

# 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 4<sup>th</sup>.  
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.