

# Big Trout HOA Board Meeting

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**Meeting called by:** DG Garcia

**Type of meeting:** Board Meeting

Note Taker: Chris Lowe

**Location:** Liberty Lake Municipal Library

Time: 6:30 PM

**Attendees:** DG Garcia (President), Dale Robbins (Vice President) Roger Liermann (Treasurer),  
Chris Lowe (Secretary), Tim Liese (Member at Large) Absent, Christina Ross (Ops Solutions),  
Lyman and Geraldine Benshoof, Mark Simmet, Specialty Home Products

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## *Minutes*

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DG called the meeting to order at 7:04PM.

**Roll Call-** DG Garcia, Roger Liermann, Chris Lowe, Dale Robbins. Board voted to excuse Tim Liese who had submitted an email of his absence. Vote passed unanimously.

DG made a motion to accept the meeting minutes from the July 26<sup>th</sup> meeting. Seconded by Chris. Chris explained he made a change to the July minutes, based on a request from Tim regarding an incorrect notation where a Board member had abstained. Chris advised that the vote should reflect: 4-0 with 1 abstention. Chris, Dale, DG, Roger having proxy vote for Tim voted yes. Motion carried unanimously.

Roger wanted to know why we are approving the July minutes when we are in September? DG explained we have 60 days from the time the meeting is done to get minutes done, approved, and posted to the website. Roger asked why we can't do 2 meetings and do them together. Roger would like to get to a place where we're not 2 months behind. Chris advised that he is working on getting caught up. DG explained that often minutes are 60 days behind according to state regulations there is no violation. Roger wants to get to reviewing minutes from the most recent meeting. Chris, Dale, and DG approved, Roger having proxy vote for Tim abstained. Motion carried 3-0, with 2 abstaining. Roger also asked about the recording from the August meeting. DG advised and clarified that a member of the association requested not be recorded so the recording is not available and was destroyed as is required.

DG invited Mark Simmet the contract from Specialty Home products to speak to clarify and review the windows, siding and vent decisions associated with the insurance claim to ensure the Board had made the considerations necessary to proceed. Windows: Mark clarified that replacing the snap bead, which is part of the window, is important when it is considered damaged. Not replacing the snap bead can also cause a window seal to go bad. Roger asked about the original bid and whether the bid that Mark gave was based on estimated number of damaged snap beads and will that number change. The original bid was to replace the entire window and not just the snap bead. DG found the original email and it stated in the email that there were 68 windows slated for snap bead replacements and 84 windows for a full window replacement. Mark mentioned that he would need to go back and look at which windows needed to be replaced because the insurance adjuster didn't specify which ones, just how many. Mark mentioned that it won't take long to replace, but it will take some time to inspect every window. Chris asked how long Mark has been in this industry. Mark responded he has been in over 30 years.

Chris mentioned he would like to rescind his previous vote. Roger wanted to know if this all was billable to the insurance. Mark said yes, the insurance company confirmed that they will cover everything, minus our deductible. Siding: Mark was asked to clarify what was proposed to happen with the siding replacement. He talked about removing the siding from building 15 and use that siding to replace any damaged siding on the other buildings because it had the least amount of sun hitting it and had not faded. He mentioned the siding we have on the side of our maintenance garage could be used, but there is not enough, and the color more than likely will not blend with what is on the buildings now.

Roger mentioned he didn't know what we had voted on. DG reminded Roger that at the August 21 meeting the vote was to use the existing siding in lieu of taking building 15 siding and to remove the windows from the claim, and include the vents with considerations (how many vents can be repaired) the vote was unanimous. Mark also mentioned there was no shakes to replace the ones that are broken or missing now. Mark mentioned he had sent samples in to figure out who manufactured the product so we can get the same siding to complete the project.

