

VILLAS AT BIG TROUT CONDO ASSOCIATION - Regular Board Meeting

Friday, April 12, 2024 - 6:30 PM - 8:00 PM

HELD IN-PERSON

**** LOCATION: Liberty Lake Municipal Library
23123 E. Mission Avenue
and Via Zoom**

<https://us02web.zoom.us/j/8092495974?pwd=WlQ3S1A5OVlWcGI5MH1VUjFGWTdNdz09&omn=85420754150>

Meeting ID: 809 249 5974 - Passcode: 22855

1. **CALL TO ORDER - 6:30 PM**
2. **ROLL CALL (1 min)**
3. **MANAGER FACILITATED**
 - a. Decorum (1 min)
 - b. Successful Election (1 min)
 - c. Enumerate Officer Positions (4 mins)
4. **GENERAL BUSINESS - Consent Agenda (6 mins)**
 - a. Approve 2023 Annual Meeting Minutes.
 - b. Approve December 20, 2023, meeting minutes.
 - c. Approve February 16, 2024, meeting minutes.
 - d. Approve March 27, 2024, meeting minutes.
5. **MANAGER ANNOUNCEMENTS - (4 mins)**
 - a. Update - 2023 Year-End Financials, IRS Ruling 70-604, and tax reporting.
 - b. Pool Opening Schedule
 - c. Use of: SPA, pool, work-out room, grounds, appliances, facilities, lost and found, access permissions, visitors' requirements, security.
6. **MANAGER FACILITATED DISCUSSION W/ RESIDENTS (20 mins)**
 - a. BBQ Grill Uses: Current and Future Permissions - Group Discussion
 - b. Investment strategy and or policy - Group Discussion
7. **MANAGER PRESENTATION - Re. Necessary & Future Repairs/Improvements - Community Pool and SPA Facilities (5 mins.) - Group Discussion (10 mins)**
8. **DIRECTOR REPORTS**
 - a. Board Members (8 mins)
 - b. Treasurer's Report (*5 mins)
 - c. Updates (3 mins)
 - Dryer Vent Cleaning Schedule
 - Entry Garden Committee
 - Governing Documents Committee
 - Event Planning Committee
 - Radon Inspections

9. **GENERAL BUSINESS - Board Action Items (5 mins)**

- a. Authorize Christina Ross, agent, to seek Requests for Proposals (RFPs) from three (3) professionals interested in performing the Reserve Study.
- b. Authorize Christina Ross, agent, to seek Requests for Proposals (RFPs) from three (3) professionals interested in performing the 2023 Audit.
- c. Approve Christina Ross, agent, as an essential and critical part of our ability to protect and ensure that life or property emergencies be dealt with as soon as possible, and where not doing so, timely, would cause harm or injury to one or both, to act regardless of the cost limitation(s) imposed. And consistent with best practices, to notify the point of contact, or alternate, whoever they may be at the time, either by phone, text, or email, where such an emergency exists, after hours, holidays, or on weekends.
- d. Approve moving forward with a draft policy decision re. BBQ Grills in 2024 and beyond.
- e. Approve moving forward with Pool repair scheduling, authorize Christina Ross, agent, to seek Request for Proposal (RFPs) from 3 professionals for consideration to perform physical pool repair service, in the amount of \$ _____ but not more than _____ as authorized from the reserve account.
- f. Approve Christina Ross, agent, to post the names and photos of the current Board of Directors starting April 2024, to the VBT official website, continuing this practice in perpetuity to add in recognizing the associations Board members and Management.

10. **CITIZEN COMMENTS (10 mins)**

11. **NEW BUSINESS (5 mins)**

- a. Dale Robbins - Possible/additional categories re. Line items on the financial reports.

