

MEETING MINUTES

ESTATES AT MEADOWWOOD III HOA BOARD OF DIRECTORS MEETING

August 12, 2015

Remy Newcombe's Residence – 1301 N. King James Ln.

3:00 p.m. – 5:00 p.m.

Present: Remy Newcombe, Greg Kautz, Steve Wampler, Terri Schmarr. From WEB Properties: Bill Butler and Eric Lundin

The meeting was called to order by Remy at 3:00 p.m.

Remy moved and Steve seconded the approval of the April BOD meeting minutes and the vote was unanimous.

Agenda Items:

1. 2015 Financial Report (Year to Date):

- Bill reviewed our financials. Next week if homeowners are delinquent with their HOA fees, an invoice will be sent out along with charging a late fee.
- In the next Monthly Report, Bill will provide more details regarding the landscape charges that are over budget year to date.

2. 2015 Issues to date:

- Resident at 1514 Terrace Lane - drain issue(See email dated 6/4)
 - WEB will get a camera roter quote to check 3 storm drains in townhome common area swales.
 - Greg will send pictures of townhome's common area standing water after torrential rain storm
- Reflective tape on plastic posts
 - Some homeowners have complained about the size of the tape; so noted.
- Letter with appropriate Law Enforcement agency regarding permission to issue traffic citations on our streets
 - Eric investigated this and the City has a policy not to patrol private streets. Eric will ask Officer Sitka for letter in writing.
- Tree bids
 - Remy moved and Steve seconded to accept the Greenleaf bid. Vote was unanimous.

- Eric will contact Greenleaf to have them do the tree pruning IF their quote remains the same even though we do not want the large pine trees trimmed at this time that they had included in their quote.
- Eric will ask Greenleaf to quote trimming the 4 Birch trees along Mission.
- Greg will mark the 4 trees with ribbons (done).
- Bark Refreshed
 - We will wait until next spring to get the bark refreshed since the summer is almost over. This item will be added to next year's budget.
- Revision to RR for parking at Townhomes.
 - Bill and Eric will draft an addendum that will follow the same rules as street parking throughout the rest of the neighborhood for the Board's consideration.
- Change to the Welcome Letter
 - Eric will change the Welcome Letter by editing the verbiage that the CC&R's "are available at your HOA's website at www.estatesatmeadowwoodiii.com" and remove WEB's website. Two other edits to the letter will be done to be consistent with replacing the "of" with "at" in the last two sentences.

3. Open Forum

- The HOA Annual Meeting will be held on Tuesday, October 27th at 7 p.m. at the Liberty Lake City Hall; Eric has reserved this room for us to set up at 6:30 p.m. and he will propose an agenda (remember to add that we propose to hold off having an HOA audit since it costs around \$6k. Also add the RR addendum regarding Townhome parking.)
 - WEB will determine what is mailed out with the meeting notice.
- An Executive Session will be held on Wednesday, October 7th at 3:00 at Steve Wampler's house at 1307 N. King James Ln. to review the HOA annual meeting agenda.
- Eric will inform the homeowners at 1405 N. King James Ln that their proposed Landscape plan will still be approved for next spring, as long as there are not changes.
- A light at the entry gates is not working properly; Greg has since fixed this. We may need to look at higher amperage.
- Bill mentioned that on our HOA website we should have 3 years, plus the current year of meeting minutes, financials and budgets. Bill and Eric will review the website and let us know.

- A neighbor suggested putting barriers over the culvert by the entrance. WEB will propose a solution.
- The fascia board at 1315 N. Dunbarton needs to be stained; a Courtesy Letter has gone out and we need to monitor this situation.
- As new neighbors contact Eric for their security gate code, he will remember to ask them for their permission to add their email address to our Home Owner's Roster. He will contact our newest neighbors at 1003 N. King James Ln.
- Communication: continue to cc: Bill Butler on email messages.
- We need to have a new Board Member join us since Greg will be rotating off this year.

4. Adjourn – Remy moved and Steve seconded the meeting was adjourned at 5:10 p.m.

Respectfully Submitted,

Terri Schmarr

Estates at Meadowwood III HOA BOD Secretary/Treasurer