

VILLAS AT BIGTROUT CONDO ASSOCIATION – REGULAR BOARD MEETING / BUDGET REVIEW

Thursday, October 17, 2024 - (Optional Mixer - 6:00 PM)

Meeting Begins - 6:30 PM - 8:00 PM

LOCATION: **Field House Restaurant - 1235 N. Liberty Lake Road, Liberty Lake**

(In the Yokes Complex - There's plenty of parking.)

HELD IN-PERSON & REMOTELY ON ZOOM

<https://us02web.zoom.us/j/8092495974?pwd=W1Q3S1A5OV1WcG1sMH1VUjFGWTdNdz09&omn=85420754150>

Meeting ID: 809 249 5974 - Passcode: 22855

1. **CALL TO ORDER**
2. **ROLL CALL - 6:30 PM** (*1 min.*)
3. **AGENDA APPROVAL** – Approve Meeting Minutes, September 19, 2024 (*1 min.*)
4. **ANNOUNCEMENTS / Decorum** - Introduction: Board Member at Large, Theresa Ryder (Statement) (*3 mins.*)
5. **PRESIDENT'S REPORT** (Updates) - LLED lights install on carports for added security; sprinkler system - disrepair (Spring 2025); Stairway post in breezeways - some in disrepair--not impacted by weather conditions; TierPoint v. Xfinity Internet; Security Cameras (installed in 2012) replaced before end of December 2024; Rentals; Cannabis; Rules and Regulations Pending; New Permit Parking and Pool Policies (legal consult and advice) pending; breezeway and exterior building cleaning; lawn care service; and perimeter fence repair; *Unit owner camera permissions.* (*4 mins.*)
6. **VICE PRESIDENT'S REPORT** - Neighborhood Watch proposal; Self-Defense Awareness Course; Board Member Monthly Building Review; Misc. (*5 mins.*)
7. **TREASURER'S REPORTS** (*4 mins.*)
8. **SECRETARY'S REPORT** - Pool Committee Proposal and recommendations for 2025. (*12 mins.*)
9. **CITIZENS COMMENTS** (*10 mins.*)
10. **OLD BUSINESS** –
11. **NEW BUSINESS** – 2025 Budget Review and Approval (*40 mins.*)
12. **NEXT MEETING DATE** – November 7, 2024
13. **ADJOURNMENT**

RCW 64.90.525 Budgets--Assessments--Special Assessments

(1) (a) Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget. Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentag, specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present.

(b) If the proposed budget is rejected or the required notice is not given, the periodic budget last ralified by the unit owners continues until the unit owners ratify a subsequent budget proposed by the board.

(2) The budgal must include:

(a) The projected income to the association by category;

(b) The projected expenses and those specially allocated

expenses that are subject to being budgeted, both by category;

(c) The amount of the assessments per unit and the date the assessments are due;

(d) The current amount of regular assessments budgeted for contribution to the reserve account;

(e) A statement of whether the association has a reserve study that meets the requirements of RCW 64.90.550 and, if so, the extent to which the budget meets or deviate from the recommendations of that reserve study; and

(f) The current deficiency or surplus in reserve funding expressed on a per unit basis.

(3) **The board, at any time, may propose a special assessment.** The assessment is effective only if the board follows the procedures for ratification of a budget described in subsection (1) of this section and the unit owners do not reject the proposed assessment. The board may provide that the special assessment may be due and payable in installments over any period it determines and may provide a discount for early payment. (2018 c 277 S 326.)

MEETING PERIMETERS

CITIZENS COMMENT PERIOD

Citizens Comment Period: If you wish to provide oral public comments during the Board meeting, you may do so. If via Zoom, please go to the reactions tab at the bottom of the Zoom screen, and select the raised hand icon. The Chair will invite the citizen comments during the appropriate section of the agenda, at which time you will be limited to one question / statement per individual for no more than 1 minute. The Chair/Board will take all comments under advisement or may defer the question(s) for a future meeting, but neither will the Chair nor the Board will engage and will not comment during citizens comment period, unless it is to a question that *has not been previously asked and answered* during the meeting.

Re. RCW 42.30.050

CONDITIONS TO ATTENDANCE NOT TO BE REQUIRED

A member of the public (Association) shall not be required, as a condition to attendance at a meeting of a governing body, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. This section does not prohibit any generally applicable conditions determined by the governing body to be reasonably necessary to protect the public health or safety, or to protect against interruption of the meeting, including a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.