12. **OLD BUSINESS (5 mins)**

- a. Code of Ethics - Draft a New Code of Ethics for signature by the Board and present it for signature at the next Regular Board Meeting in May.
- b. Schedule a workshop on Roberts Rules of Order for association and Board members participation (on a volunteer basis).
- c. Bylaws and CC&Rs - Committee Proposal Volunteers

13. **NEXT MEETING DATE IN MAY (1 min)**

14. **ADJOURNMENT * 8:00 PM**

IMPORTANT: PLEASE READ

CITIZENS COMMENT PERIOD PROCESS

Citizen Comments Period: If you wish to provide oral public comments during the Board meeting, you may do so only upon invitation by the Chair or Acting Chair. The Chair will invite the citizen comments during the appropriate section of the agenda, at which time you will be limited to one question or statement per individual for no more than 1 minute. Please do not interrupt another speaker's opportunity to address the Board. This is your opportunity to address the Board, however, the Board will not act but will take your comment or statement under advisement or schedule it for a future Board meeting agenda.

March 27, 2024

Big Trout COA Annual Membership Meeting 2024

Meeting Called to Order: DG Garcia

Type of Meeting: Annual Membership

Note Taker: Christina Ross, Community Manager Ops

Location: In-Person and Zoom

Time: 6:33 PM

In Attendance: Directors - Dg Garcia, in-person, Roger Liermann, on Zoom, present, Dale Robbins, Cindy Troxel, present and in-person, Tim Liese, present via (Zoom), Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW, Residents: Talia Torrano, Gail Kogle, Theresa Ryder,

Membership present via proxy, on zoom, and in-person - A quorum was achieved with 83 members. Based on the size of the membership the meeting was held at Trailhead Golf Course in the Rotary Room.

Minutes

Mixer - 6:15 PM - 6:30 PM with light refreshments

DG Garcia - Call to Order: 6:33 PM Directors all present

DG Garcia - Made decorum statement.

Christina Ross Ops - Introduced members of Ops Solutions NW Team on PowerPoint.

Christina Ross Ops - Provided presentation slides: General housekeeping and community updates.

Citizen Comments - *Citizen Comments were taken throughout the Annual Membership Meeting.*

Frieda Berkenbile - Very happy with recent Comcast upgrades.

Alec Guzman - Asked who helps with lights around the community?

Christina Ross Ops - Advised "Boone Electric has been working to repair lights. Please let the HOA know about any lights you see that need attention."

Resident (?) Did not provide their name but asked who is responsible for deck repairs?

DG Garcia - Advised that it is the owners' responsibility to maintain their decks.

Jaimie Klemo - Asked had there been any claims on our insurance in reference to broken pipes.

DG Garcia - Advised that six units sustained breaks in limited common elements during the freeze, all repaired at owners' expense except one.

Christina Ross Ops - Said the insurance company was looking into the matter but that she was unable to talk about it further.

DG Garcia - Advised that one water pipeline break (water heater) in the limited common elements caused major damage to a unit below. The water had not been shut off for several days. Issue reported to the insurance company. They are looking into it.

Christina Ross Ops - Moved the agenda along to the election period.

- Announced Annual Meeting's Notification in February and Call for Candidates to the community was sent out.
- All potential candidates introduced themselves. Dr Dale Robbins, Cindy Troxel, Terry Fogel, Terry Olson.
- Call for Candidates - No Self/Floor nominations received.
- **Christina & two volunteer community members** collected all ballots to begin ballot count. 15-minute break was called. Christina advised management would announce new officers that night.

Vote Count - Ended

Directors Reports - None

Treasurer's Report - Roger Liermann presented the Treasurer's report.

DG Garcia - Did not have a president's report.

Christina Ops - Explained IRS Ruling 70-604 directive and that any remaining funds would rollover to the next year. A motion was made from the membership on IRS Ruling 70-604.

Frieda Berkenbile - Motioned to approve the IRS Ruling 70-604, **Chris Lowe** - provided a 2nd, motion passed unanimously.

Resident - BBQ Grills - Asked should the board consider adding additional BBQs to the pool area?

Christina Ross Ops - Advised that the board will consider it later.

Alec Guzman - Waste and Recycle Bins - Stated that there are Owners/Tenants putting their garbage in other owners' bins.

Christina Ops - Stated that there is no real way to monitor this. Just put your bin out shortly before pickup. Not the night prior.

Tim Liese - Mentioned that BBQs near combustible material- Rule might be incorrect.

Cindy Troxel - Motioned to extend the meeting time to add an additional 10 minutes.

