



Board of Directors Meeting Minutes
February 12, 2020 5:30PM
1421 N Meadowwood Ln Suite 200, Liberty Lake WA

In Attendance: Lola Douthitt, President
Dg Garcia, Vice President
Donna Guarisco, Treasurer
Madisen Kellogg, Secretary
Marilyn Steen, Director at Large

Gil Pierce, Community Manager, Rockwood PM
Dori Ramsey, Field Inspection Specialist, Rockwood PM

The meeting was called to order at 5:35pm

Board Meeting minutes from 9/25/19 approved by the Board.

Officer positions were elected as follows:

Lola Douthitt, President | Dg Garcia, Vice President | Donna Guarisco, Treasurer | Madisen Kellogg, Secretary | Marilyn Steen, Director at Large

The Following topics were discussed:

- Annual Meeting Minutes to be posted online after review by Rockwood PM.
- It was agreed by all Board Members that the 2020 Budget is Ratified with the dues remaining unchanged.
- January 2020 Financial Report to be given to the Board upon completion by Rockwood PM within 1-2 weeks.
- Letters Received from members
 - The Board discussed the matters of the member letters and agreed to have all matters be responded by Rockwood PM. It was agreed that a response would be given in an appropriate amount of time by Rockwood PM given 1-2 weeks.
- It was requested by Dg and the Board that documentation be provided showing the dollar figure of monthly dues be converted into percentage and exact amounts for better understanding of the allocation of funds.
- A 2019 Audit is due to be performed as soon as possible. Bids have been collected with the lesser of the three starting at \$2800.
 - It was agreed that the completion of this would audit would provide a better answer as to whether an updated Reserve Study is necessary at this time. Last Done in 2017, recommended every three years.
- Capital Improvements
 - Marilyn requested that we perform an inspection of the decks to ensure they are safe and in compliance with new codes. It was agreed that this inspection was to be performed in the Summer 2020.
 - Asphalt repair bids were done in 2019. Repairs will begin Summer 2020.
 - Curbing bids were requested in the areas of which the garbage truck have damaged.
 - Bids for roof replacement will be done in 2020 giving the Board a more accurate idea of costs anticipated for replacement in 2021.
- Garbage Can locations
 - Garbage cans are still being placed in the incorrect locations after prior notice given in November was sent out. Lola, Dg, and Madisen agreed to do door signs with maps indicating the correct spot the cans are to be placed. Rockwood PM will be providing the collateral to hang.
 - The Board clarified the importance and purpose of ensuring correct placement of the cans is due to the damage being caused to the carports, grass, curbing, etc. caused by the garbage truck.
 - It was discussed that the cans are to be placed in the parking spot in front of each garage and away from carports.
- Management Contract
 - Current Management contract auto renews yearly, and fee is to remain the same. Last signed in 2015. Dg requested that we end the auto renewal and sign yearly requiring 2 board member signatures. This renewal is to happen in August of every year.

- With New Board members, our CDs now require new signatures immediately. It was asked that Gil investigate the repercussions of removing the assigned agents of Rockwood PM as signers and in turn replacing with 2 additional Board members. It was clarified that it takes 2 Board members AND the assigned agents of Rockwood PM signature to access documentation in regards to the CDs.
- New Business
 - Chris has requested an assortment of tools to help complete condo repairs including a sanding machine, floor fan & dehumidifier. These items are currently being borrowed for use by Rockwood PM's other properties as well as by Chris' other job site. It was agreed that the items would be considered, but that a bid listing the cost of each item is necessary prior to approval by the Board.
 - Chris is to be notified by Rockwood PM that the removal of the curbing/debris at entrances and throughout the complex lot are to be removed immediately.
 - #386 condo owner is to be called for the second time by Rockwood PM to arrange inspection of Hardwood Floors to determine whether the owner is in violation of CC&Rs.

The meeting was adjourned at 7:35pm.