INTERRUPTIONS—PROCEDURE

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the member of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members (Board). In such a session, final disposition may be taken only on matters appearing on the agenda. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

Big Trout COA Regular Board Meeting

Meeting Called to Order: Dg Garcia

Type of Meeting: Regular Board Meeting

Note Taker: Terry Fogle

Time: 6:42 PM

Location: In-Person at Trailhead Golf Course and via Zoom

In Attendance: Directors: Dg Garcia, President; Dale Robbins, Vice President; Terry Fogle, Treasurer; Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW. Absent: Roger Liermann, Member at Large; Cindy Troxel, Secretary. A quorum was achieved. Residents: Five present and none via Zoom.

Minutes

Dg – Roll Call

Dg – Announcement – Decorum

- Thoughts and Prayers to Cindy Troxel, Secretary, whose father is in hospice.
- Advised that Roger Liermann has submitted his resignation. If anyone is interested in becoming an interim board member, please reach out to any board member.

NO MANAGER'S REPORT

5. GENERAL BUSINESS – CONSENT AGENDA

Dg – Moved to accept the minutes from August 22, 2024. Seconded by Dale, passed unanimously.

6. POOL COMMITTEE PRESENTATION

Pool Policy will be discussed at the October Board Meeting – Committee Chair, Cindy Troxel, absent.

7. BOARD FACILITATED DISCUSSION W/RESIDENTS

Update Reserved Study

Completed by Accurate Reserves. While favorable, there is still a lot of work to be done including siding, fencing, etc. The board members, present, encouraged the community to go to the Villas' website and view the Reserve Study for more information, and if there are any questions, to reach out to any board member.

Update Short-Term Rentals

Fact: There are too many of these which can have an adverse effect on the buying and selling of units. She asked the board if we can meet with the Villas attorney and have her write up rules and regulations regarding rental requirements. Dg mentioned this would be put to vote later in the meeting.

8. DIRECTOR'S REPORT

- **Secretary's Report - Cindy Troxel** was not able to attend the meeting, personal reasons.
- **Vice-president's Report - Dale Robbins** thanked Roger Liermann for his service as the former treasurer and board member.
- **Treasurer's Report - Terry Fogle** provided the August Treasurer's Report (see attached).
- **Roger Liermann** - Not in attendance; resigned.
- **President's Report - Dg Garcia** reiterated that she is looking out for our Board and for the community. She provided an overview of the 2022 hail damage claim to explain how the claim was processed. The Villas received the money it was intended to receive, through reimbursement from Philadelphia Insurance Company, and the claim is now officially closed. She provided the update of a water heater pipe leak in Unit 479 and the importance that all residents check their water heater lines and ensure they understand how to locate their water heater shutoff valve in their unit. If you are unclear on how to find it, please reach out to Christina, the HOA Manager or any board member.

9. GENERAL BUSINESS – BOARD ACTION ITEMS

Upcoming Winter Reminders: Dg reiterated the importance of keeping pantry, laundry room, and under sink cabinet doors open during periods of freezing weather and to run a pencil-size stream of water to avoid frozen pipes, and to keep your heater at minimum 68 degrees.

Winter Snowplowing: Resident's driveway or carport are their responsibility to shovel, and the other areas of the community will be handled by the snowplow vendor. It might be a good idea to purchase a snow shovel or ask to borrow your neighbors.

10. NEW BUSINESS

- The perimeter black fencing is being replaced.
- Anyone wishing to add something to be discuss as new business should send an email to Christina, the HOA Manager or any board member to be added to the next agenda.

11. OLD BUSINESS

- A Robert's Rules of Order training workshop will be offered to all association residents and board members. Meeting times will be provided by Christina, the HOA Manager.
- The Code of Ethics was officially finalized on August 22, 2024.
- A motion made by Dg for board authorization to consult with our attorney to draft a policy for handling rentals. Re. Agenda Item No. 5: General Business – Short-Term Rental properties. Seconded by Dale; motion passed unanimously.

Next Board Meeting – Was scheduled for October 17, 2024, seconded by Dale, passed unanimously.

CITIZEN'S COMMENTS

- There was discussion regarding clarification of the snowplowing guidelines.
- There was additional discussion that a new board member would be needed to replace Roger Liermann. No need for applications. If you have an interest, let the board know.

Meeting Adjourned: 8:03 PM

These meeting minutes have been respectfully submitted by Terry Fogle, Treasurer. Cindy Troxel, Secretary, was absent for personal reasons.

DRAFT

