

OVERLOOK HOMEOWNERS ASSOCIATION

Board Meeting | March 2, 2016 | 6:30 p.m.

The meeting was called to order at 6:30pm. Board members present were Bob McVicars, Jamie Eggink, John Purtell, Rick Pisani, Jim Perez, and Maria Dezenberg.

Minutes: Jamie is to finish and provide revisions and distribute the minutes to the Board via email for review and approval.

OLD BUSINESS

The letter to the community was written and mailed out the week of February 29th. Attachments to the letter included a Board contact list, the updated community contact list and the working list of improvements for 2016. Action Item: Jamie to send a copy of the letter to Josh Taylor.

Budget: The draft budget and 2015 profit and loss report (provided by the previous Board) were distributed. Bob reported that the expense of \$1,100 in the January 2016 statement refers to payment to the former Board Treasurer for the transition to the management company; the expense was decided upon/paid by the former Board. The draft budget has no detail; we are waiting for financials to complete the budget. Bob spoke with the former Board Treasurer 2/29/16; she expressed a commitment to help the new Board however she can; the remaining financials and records are to be delivered by Friday March 4. The WEB contract provides for the company's assistance in helping us build a budget. Action Item: Ask WEB for their electronic file of the draft budget to start from. Rick, John and Jamie volunteered to work on the 2016 budget with Bob.

Website: Private HOA website or use WEB's "back-door" option? Due to the inability for WEB to offer two-way communication, it was decided that Rick will create a private HOA website with a link to a WEB-owned- and-provided webpage on which HOA documents and financials will be posted (such posts are required by state law). It was agreed that the HOA should own the webpage to allow longevity/facilitate smooth transition for annual Board turnover. The website can be easily managed by WEB for future Boards via easy admin login. Website features: 1) Meeting dates 2) Letter to homeowners; 3) List of Proposed 2016 Improvements; 3) HOA Map; 4) Subscription option; 5) link to WEB webpage with HOA docs and financials. Action Items: Rick to transfer ownership of webpage domain to the HOA, to contact Eric (WEB) re posting documents, and send a link to the draft website to the Board for review and feedback. Jamie to contact City for an electronic HOA map file.

NEW BUSINESS

Encroachments into common areas: Mark Eggink explained his conversations with the City, Josh Taylor and Taylor Engineering (unrelated to Josh Taylor) and presented three potential

options for consideration: 1) Require all encroachments be brought back to their original state; 2) Grant easements; 3) Land Swap: allow the purchase of property; Josh would “swap” the property with undeveloped property that he owns adjacent to Lincoln Way. Josh told Mark this is a viable option for him; the City indicated that they would be willing to approve land swaps so long as the square footage of purchased property is equally replaced with common area. It is unclear whether the CC&Rs allow for a land swap - we need an attorney opinion on this. Action Item: Bob to have an attorney review HOA documents and obtain a written opinion re the land swap option. Additional opinions needed regarding: 1) whether CC&Rs can be revised/changed; 2) common areas; 3) private roads; 4) whether vacant lots and double lots should be paying dues.

Landscaping and Weed Control: Meeting with Arborpro on 3/4/16. The HOA has been paying for weed control on P.O.S. Property lots and other vacant, builder-owned lots at a large expense. It was unanimously agreed to cease paying for services on non-HOA-owned property. It was agreed to collect bid proposals for landscaping and weed-control.

Two common areas with unique shared irrigation with two homes: The homes irrigate common areas adjacent to their homes; they also pay the water bill for those common areas - the HOA then reimburses them. Both property owners have expressed concern with the arrangement. Action Items: Jim to talk to the Adam’s (Bolan); Jamie to talk to the Gibson’s (Willapa).

Rules and Regulations: Bob to bring draft to April 13 meeting. **Follow-up re Projects:** Walk-around was tabled. It was agreed to take notes on individual walks re what items need attention. Gravel on walks and streets: **Action Items:** Jamie to call City for better map; Jamie to obtain gravel removal bid for private roads. **Insurance Policies:** Two - Board Insurance and Property and Liability Insurance. **Meeting with Josh Taylor:** After the attorney reviews documents. **Date for homeowner meeting:** Tabled. **Other:**

The meeting was adjourned at 8:50p.m.