

VILLAS AT BIG TROUT CONDO ASSOCIATION
REGULAR BOARD MEETING AGENDA – AMENDED

Monday, November 25, 2024 - 6:30 PM - 8:00 PM
HELD IN-PERSON at Liberty Lake Municipal Library
23123 E Mission Avenue, Liberty Lake, WA 99019

and Via Zoom

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

Meeting ID: 809 249 5974 - Passcode: 22855

1. **CALL TO ORDER - 6:30 PM**
2. **ROLL CALL (1 min)**
3. **PRESIDENT FACILITATED**
 - **Decorum (1 min)**
4. **GENERAL BUSINESS – Action Item (1 min.)**
 - Approve October 17, 2024, Meeting Minutes
 - Approve November 7, 2024, Ratification Meeting Minutes
5. **DIRECTOR REPORTS**
 - Dg Garcia, President (**4 mins.**) – Issues that have significant impacts on the Community & Consultation with Legal Counsel: Re. Rental Policy; Parking Permits; No-Smoking/Cannabis; Pool Policy; Rules and Regulations Policies, Insurance Policy/Renewal: CC&R’s Sections 2.2(p) and Sections 9.4 through 9.7
 - Dale Robbins, Vice President (**4 mins.**)
 - Cindy Troxel, Secretary (**4 mins.**)
 - Terry Fogle, Treasurer – Treasurer’s Report (**4 mins.**)
 - Theresa Ryder, Member at Large – ADA compliance parking (**4 mins.**)
6. **NEW BUSINESS (4 mins)**
 - Re. Previous Reserve Study (Budget Recommendation)
 - 2025 Dues Assessment – January 1, 2025
 - Insurance Notification: Renewal – Include VBT as additional insured on each Homeowner Insurance Policy re. CC&Rs, Section 9
 - Fire Panel Code Compliance Notification – Per Fire Department
 - Call for Candidates (Future)
 - Decks (Disrepair Requirement: **See Attachment Below)

7. **OLD BUSINESS UPDATES (4 mins)**

- Schedule workshop for January 2025:
 - Re. Roberts Rules of Order for association and Board members participation (on a volunteer basis) in-person and via Zoom – Attorney facilitated.
 - Condo Winterizing Reminders & Responsibilities; Snowplow Service/Provisions – Private Carports and Privately Owned Driveways
 - Fence Repair Status; Cameras

8. **CITIZEN COMMENTS (15 mins)**

9. **ADJOURN INTO EXECUTIVE SESSION**

10. **EXECUTIVE SESSION (Board Members) (20 mins.)**

- **RCW 42.30.110** (Contracts)

11. **REGULAR BOARD MEETING – RECONVENE**

12. **NEXT MEETING DATE (TBD – January _____ 2025) (1 min)**

13. **ADJOURNMENT**

IMPORTANT – BIG TROUT CONDO ASSOCIATION

CC&R's – Section 2.2 (p)

- (p) Maintain and repair ANY UNIT, its appurtenances [accessories] and appliances, and ANY LIMITED COMMON ELEMENT not included in maintenance work, if such maintenance or repair is REASONABLY NECESSARY in the DISCRETION OF THE BOARD TO PROTECT THE COMMON ELEMENTS OR PRESERVE THE APPEARANCE AND VALUE OF THE CONDOMINIUM, and the Owner of said Unit has failed or refused to perform said maintenance or repair within a reasonable time after written notice of the necessity of said maintenance or repair has been delivered by the Board to Owner, provided that the Board shall levy a SPECIAL CHARGE against the Unit of such Owner for the cost of such maintenance or repair (i.e., a deck is considered an accessory structure, meaning it is a secondary feature of the dwelling that is subordinate to the primary structure on a property; it is incidental to the primary use of the property. While decks can be attached to the main structure, they are still classified as accessory structures. Examples of accessory structures include garages, carports, decks, fences, trellises, flagpoles, stairways, heat pumps, awnings, and other structures. **Dwelling insurance is a foundational part of a home insurance policy that covers the structure of your home, including any attached structures like garages, decks, and porches/patios.** The coverage limit is usually based on the estimated cost to rebuild your home.

<https://www.allstate.com/resources/home-insurance/dwelling-insurance#:~:text=If%20it's%20attached%20to%20your,in%20your%20homeowner%20insurance%20policy>

Marketing Results

Carrier	Decision	Reason
Alaska National	Decline	No market at this time
AmTrust	Decline	BBQ's on patio/deck
CIG	Quoted	Premium indication above \$140,000
CRC	Decline	Not a competitive market
Farmers	Decline	No market
Hallmark	Decline	Loss history
Hanover	Decline	No market for HOA's
Hartford	Decline	No market
Liberty Mutual	Decline	BBQ's on patio/deck
Mutual of Enumclaw	Decline	Age of buildings
McGowan	Decline	BBQ on patio/deck
Travelers	Decline	BBQ's on patio/deck

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 from the Chair or Acting Chair. The Chair will invite the citizen comments during the proper 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, statement under advisement, or schedule it for a future Board meeting agenda.

(Note: Not all meetings will include Zoom or always be in conjunction with an In-Person Meeting.)

MEETING PERIMETERS

Re. RCW 42.30.050

CONDITIONS TO ATTENDANCE NOT TO BE REQUIRED and INTERRUPTIONS OF PROCEDURE

A member of the public (Association) shall not be required, as a condition of 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.

In the event that any meeting is interrupted by an individual, 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.**

Note: RCW 42.30.050 has everything to do with behavior at meetings, not who can attend a meeting.

