to property management if not able to gain new board members. A few homeowners expressed interest in helping on the board to avoid being taken over by property management.

Nick and Laurie Jordan and Jason Vaughn- Members at large

Jessica Sturtz had concerns about cracks around man holes. Keeli will reach out to WRS to upkeep and fix cracks.

Cameras computer/hard drive crashed. Security solutions came and fixed it. We currently have battery back up and surge protector. Will need to purchase a new computer, but temporarily have one security solutions gave us unsure how long it will last.

Bob Toms discussed an issue that was 15 years old the old board had already dealt with. Current board suggested he contact the county and possibly the sheriff if conflict with neighbors continue.

Bob Jones works with the Bridge to provide food for those who need it, not income related, if people don't take the food then it gets tossed, Fridays 3:30-5pm every week. Bob offered to bring boxes to those who live in the ranch

7:48pm The board went into executive session.

### **HOA Board Member Meeting October 19, 2021**

People in attendance: Adrienne Montuntoure, Keeli Brady, Trevor Goodman, Jason Vongs, Jon Lind, Jeff Wick, Sue Davenport (zoom), Tom Gnewuch

6:30pm Keeli meeting called to order

Minutes - Adrienne approved, Jason second

Agenda- Adrienne approved, Jason second

Homeowners: Jon Lind- widened driveway w/o paperwork, shop built with foundation, believes its portable. He stated he wont be paying fine he claims he was not notified of CC&R's. Keeli explained upon moving in he was aware of the HOA and he could have obtained the CC&R's anytime. A warning letter was sent in April and today was given copies in person today after stopping by office. Work was done over a year ago to his property without proper paperwork.

Treasure report: \$34,963.42 collectively and \$22,319.36 road funds. We now have online banking and can access the bank statements on time for board meetings.

Admin report: The board approved Amy to look into and purchase and a new printer. Stamps.com account has been unlocked and will continue to be used to purchase stamps for office needs. The flash drive Cathy sent has no current or active documents. Amy will be working to replace new homeowner packets, fine letters, construction reports etc. All information will be saved on the drive and if another computer crashes it should all be okay moving forward. Keeli would like list of homeowners construction applications that have been pending and approved- Amy will provide.

Maintenance and Roads: Jason filled pot holes on Pool-Barn road. Tom said he would put the sign up. Hole in Carson road has been filled and sealed. Vickie Ferrell trees- hers have been taken down but not in common area. Keeli said we are just waiting for split bill to show common area expenses vs her areas. Amy will follow up with Vickie about the bill. Cracks in road- Board approved a quote, and are working on dates to start work. Jim B sent an email regarding gravel on roadways from yard work or driving from driveway. Amy will email homeowners regarding this once we have an updated contact list. Each

homeowner needs to be sure to sweep or blow gravel off the roadway as necessary to avoid damage to the roads.

Pool- stairs will come out in the spring. The pool deck repair quotes are still pending with no news.

Old Business- AGM packets have been sent out. Keeli did her best with the only hard copy of addresses we had from Cathy. Some of the packets are being returned for various reasons beyond our control. Canadian homeowners need to send the office their Canadian address if they'd like information mailed there. Tom will go by Legion to confirm AGM on the calendar. The secretary has been out so unable to confirm booking. Adrienne will lead meeting because Keeli will be gone. Consulted the attorney to find the correct procedure and this will work and Keeli can appoint someone. Trevor will get a cheap chromebook from Best Buy to stream the camera/security.

New Business- Adrienne wants to look into speed limit signs, as speed humps not wanted by most homeowners. Keeli asked if anyone would want to be vice president. Attorney says we do not have to do have one and a vice president can be appointed when needed. New members cannot be voted on at AGM due to time constraints, but special meeting can be called. Board of directors are allowed to appoint new board members to old board members positions without homeowner voting. There are 3 old positions Bob Toms, George Reimer, and Bob King need to be filled. The board of directors appoints Jason Vongs, Nick Jordan and Laurie Jordan to fill these positions. It not recommended for board members to run the tractor as they are not employees of the ranch and not covered under L&I. It is recommended to hire someone to run the tractor. Keeli will ask attorney if they can create a waiver for volunteer to run tractor to avoid hiring a maintenance man. Snow removal bid \$1,000 for entire ranch and \$500 for deicer. Zack at Evergreen Coast landscapers provided the quote. Adrienne motion to approve Jason second. This will come out of general funds as of vote from board members. Tom, Adrienne, and Trevor voted to take funds out of general account for the snow expenses.

7:55pm- Keeli called the meeting into executive session

## Double R Ranch Annual General Meeting

Nov 6, 2021

In attendance: Caroline Applebee, Wesley/Sharon Brown, John/Donna Carley, Raphael/Iris Cruz, Tom/Donna Gnewuch, Trevor Goodman, Lourdes Gormon, John/Nancy Lind, Nick/Lauri Jordan, Adrienne/Roland Montoure, Robert/Cheri Toms, Jason Vongs/Laurel Nickerson in person. Sophie Zubko, Karin Powell, C Padilla, Eric/Jenn Lysen on zoom.

9:10am Adrienne called the meeting to order.

No quorum was met but a motion was made to move to a regular meeting.

#### Homeowner reports:

- It was proposed to allow the office manager more hours to accommodate for special projects to be completed. It was stated that if a job needs to be done and a homeowner cannot perform that task then homeowner should be able to pay for that to be done (ie more office hours allowed in the budget). Specifically, the carpet from office remodel needs to be removed- Amy will coordinate and agreed to take on more hours as needed for random projects at the ranch.

#### Old Business:

- Homeowners thanked the board for stepping up and not being turned over to property management company. There were signs posted asking for new board members to avoid being turned over to a property management company. That is because the Ranch is legally required to have an HOA and without volunteers on the board it will not work.

#### New Business:

- Question was asked what the procedure is when someone moves into the ranch. How do new homeowners know the rules and regulations and what to expect? Amy working on creating new homeowner packets. The office computers crashed prior to Amy accepting the position of office manager so most must be redone from scratch, but it is a priority to complete soon. For now, homeowners can access most information on our website or can obtain physical copies at the office. Office hours are Tuesday/Thursday 1:30-6:00pm. Nick Jordan volunteered to help deliver new paperwork to homeowners that need it.
- Next year Nick will coordinate volunteers to knock on doors the weekend prior to the AGM in order to help improve attendance.

#### Voting:

Flag Poles- which flags to fly?

American Only- 10 votes

American & Wa flag- 1 vote

American & Candian- 2 votes

All 3- 3 votes

Remove flag poles- 7 votes

It was voted to fly the American flag only. The other flag poles will be cut down and removed.

9:45am Trever made a motion to adjourn the meeting. Nick 2nd