



Overlook HOA

Board of Directors Meeting

February 13, 2017, 6pm

Talking Points:

- I. Roll Call & Establish Quorum – Called to order – 6:12 PM – Tuesday Feb 13, 2018.
 - a. Board of Directors – Mike Durgan, Zerman Whitley, Mike Bafigo, Rick Pisani
Ascent: Matt Enfield,
 - b. WEB Properties Inc – Eric Lundin

- II. Annual Meeting Minutes approval – The reading of the minutes. Discussion of the private roads. Tabled until further inspections. Motion made by Rick Pisani to approve the minutes, seconded by Mike Durgan. Passed unanimously.

- III. Election of Officers – Mike Durgan – President, Mike Bafigo – Vice President, Rick Pisani – Secretary, Dave Walker – Treasure. Motion made by Mike Bafigo, seconded by Mike Durgan. Passed Unanimously.

- IV. Old Business
 - a. Setting up a meeting with Josh Taylor – He would like to meet with the Board sooner rather than later. Board to discuss on 13th, Will meet with Josh in February.

 - b. 819 Willapa Drain Review- The drain at 819 Willapa was clogged last year, leading to significant pooling and flooding of the homeowners front Yard. M&M Landscapes unclogged the drain, but the problem was not solved. Per Rick Pisani: “The drainage installed was never done correctly by the builder or the home owner. This may have to be re-visited, but I seem to remember that the driveway was built on common area and the drainage was inadequate. This would still rest with the home owner to fix, since it is not actually part of the common area anymore. It is either the home owner fixes the drainage or he may have to remove his driveway from the common area to allow for proper drainage and put it on his own property. Again, we may have to re-visit this issue in the spring.”

 - c. Upper and Lower Bolan Driveway maintenance/replacement – Review of Phil Barto’s recommendations and plan going forward. Management recommends sending a poll of homeowners to get a sense of their feelings on the issue. Discussion.

 - d. Hire Joel Lee of Metro Engineering to design for irrigation of Map #4 - We had M&M give us a rough estimate (around \$5,000) for the irrigation. We will need another look at it if we are going to connect to Rick Pisani’s home for the water instead of Bolan. This plan should save about \$20,000. Motion to have Joel to design for irrigation and connect to the home of Rick Pisani made by Mike Durgan seconded by Zerman Whitley. Passed unanimously.



V. New Business

- a. Reviewing the Board Meeting format –RCW 64.38.035, has in the past been interpreted to allow Boards to meet without notification to homeowners. However, section two states “Not less than fourteen nor more than sixty days in advance of **any** meeting of the association, the secretary or other officers specified in the bylaws shall provide written notice to each owner” Further, your bylaws state “Written or printed notice stating the place, day and hour of **a** meeting.” The ambiguity of the difference between a Board meeting and homeowner meeting in the law may require the Board to give notice of all meetings.
- b. Review State Audits and Taxes – Taxes for the HOA have not been completed since 2009. We are working with several accounting firms to provide bids. Each years taxes would cost between \$800 and \$900, and we are exploring the requirements and cost of having taxes done. The accountants we are working with are recommending we file the last two years tax returns, and see what the IRS sends back. One accountant stated “File the 2016 and 2017 returns and wait for the IRS to figure it out, they will send a letter and we can write a response.” Audits are required by Washington State law for all HOA’s that take in annual assessments over \$50,000.00. Audits typically cost between \$6,000.00 and \$9,000.00, depending on the HOA size and complexity of the audit. Homeowners can vote to postpone the audit, but must do so every year. The applicable law is RCW 64.38.045, which has been provided to the Board. Motion made to go with two year tax filing by Mike Durgan, seconded by Mike Bafigo. Passed unanimously.
- c. Jordan Private Drive snow plow billing request – A homeowner has requested the Board to excuse the 11 lots on Upper Jordan Access, and in Jordan PUD from sharing in snow plow cost for Jordan Lane in early 2017. Motion made to forgive the snow plowing for 2017 to the 11 lots on Upper Jordon by Rick Pisani, seconded by Mike Durgan, Passed unanimously.
- d. Brad Stanley Fence Review - It was decided at the meeting in September 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. Mr. Stanley has erected a chain link fence that may not comply with the CC&R’s, and he did not obtain ARC approval before it was installed.
- e. Vote whether or not to have M&M remove the basalt rock along Upper and Lower Bolan driveways since the Road Maintenance Report said it was hindering drainage. Where should the rock be located? Does the Road Maintenance Report recommend re-digging the ditch? Getting bid.



- f. 2018 Landscaping Bids
 - i. Should the HOA bid out landscaping for the 2018 season? M&M is a great vendor, and does fabulous work. There may be less expensive alternatives out there. Bid Out for 2018
 - ii. Make scheduling arrangements for hydro seeding unfinished common areas – Per Rick Pisani who managed the process last year, “We will need to have the second seeding done ASAP, so the early rain will help it take hold. This is part of our budget for this year.”
 - iii. Select Homeowners should spray their hillsides again- some will need to do it again and it is less costly if they do it at the same time. Should the HOA send a letter like last year to coordinate services to save homeowners money? If so, which homeowners should be chosen, and by what criteria? Homeowners may not have been notified this would be a multi-year process.
- g. Agreement between HOA and 501 W. Bolan – The Board had WEB Properties draft an agreement between 501 W Bolan and the HOA for water use from a document that had been used at another HOA. However, there are some parts of the document that require legal input. Does the Board want to hire an attorney to complete the agreement?
- h. ARC Vendor Review- WEB Properties has contacted several architects who are happy to bid on ARC services for the HOA. However, we do not have a scope of work or Architectural Guidelines to give them to request a bid. Get current standards from other HOA for comparisons.
- i. Board Meeting Schedule – From Mike Durgan’s email, he would like to meet every six weeks. The Board should schedule its next meeting. March 20, 2018.

VI. Adjournment at 8:40 PM with no further business.