October 17, 2024

Big Trout COA
Regular Board Meeting

Meeting Called to Order: Dg Garcia

Type of Mtg: Brd Meeting/Final 2025 Budget Review

Note Taker: Cindy Troxel, Secretary

Time: 6:35 PM

Location: In-Person at the Field House, Liberty Lake WA Event Room and Zoom

In Attendance: Director's present - Dg Garcia, Dale Robbins, Cindy Troxel, Terry Fogle, Theresa Ryder, Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW. A quorum was achieved.

1. Meeting called to order: Dg Garcia 6:35 PM

2. Roll Call: Dg Garcia – A quorum was met.

3. Agenda – September 19, 2024, approved unanimously.

4. Announcement: Decorum

5. President's Report: Updates: LED solar lights installed and will augment the existing lights in the carport areas, for added security; recent car thief's in the carport areas, please lock your car doors at all times; power-washing of the breezeways have been completed and exterior power-washing of the buildings will begin soon; xFinity internet has been installed, contact DG with any problems; two chairs were taken from the pool area—new security cameras will be installed in January, current cameras are at the end of their useful life. Comcast provided \$22,400 to buy out the remainder of the TierPoint contract. Lawncare performed on an interim basis by Upward Construction – no additional cost to the HOA, depleting funds left over from Heritage Landscaping contract.

Legal counsel provided *Rules and Regulation re. compliance issues* for 1) No-Smoking/Cannabis Cultivation in the community—City of Liberty Lake, prohibits its use by city ordinance. 2) Rentals – Continuous issues: Owners are operating Airbnb's, VRBO's, Short-Term Rentals, etc., this are out of compliance with our CC&Rs, and for long-term regular rentals/new fees of \$50.00, and or penalties for rental properties out of compliance to start in 2025—many complaints about rentals not in compliance with the CC&Rs. 3) Several decks in bad shape. 4) Condo tub drains and water leaks impacting lower units; 5) Please notify property manager when installing exterior cameras for compliance. 6) Hot tub usage, small children and potential for loss of life (small child), horseplay, parents not staying with children, attorney will complete policy rules and regulations on pool rules along with department of health. 7) Metal perimeter fence being repaired – VBT is paying for the fence out of our reserve funds. Original cost in 2022 was around \$31,000, however, Idaho Fence is going to do the work for \$16,898, which is a considerable savings to our community. 8) Homeowner installed a satellite dish in the common area, they have been asked to remove it.

Director Reports –

6. Dale – Dale stressed safety measures to keep one safe late at night; possible neighbor watch.

7. Terry – Treasurer’s Report: September Financials and yearly budget, mentioned that a line item had gone over and showed a deficit.

8. Theresa – ADA compliance: Need to install a disability parking around the community for handicap parking. (Note: Handicap placard and signs have been purchased—will be installed and implemented along with the parking permit policy beginning in January 2025).

NOTE: Christina Ross, Director of Management had to be excused for personal emergency reason.

Dg – Requested 15 minutes additional time to go over the 2025 Budget and allow for citizens comments (unanimous consent by the Board).

9. CITIZENS COMMENTS

- Resident – Verna – on Zoom: Asked about the September Financial short-fall Terry had mention, on a line item “How did we get here? How did this happen?” Terry, VBT Treasurer, advised that she would speak with Verna about shortfall after the meeting.
- Resident – Linda – on Zoom: Asked if Verna’s question would be listed in the minutes? Board advised, yes.

10. Old Business – (Old business mentioned in President’s updates).

11. New Business – The Board went over the final budget line item by item. Membership was advised that the intent was to have a clean budget, however, due to the recommendation received from the Reserve Study and presentation, that the dues would increase by \$24.00 as of January 1, 2025, if ratified by the association. Dg motioned to approve the proposed 2025 VBT Budget. Seconded by Cindy, Secretary, passed unanimously.

12. Next Meeting Date – November 7, 2024

Location: Villas at Big Trout Condo Association Office. Dg noted that attendance was not mandatory for anyone other than those wishing to oppose the ratification of the Board adopted 2025 Budget.

13. Adjournment: 8:04 PM

Minutes submitted by Cindy Troxel, Secretary.

Big Trout COA
2025 Budget Ratification Meeting

Meeting Called by: Isaac Lanctot, Owner
Ops Solutions NW

Type of Meeting: 2025 Budget Ratification

Note Taker: Isaac Lanctot, Ops Solutions NW
Facilitator

Time: 6:30 PM Opened Meeting
Start Time: 6:45 PM

Wait Time: To allow for anyone in OPPOSITION to arrive (15 minutes)

Location: Villas at Big Trout Condo Association On-site Office

In Attendance: Director's – Dg Garcia, Dale Robbins, Management: Isaac Lanctot, Ops Solutions NW, Owner, four (4) residents on Zoom (additional individuals' sharing a Zoom connection did not present or identify themselves (this is not a requirement unless one is in opposition of the budget). There were three (3) individuals who submitted their proxy via email to management – *A quorum was not required for ratification of the budget.*

1. **Ratification** Meeting Began: 6:30 PM

2. **Facilitator Read Mission Statement** – Purpose of the budget Proposal and Ratification: Budget ratification meetings are a vital part of community association governance, ensuring that all members have a voice in the financial planning process. Unless at the meeting the owners of units to which a majority of the vote in the association are allocated or any larger percentage specified in the declaration reject the budget, then the budget is ratified, whether or not a quorum is present.

NOTE 1: Facilitator had to remove one individual on Zoom for disruptive behavior. The Ratification Meeting continued.

NOTE 2: RCW 42.30.050 – In the event that any meeting is interrupted by an individual, 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.

RATIFICATION RESULTS/VOTES TO OPPOSE: 4 VOTES TO OPPOSE

Big Trout 2025 Budget is Ratified, November 7, 2024, at 7:00 PM

Information Provided By: Ops Solutions NW, Management/Facilitator