

In attendance: Donna Guarisco  
Lola Douthitt  
Marilyn Steen  
Madisen Kellogg  
Dannetta Garcia  
+5 Condo Owners

Gil Pierce, Community Manager, Rockwood PM  
Melissa Owens, Association Admin, Rockwood PM  
Dori Ramsey, Field Inspection Specialist, Rockwood PM

The meeting was called to order at 5:05pm via Zoom.

Board Meeting minutes of May 13, 2020 are approved by the Board.

Financial Reports through September 2020 are approved by the Board.

Gil reviewed the budget and significant expenses. Late fees weren't collected as projected but the financial impact is inconsequential; landscaping expenses were right on target; there's a surplus in the pool and fitness center budgets due to COVID-19 restrictions. The Association is expected to net approximately \$19k related to costs offset by the pandemic. Expected increases in 2021: Insurance premiums 4%, landscaping 10% and Comcast 4%. Sewer and water are expected to increase but will not know what the percent is until the December Sewer and Water District Board meeting. We are anticipating a 5% sewer and 2.6% water increase. Bulk trash service was cancelled last year, which freed up operating funds to prevent an assessment increase and increase our Reserve Account funding over the next few years despite an anticipated increase in expenses. As such, assessments are expected to remain the same in 2021.

Upcoming reserve projects plastering the pool and roof/gutter replacement. Neither of these are urgent but they are on the reserve study replacement schedule for 2021. Gil will research the necessity and cost then present a timeline and bids to the Board in the coming months.

At the conclusion of the financial review, a motion was approved to adopt the proposed 2021 Budget. A copy of the budget will be sent to the members for ratification along with the annual meeting notice.

The Board reviewed the annual meeting notice, which includes a vote by mail. The 2021 Annual Meeting will be held via Zoom. A Call for Candidates will be sent to the membership shortly.

The Governor of Washington issued an order on 4/17/20 that allows HOAs to utilize digital meeting and voting options until the state of emergency ends. The Board discussed the value in amending the Bylaws to allow for ongoing use of digital resources. Upon a motion made by Lola and unanimously approved by the Board, the following Bylaws amendments are approved and will be distributed to the members with the annual meeting notice.

Current language of Article 2.3: Quorum. The presence in person or by proxy of at least twenty-five percent (25%) of the voting power, both classes combined (and the presence of the Declarant, where the Declarant owns at least 15% pf the Lots in the Project) shall constitute a quorum...(The remainder of this section will remain unchanged.)

Amended language of Article 2.3: Quorum. The presence **by written or electronic ballot or in person or by proxy of** at least twenty-five percent (25%) of the voting power, both classes combined (and the presence of the Declarant, where the Declarant owns at least 15% pf the Lots in the Project) shall constitute a quorum...(The remainder of this section will remain unchanged.)

Current language of Article 2.2: Voting Requirements. Except when otherwise expressly provided in the Declaration, the Articles or these Bylaws, any action by the Association which must have the approval of the Association membership before being undertaken requires the vote or written assent of the prescribed percentage of a quorum of the membership (both classes combined). Except on matters specifically provided for in the Declaration, the Articles or these Bylaws, the vote of a majority of a quorum present at any meeting, in person or by proxy (both classes combined), constitutes the vote of the Members. (The remainder of this section will remain unchanged.)

Amended language of Article 2.2: Voting Requirements. Except when otherwise expressly provided in the Declaration, the Articles or these Bylaws, any action by the Association which must have the approval of the Association membership before being undertaken requires the vote or written assent of the prescribed percentage of a quorum of the membership (both classes combined). Except on matters specifically provided for in the Declaration, the Articles or these Bylaws, the vote of a majority of a quorum **by mail-in or online ballot or** present at any meeting, in person or by proxy (both classes combined), constitutes the vote of the Members. (The remainder of this section will remain unchanged.)

Gil also alerted the Board that the CCRs specify that a membership meeting is to be held annually in March. It makes more sense to host the annual meeting in the 4<sup>th</sup> quarter so the budget is approved in advance of the fiscal year and so Gil recommended that the annual membership meeting at which elections, budget ratification, etc, can be held at the most opportune time provided we also host a membership meeting in March.

The Board reviewed the proposed management company renewal, which maintains the same rate as the current contract. The Board approved the renewal and authorized Lola to sign the finalized copy this week.

Madisen Kellogg will be the new investment account signer. She will replace Gary Copenhaver, who is no longer a Director. A resolution will be sent to the Board for digital signature; the signed copy will be sent to STCU and Gesa and Madisen will schedule a time to sign in person at each institution.

The drunk driver common area mailbox damages that occurred earlier this year is nearly reimbursed by the responsible party. She's made payments totaling \$4500 and will pay the remaining \$1500 balance on a payment plan of \$100/mo. Typically, an ongoing payment plan isn't appropriate in this type of situation but considering her good faith payments thus far and the state of emergency she's been afforded this payment plan.

Gil is researching pricing for pandemic facilities such as hand washing stations, no touch faucets and doors, etc. Proposals will be sent to the Board as soon as possible.

#### Member Forum:

- Terry Olson inquired as to if the Board has considered eliminating cable and internet. She's been unsatisfied with the service and has since contracted separately for these services and shared that some of her neighbors feel the same.
- There's a hole in the siding outside Terry Olson's unit that's been temporarily repaired by duct tape. She's sent several inquiries to RPM and is concerned that animals or bugs will enter the wall and cause greater damage to the building.
- Marilyn Trefry does not believe the Board has the power to amend the bylaws without a member vote. She asserts that the Articles of Incorporation mandate member approval to amend the governing documents and will forward her written contest by email.  
Marilyn also inquired about the reserve study update expense expected to take place next year. This line item expense will be added to the 2021 Capital Improvement Budget.

With no other matters rightfully brought before the Board, the meeting was adjourned at 7:20pm.