Chris Lowe provided a 2nd, motion passed unanimously.

Christina Ross Ops - Announced Newly Elected Directors, Dr. Dale Robbins, Cindy Troxel, and Terry Fogle, and advised that she would send results to the membership.

Chris Lowe - Motioned to have all ballots destroyed, motion did not receive a 2nd and died on the floor.

DG Garcia - Stated that all association documents including **secret ballots** must be held for 7 years or more.

Chris Lowe - Motioned to adjourn the meeting at 8:04 pm, Dr. Dale Robbins provided the 2nd, motion passed unanimously. All other business to be carried over to next regular meeting in April.

- **Important Information:** During a portion of the meeting, Christina's laptop failed and zoom ended, not recognizing the battery had died, everyone on zoom was cut out of the meeting inadvertently. Once recognized, DG called the residents' that were on Zoom and sent a text to other residents that were also on Zoom, while the laptop was being rebooted. The laptop was restored and the Zoom participants were brought back into the meeting. Some of the residents rejoined the Zoom and some did not.
- See PowerPoint presentation presented during the Annual Membership Meeting, by visiting bigtrouthoa.com, homepage under: [Presentation: Annual Membership Meeting 2024.](#)

These meeting minutes have been respectfully submitted by Christina Ross, Community Manager, OPS.

The hard copy Treasurer's Report 03/27/2024, attached, was received via email notification on March 27, 2024, at 7:56 PM, to the attention of the Board from Roger Liermann. The attachment had not been provided prior to the Annual Membership Meeting. However, upon request from the Treasurer, it is now attached with the minutes of March 27, 2024 as a part of this draft document.

TREASURER'S REPORT 03/27/2024

ACCOUNTS	DESCRIPTION	OPERATING	INSURANCE	RESERVES		
1ST CITIZENS 7846		\$30,908				
GESA SAVINGS		\$100				
GESA MM				\$246,762		
1ST CITIZENS 4032				\$186,583		
BANKING TOTALS		\$31,008		\$433,345		
			INS. \$ OWED TO RESERVES	\$40,672		
INCOME 02/2024		\$74,389				
BUDGET		\$67,780				
EXPENSES 02/2024		\$78,853	INS. \$ PAID	-\$40,672		
BUDGET		\$56,899				
INCOME YTD		\$155,479				
BUDGET		\$135,560				
EXPENSES YTD	(\$28,665 OVER PLAN	\$183,120	INS. \$ PAID	-\$40,672		
BUDGET	INSURANCE BUDGET)	\$113,398				

TREASURER'S COMMENTS:

HAIL INSURANCE CLAIM PAYMENTS FOR COMPLETED WORK (\$40,672) PAID FROM RESERVES ALTHOUGH NOT PLANNED RESERVE EXPENDITURES. REPAYMENT EXPECTED FROM INSURANCE CO., LESS DEDUCTIBLES & DEPRECIATION, SHOULD BE TRANSFERRED TO RESERVES. RESERVE FUNDING % BELOW DOES NOT INCLUDE BALANCE OWED.

RESERVE FUNDING (\$443,345) IS 25.5%, CONSIDERED WEAK. 70% FUNDING IS CONSIDERED STRONG. FULLY FUNDED IS \$1,699,323.

GESA RESERVE ACCT. PAYS 3.5% APR. 1ST CITIZEN RESERVE ACCT. PAYS .35% APR, TREASURER SUGGESTED A HIGHER INTEREST ACCOUNT, NO ACTION TAKEN.

VBT HAS NO 2024 RESERVE BUDGET.

VBT HAS NO INVESTMENT POLICY, NO CONTRACT ISSUANCE POLICY & NO DAMAGE REPAIR POLICY. TREASURER SUGGESTED THESE IN 2023, NO ACTION TAKEN.

TREASURER'S SUBMITTED QUESTIONS FOR JANUARY & FEBRUARY EXPENSES REMAIN UNANSWERED.

Due to the lack of certain financial information, including many unanswered questions that I have posed, I cannot express confidence in our current financial statements, and would request that these documents not be exhibited on our website at this time.

ROGER LIERMANN, TREASURER