



## Overlook at Qualchan HOA - Board of Directors Meeting MINUTES

11/14/2023 3:00pm – Via Zoom

<https://us02web.zoom.us/j/84672479653?pwd=TFZGOExPWmpncFBNVEdVJiUT09>

### A. Welcome and Introductions – Call to Order 3:04pm

- a. Board Members: Mike Bafigo, Bob McVicars, Joe Vallorano, Liz Legg
- b. WEB Properties: Bill Butler, Lauri Atchison, Nathan Perri
- c. Homeowners: None

Board Quorum Established - Yes

Approve September and October meeting minutes – both September and October minutes were approved unanimously as typed.

### B. Reports of Officers

- a. President's Report – Mike Bafigo – No Report
- b. New Board Member Appointment – Mike Bafigo recommended and nominated to approve Mike Durgan to join the Board. Bob McVicars and Joe Vallorano seconded. No opposing, all approved, Mike Durgan was appointed to the Board.

### C. Reports of Committees

- a. ARC – 525 W Bolan Fence & Dog Run – Bob McVicars reported the dog run is installed. WEB confirmed that they did provide the homeowner with an approval conditional of having the fence completed by the end of April 2024, weather permitting.
- b. Fences - Mike Durgan – Do we need to put in print somewhere what fences are allowed and that no wood fences are allowed. Bob McVicars states that CC&R's say fences need Architectural approval. He thought it says in amended Rules and Regulations where the Board previously decided no wood fences. Mike Bafigo stated maintenance is key to wood fences. Liz stated that a wood fence was denied recently for her neighbor.
- c. Bill stated that in the near future WEB will be supplying a letter to closing companies that home buyers need to sign stating that they understand that they are moving into a homeowner's association and with that includes, dues, CC&R and Rules & Regulation requirements. Mike Bafigo additionally added that rules are there so the value of homes is maintained. He thought that notice needs sent to homeowners reminding them of why we have CC&R's, Rules and Regulations.
- d. Bill Butler – Regarding parking on the road, WEB will be sending an email out to vehicles seen parked on the road today, that states with winter coming, please don't park on the road. Mike Bafigo suggested including the potential of the Fire



Department fining you if parked on the roads and they cannot gain access when they need to.

#### D. Unfinished Business

- a. 501 W Willapa Encroachment Issue – cleanup & attorney update. See attached.
  - i. Piping, fencing, beds are all cleaned up... only thing left is his greenhouse. Homeowner would like to have license to keep the greenhouse in the common area and have the agreement terminate at sale or death.
  - ii. Bob stated he does not believe that the Board has the ability to approve the greenhouse in the common area. The common areas are for the use of all homeowners. Joe agrees with Bob. Mike Bafigo agrees from the legal standpoint with Bob that it puts the Board in a potentially compromised position. Liz agreed that rules need to be enforced 100% across the board to be fair.
  - iii. Bob stated that it has nothing to do with what the Board would like to do, legally they can't. Liz stated that there are other people the Board has enforced not encroaching the common area with and so want to be fair with how the Board is enforcing the CC&R's
- b. Persimmon Wood drainage – no reply to our letter so far? – Still no reply per Bob McVicars. This item will be removed from future agendas.
- c. Reserve Study Road Update – Mike is still trying to find time to have David (runs one of the largest concrete companies in Oregon) come up to review the roads and see if we can maintain over time trouble areas as they arise, versus entirely new roads at one time. Would completing sections be sufficient for maintenance? Along with that can the reserves be in one bucket, not split out by road, would that suffice for the federal action to be stayed off. Reserves have been tracked by street. The HOA can comingle them into one pot of reserves, not split by street. Second, can we set up the roads and do the worst parts of the roads one year and then other parts the next year and so on, taking what is needed out of the pot. Dues will still need to be increased but it would be more palatable if smaller amounts were spent over time to make the repairs necessary.
  - i. Fannie Mae and Freddie Mac are looking for: Is there a Reserve Study, do funds meet Reserve Study, is the HOA holding to income and expense requirements of the reserve study. If not all 3 are met, then could be blacklisted.
  - ii. Bob clarified that it would be private streets that pay more, not public street assessments. Private roads must pay their own expenses as CC&Rs are clear on that.

Bill said the Board needs to come up with a plan soon. WEB does need to get back to Criterium-Pfaff Engineers on the draft reserve study and if the Board has a plan B present it to them.



Mike Bafigo: 1. Repair and maintain, extend the life of the roads, cost is less and spread out, then 2. Bucket that all reserves go into, so we have the money for each project that comes up. 3. Agree to what monies need to come in and start collecting that.

Bill stated the action that is needed is to go back to the reserve study and show which parts of what roads the HOA are replacing when and see if he agrees with that plan. This would in theory allow replacing all the streets to be pushed out a few years longer.

Mike Durgin would recommend individual street meetings when the time comes to meet on this. Mike Bafigo stated that this has already been planned.

#### E. New Business

- a. Jordan Lane Homes Cleanup – 2 homes that are not being finished, WEB maintenance employees cleaned up and put items into the basement area, to get construction materials out of sight.
- b. Maintenance Engineer work at the HOA – Menaul Court pathways weed whipped, pruning and removing of dead bushes in Bolan areas, weed whipping along Lincoln Way.
- c. Discussion on Zoom recording only for minutes purposes – Technology and AI – Zoom has the ability to record meetings and then we can have Zoom transcribe. After it is transcribed then an AI program creates minutes. It would be WEB Properties work property. Once minutes are created Zoom recording will be deleted. Liz asks whether a human being would be reviewing them after AI drafts them, yes WEB would be reviewing them before sending them out. Mike Bafigo inquired as to if WEB would be able to delete completely, would it really be gone. Mike Durgin votes yes, all in favor, WEB will record the next meeting to create minutes.
- d. Annual Meeting to be in February – Budget end of December completed by WEB, to the Board the beginning of January, Annual meeting in February. All were in favor.
- e. Set the next board meeting date – Mike Bafigo suggested skipping December, having a meeting in January. The next Board Meeting will be Tuesday the 16<sup>th</sup> of January at 1:30pm via Zoom.
- f. Other new business –
  - i. Lincoln Way new home being built – WEB has submitted a complaint with City of Spokane Code Enforcement regarding boulders and hillside down on Upper Jordan causing problems or will cause problems in the future. We are depending on the City of Spokane to ensure that engineering is being done correctly.

#### F. Adjournment – 4:38pm