



Overlook HOA

Board of Directors Meeting

November 02, 2017, 6pm

Talking Points:

- I. Roll Call & Establish Quorum
 - a. Board of Directors Board of Directors in attendance are Rick Pisani, Mike Durgan, Jamie Eggink and John Purtell. Jen Enfield was absent.
 - b. John Schumaker of WEB Properties Inc. was in attendance.
- II. September 21st Board Meeting Minutes approval – Mike motioned, John Seconded, unanimously approved.
- III. Financial Update by WEB Properties Inc as of 10/27/2017
 - a. Income – Actual \$96,990.00, Budget \$92,306.00, Variance \$5,316.00.
 - b. Expenses – Actual \$92,690.00, Budget \$83,655.00, Variance \$9,035.00
 - c. Account Balances –
 - i. Operating Account - \$18,213.09
 - ii. Savings Account - \$15,009.66
 - iii. Total - \$33,222.75
- IV. Old Business
 - a. Roadway Repair Quotes – Management has sent the scope of work and maps to seven vendors asking for bids. One response we received from Casey Lynch of TAK Petroleum was very interesting. He has declined to bid because he feels the scope of work is not sufficient enough for him to provide a bid. He recommends the HOA contact Phil Barto, a retired Spokane County roadway engineer. He will be a neutral advisor to the Board, and can recommend exactly what treatment is needed for individual roads, i.e. fog seal, chip seal, seal coating, etc. Additionally, he feels the repairs to the roads should be evaluated by an engineer who would instruct the vendors on exactly what to do. He contends that asking a vendor for their opinion on whether to scrape 2” or 6” off a surface when doing an overlay is not the best procedure. As we have already sent the approved scopes of work out to bid, the Board has to decide if this recommendation fits the HOA budget and timeline. We expect to have at least one bid from C&H asphalt for review at the meeting, with several more to follow.

Board discussion is to schedule the work needed on the low end and hire consultant for expert opinion on the scope of the work for summer. Checking on further bids to have more to compare with. If no further bids received, hire C&H Asphalt.

- i. PUD Roads:
 1. Jordan Ln
 2. Menaul Ct
- ii. Private Driveways
 1. Upper Bolan



2. Lower Bolan
 3. Upper Jordan Access
 4. Anton Court Driveway
- b. Reserve Study: Report by John Purtell; Vote to establish reserve amounts
- i. Board discussion – Going through the homes that are responsible for two roads. The main road that their lot is addressed on and the private road they use.
 - ii. Motion is made to authorize the HOA Common Area reserves to be assessed by Jamie, Mike seconded the motion, vote was unanimously passed. Effective date January 1, 2018 reserve dues will be \$6.25 for six (6) years and then going to \$3.75 for the remainder of the thirty (30) year study. This will include all lots, developed or vacant.
 - iii. Long discussion on reserves for private areas. We will break out upper Jordan for separate assessment. Further discussion has been tabled pending more research.
- c. Common Area #10 - Review WEB's draft agreement between owner and HOA, including the reimbursement protocol outlined in the agreement. Draft agreement provided to the Board. Motion made to except the agreement by Rick, seconded by John, vote passed by unanimous vote.
- d. Developer Dues & HRH Lien - Harold Huber and Josh Taylor have both called WEB Properties asserting that the HOA does not extend to the property owned by HRH Holdings. Research done in 2016 by Bob McVicars has concluded that Amendment 2 of the CC&R's do include HRH Holdings in the Overlook at Qualchan HOA. Josh Taylor advised management that the CC&R's were written to give the developer control until the last lot was sold, and he has provided previous Boards with documentation from his attorney asserting the same. While Josh stated he would look for the letter, he has not provided management with anything as of this writing. The Board feels that after ten years, the developer can no longer assert that builders and contractors can be exempt from HOA dues, fees, or compliance to the CC&R's, and rules and regulations. As such, the Board is within its rights to have filed the lien on HRH Properties, and further, the Board intends to assess POS Properties vacant lot dues and subject those lots to the CC&R's and R&R's. A draft letter to Josh has been drafted, and is attached for review and approval to send.
- i. Decision to talk to Josh Taylor first before send a letter. Asked WEB Properties to set up a meeting.

V. New Business

- a. 2018 Draft Budget – The 2018 draft budget has been prepared and sent to the Board for review.
- b. Bolan Swale: a. Per City ordinance, swales on owner side of sidewalk are owner responsibility; b. Is a specific reference to swale maintenance needed? If so, develop standard maintenance requirements to add to the rules & regulations. Tabled – Not enough information.
- c. HOA ARC – The Board asked WEB Properties what capacity it serves as an ARC representative, and if it could provide ARC review services to the HOA. WEB replied that it only serves in an administrative capacity. As such, the Board asked WEB to pursue an alternative for ARC representation. We have spoken to two Architects from other properties, and one is interested in bidding the project. The Architect has responded, and his response and design review spreadsheet are attached for review. The board will look at further discussion for guideline. Tabled until ARC guidelines can be located.



VI. Open Forum – Start a campaign for board. Volunteers.

VII. Adjournment at 9:00 PM