Vents: DG mentioned that it was requested to ask if replacing all the damaged vents could be considered to repair/replace vents that are under the eaves. She asked Mark to look at replacing all the damaged vents in the community, although they are part of the limited common area it appears too dangerous and would be difficult to replace on their own. Mark explained he had identified 20-30 vents on the non-hail-storm side. Roger said Vaughn had given him some information that our vents were no longer made. Mark said he will be looking at the size of the vent. Chris motioned to rescind his previous vote. DG called for the motion to rescind our previous vote to now vote to repair of the windows with damaged snap beads, replace all damaged vents and repair damaged siding all should now be included as part of the insurance claim. Chris seconded. Roger asked if we are eliminating and changing the vote from August 21st. DG said the motion was to rescind the previous vote, since Mark has clarified the damage level associated with the claim. Roger then asked how we can reconsider a vote that we don't know what were voted on in August, because we don't have the minutes. DG clarified that the motion is to rescind the previous vote. Roger then asked Mark how soon he could get started. Mark said there is some of this they would be able to do this year. Vinyl siding could not be done in the cold. Mark said he would hesitate to say that it could all be done this year. DG then called for the vote again to rescind our previous votes and to move forward with having the snap bead, vinyl siding and vents be replaced. Seconded by Chris. Dale, Chris, and DG voted in favor, Roger having proxy vote for Tim abstained. Motion carried 3-0, with 2 abstentions.

Roger asked Mark who the contract for replacement would be. Mark said the contract would be between the condo association and the contractor.

DG then introduced the Benshoof's. Their unit was left in complete shambles from an insurance claim. DG mentioned there has not been a full report sent to the board on the project and DG also mentioned she would be calling Disaster Response, who performed the work, as parts of the information listed on the report seemed inaccurate. She mentioned the board should make this right by the owners and get more information from Disaster Response.

The Benshoof's explained that Vaughn wasted time cutting holes in their condo. They explained they had been without the condo for 10 days and could not use anything in their kitchen; sheetrock dust all over (no containment), a glass shelf was broken, and the carpet was a mess. They explained their upstairs neighbor had been without her sink during this time and she had to do dishes in her bathroom sink. The Benshoof's provided receipts to DG for the board to consider for reimbursement for the loss of use of their condo and the inconvenience.

DG moved to extend the meeting to end meeting at 8:30 PM. Seconded by Chris. Motion carried Unanimously.

Chris made a motion to reimburse up \$1000 for any repairs and costs that the homeowners incurred. Dale seconded. Roger made a comment that he agreed but the HOA should bill back the contractor. DG mentioned she has called Disaster Response and will get more information, including a mold report, but the reimbursement should not be contingent on recouping our cost from the vendor. DG called for the motion- Motion carried unanimously.

DG then made a motion to retain legal counsel and to allow the Property Manager to bring back 3 candidate firms for consideration and to Update our Code of Ethics. Seconded by Chris. Roger mentioned he was unsure of what the motion was. Dale explained what a retainer was in deeper detail and that the code of ethics was outdated and needed to be brought up to date. Roger said he disagreed that we needed to update our code of ethics as we already have one. Chris, DG, and Dale voted in favor, Roger having proxy vote for Tim abstained. Motion carried 3-0 with 2 abstentions.

**Director's report** – Chris mentioned to the board that the garage that kept having frozen pipes during the winter was completed and done under budget. He mentioned the keycards were going smoothly with only a few hiccups. Chris then presented the board with 4 contracts for plowing and out of those 4, one of the companies wanted both mowing and plowing.

Chris then made a motion to extend the meeting to 8:45PM. Seconded by DG. Motion to extend carried unanimously. Chris continued his presentation on plowing. Roger asked if sidewalks were included in the bids and Chris responded yes, all contracts included that.

Chris then provided mowing bids to the board. Roger asked if the criteria was the same for all bids on mowing and Chris responded that it was. (Presentation information attached)

Chris then made a motion to accept the bid from Heritage Landscaping as this would be an all-in-one bid and they would handle both plowing and mowing. Seconded by Roger. Motion carried unanimously.

Chris then made a motion to adjourn the meeting, seconded by DG. Motion carried unanimously. Meeting adjourned at 8:45PM

These meeting minutes have been respectfully submitted by Chris Lowe, Secretary