



# Overlook HOA

## Board of Directors Meeting

September 21, 2017, 6pm

### Talking Points:

- I. Roll Call & Establish Quorum
  - a. Board of Directors in attendance are Rick Pisani, Mike Durgan, Jamie Eggink and John Purtell. Jen Enfiled was absent.
  - b. Eric Lundin of WEB Properties Inc was in attendance.
  
- II. Previous Board Meeting Minutes approval – The Board asked WEB Properties to review the number of Board meetings allowed per year, which is four Board meetings.
  - a. April
  - b. July
  
- III. Financial Update by WEB Properties Inc YTD through 8/31/17
  - a. Income – Actual \$70,851.00, Budget \$73,073.00, Variance \$2,222.00. Mostly Utility fee variances for private streets.
  - b. Expenses – Actual \$78,174.00, Budget \$68,474.00, Variance \$9,700.00. Mostly landscaping expenses which is probably a timing issue with invoices.
  - c. Account Balances –
    - i. Operating Account - \$16,592.93
    - ii. Savings Account - \$15,008.67
    - iii. Total – 31,601.60
  - d. 2018 Budget-Common Area #4 – The Board directed WEB Properties to use \$4,000.00 in the 2018 budget for hydro seeding expenses. Additionally, the Board set delinquency threshold of \$2,000.00 in outstanding dues, fees, CC&R fines, to begin a legal action.
  
- IV. Old Business
  - a. Roadway Repair Quotes – The Board directed WEB to update the scope of work to include the Anton Court Private Driveway, and source bids as quickly as possible.
    - i. PUD Roads: Jordan Ln, Menaul Ct
    - ii. Private Driveways: Upper W Bolan, Lower W Bolan, Upper Jordan Access, Anton Ct Driveway
  - b. Reserve Study Update: Revisions will be done by Oct 13 for Board review; est. cost of \$400
  - c. 501 W Bolan: Paid \$600 to owner to reimburse owner's utility expense for common area watering (Map #10); Purchased new meter to replace the lost one.
  - d. Determine protocol for meter reading and reimbursement to owner; develop agreement between owner and HOA. The Board requested that WEB send a \$300.00 check in March, and to draft a utility agreement between the HOA and the homeowner.
  - e. Developer Dues: Legal counsel recommends invoicing developer lots for: dues, pro-rata share of PUD and private driveway maintenance expenses, and reserves when established. Discussed



charging 50% dues for all vacant lots. The Board requested that WEB draft a letter to Josh Taylor requesting maintenance expenses, and HOA dues.

V. New Business

- a. Fence Grandfathering? It was decided at the meeting that the Board would not require any fences that currently do not conform to ARC standards to be taken down and replaced. However, future construction will all have to comply with ARC standards, including replacement of non-compliant fencing.
- b. Architectural Request: 916 W Willapa – The Board requested WEB review its capabilities to serve as ARC for the Overlook HOA. Additionally, the Board requested to have two new accounts added to the 2018 budget for WEB ARC fees and Professional ARC fees.
- c. Fire hydrant painting (WEB) –

<b>STREET</b>	<b>COLOR</b>	<b>COUNT</b>
Anton Ct	Silver & Red	1
Bolan Ave	Yellow	1
<b>Jordan Ln</b>	<b>Yellow</b>	<b>2</b>
Lincoln Way	Silver & Red	4
<b>Manual Ct</b>	<b>Yellow</b>	<b>1</b>
Willapa Ct	Yellow	1
Willapa Dr	Yellow	4

Per city water department, colors are about size and flow rate, not public/private as originally communicated. The two hydrants on Jordan and the one hydrant on Manual can be painted by the HOA if we keep the same color scheme. However, we have to request painting through the water department. They will paint them if they determine they need to be painted, and once they have time. The Board requested that WEB provide a cost estimate to paint the three fire hydrants.

- d. Revert to WEB’s new standard templates – The Board approved the transition from the current infraction templates being used to WEB Properties standard infraction template.
- e. Drainage Complaint Updates:
  - i. Bolan hillside – \$300 in professional engineering fees to research the issue / complete due diligence. No wrong party; naturally occurring hillside drainage; no HOA systems on hillside; 4” pipe at base of hillside not shown on developer record drawings
  - ii. Willapa/Lincoln Home/Common Area: M&M inspected the site; home drainage found to be insufficient-drain grate at driveway collects from home gutters and footings and drains water to a pipe extending approx. 3 ft to low point beneath grass in common area (drains to no-where).

VI. Open Forum

VII. Adjournment