

November 14, 2024

Board of Directors Meeting

Board Members Candy Dann, Greg Swanson, Kathy Yesh, Victoria Follette, Eleanor Burke

Guests: Regis McDonald

1. **Call to order:** Meeting called to order at 6:32 PM

Before formal start of meeting, Kathy mentioned showing Troy issue with blocked gutters and moss on her roof.

Greg asked that community comments be held until the end of the meeting.

2. **Quorum of Board members: A** Quorum of Board Members was present
3. **Approval of previous Board meeting minutes:** Approval of

Minutes: A motion was made by Eleanor to approve the October minutes and Kathy seconded. All voted in favor.

Greg and Eleanor had previously discussed creating a narrative of selected topics from Board meeting discussion for the community. Eleanor will create these and post them to Green Pages. These are not to replace formal version of minutes created by secretary. There was also discussion of putting documents into google.doc folders for ease of editing.

4. **Financial Report:** Candy presented the financial report. The Operating Budget has \$21,669.90 in it. We're ahead of our budget by about \$6500 which is partially due to receiving \$3,298 in Capital Fund Contributions from new owners this year. Those usually flow over to the Reserve Fund (RF) at the end of the year which will help rebuild the RF. The Reserve Fund is currently at \$23,479.07 as of 10/30. By Year-end, we project to have about \$41,000 -\$44,000 towards our target of being able to spend \$70,000-\$80,000 next year. We expect to have the final PONO report by next month, hopefully.

Greg noted that we had approved, via email, funding the Reserve Fund at \$75,000 for 2025. Greg requested that this be noted in the minutes.

A letter to neighbors addressing "Frequently Asked Questions" (FAQ) on the budget (drafted by Candy and edited by Eleanor) has been reviewed by all. Kathy noted that the term "HOA" should be changed to "Condominium Association (CA)". Kathy

moved that we approve the document with those changes. Eleanor seconded. All voted in favor. Greg will post the document to the Green Pages and request that Troy email it to all owners.

5. **PONO Reserve Study:** The PONO reserves study will be reviewed when Brian is back in town. An ad hoc committee of Greg, Brian, Regis and Candy will review the documents and make recommendations to the board.

Kathy asked about our plan to use PONO in the future. Greg has “interviewed” three companies. He found both similarities and differences. PONO is not certified in the area of Reserve Funds Studies. (TROY REPORTED VIA EMAIL AFTER THE MEETING THAT PONO IS IN FACT ACCREDITED) Greg did not think we should sign three-year contract at this time before we have had a more in depth conversation. He noted that PONO does inspections. Also, Candy is able to use their software. Candy commented that she has found it useful to be able to use their software and that was one of the reasons why the previous board selected PONO. Also, that Troy has commented that their reports, although they are sometimes difficult to understand, are actually better than most others he has seen from other companies. This will be discussed at a later meeting.

6. **Washing Machine Hoses:** The washer hose issue was discussed again. There was another long discussion about the Association’s responsibilities that clarified that it is the Association’s insurance policy that dictates that we are collectively responsible for avoiding leaks because it will significantly impact our insurance costs if we have a claim. In 2016, washer hoses were replaced with hoses that have a 10-year warranty. There was general consensus that the Board should communicate to all owners that, by 2026, everyone should replace their hoses if they have not already done so. This is a homeowner expense. In addition, the Board consensus was that we should **strongly encourage** every homeowner to add one or more leak detectors to address potential leaks from washers, the dishwasher and the hot water heater. Greg and Julie Mae have the details on types of leak detectors that owners might consider and that information will be posted on the Green Pages. Greg will draft a summary of this issue to be sent out to all owners by Troy.

7. Snow and Ice Contract: The snow and ice removal contract was discussed. This was accepted on email. Candy and Eleanor will distribute containers for sand and ice removal materials.
8. Unfinished Business: The letter to Shireen about reimbursement for her window was discussed and it was approved to mail to Shireen. Troy will send notice about need for contacting him regarding any repairs before they are made.

John Jordan requested that window panes be replaced in one window. He is not asking for reimbursement for past window expenses. It was noted that, as of this year, there is funding in the budget for window glass replacement on an as-needed basis.

9. New Business: Eleanor sent ARC for heat pump replacement for her furnace, which has died and is scheduled to be replaced as soon as possible. She proposed to install a heat pump with the compressor on the North side of her home facing the side of the garage. Kathy made a motion to approved, Candy seconded and all were in favor.

Kathy reminded us that vents under houses should be closed to help prevent freezing pipes. She also commented on issues with people parking in no parking areas.

10. Open Comments: Regis commented on the need for a community forum to update homeowners.
11. Next meeting: The next meeting was set for December 16 at 6:30.
12. Adjourn: Meeting was adjourned at 8:00 pm.