

Overlook Homeowners Association

Board of Directors Meeting Minutes

Date: June 5, 2025 | Time: 4:30 PM | Location: Via Zoom

I. Call to Order

President Mike Durgan called the meeting to order at 4:30 PM.

II. Roll Call

Present: Mike Durgan, Jamie Eggink, Ty Browning, Todd Ellsworth, Marianne Muzio, Jordan Bilodeaux, Tom Jones (All Board Members Present); David and Bill from WEB also present.

III. Approval of Minutes

Motion by Ty Browning to approve the May 15, 2025, meeting minutes. Seconded by Mike Durgan. Motion carried unanimously.

IV. Officer Reports

- President (Mike Durgan): Reported recent discovery that vacant lots are not being charged dues and reserve assessments (David said for the past year). Mike and Jamie explained that this issue had been addressed in 2017; vacant lots were charged starting in 2017 based on the CC&Rs and attorney council – in summary, the development period is over, the CC&Rs do not excuse developers or builders from paying dues toward the assets they benefit from, and the vacant lots have been empty/abandoned for almost 20 years. Correspondence with the HOA's attorney and a letter to the original developer were provided to WEB and the board prior to the meeting. To that end:
 - **Ty motioned to come into compliance with the CC&Rs by resuming charges to vacant lots identical to developed lots; Mike seconded. Approved unanimously.** WEB to begin billing 16 vacant lots in October. Undivided parcels (POS and HRH) excluded per CC&Rs. Bill suggested sending a letter to apprise vacant lot owners. *Jamie to send Bill the 2017 letter to vacant lot owners.*
 - Financials were unavailable. Mike requested that WEB provide advance notice in future if delayed.
- Vice President (Jamie Eggink): Explained easement agreement for Jordan Lane and maintenance agreement for Anton Court. Jamie had studied the agreements and provided the board with a detailed evaluation prior to the meeting. The agreements clarify financial responsibilities but contain clerical errors. Unclear how HOA-owned parcel contributions should be calculated. Issue referred for legal review and Finance Committee input. See Evaluation documents.

- Treasurer (Ty Browning): No report due to lack of financial data. Requested April–June P&L from WEB.
- WEB Report:
 - Financials will be delivered by the 2nd Thursday of each month for timely Board review.
 - CDs at First Interstate Bank have matured. **Motion by Ty to extend for 7 months; seconded by Mike. Approved unanimously.**
 - WEB requested \$2,500 from foreclosure trustee to reimburse WEB and the HOA for costs related to Jordan Lane abandoned lots.

V. Committee Reports

- Finance Committee – Delinquencies:
 - \$10,000 in delinquencies; 35% from vacant lots. Three homeowners owe over \$1,000; one nearly \$2,000; 1 over \$600.
 - Recommendations approved unanimously:
 1. Lower action threshold to \$500.
 2. Send “initial waiver letter” to all currently delinquent accounts and to all future delinquencies \$500 or + as a first course of action
 3. Deny Falcon Group rock wall easement until the accounts for *all of their lots* are paid.
 4. Resume charging HOA dues to 16 vacant lots.
 5. Waive fines for 5112 S Jordan Lane (from prior owner)
 6. Disallow the approval of architectural applications for homes that are delinquent
 7. Disallow the approval of architectural applications submitted for new construction if the vacant lot is delinquent
 - *Jamie and Ty to draft revised delinquency policy for board review and voting.*
- Architectural Committee:
 - 5108 Styrofoam Home: Sold for \$100,000. Closed.
 - 5112 Concert Home: Construction underway; ARC documents submitted. Closed.
 - 5106 Dirt Lot: Pending ARC form submission from builder (Stephen Ford)

VI. Unfinished Business

1. Attorney search ongoing for:
 - a. Calculating HOA’s pro-rata share for HOA 2 parcels on Upper Jordan and 1 parcel each on Upper and Lower Bolan.

- b. Revising easement agreements to correct parcel and documentation errors.
- *Mike to contact Doug at Hennessy Edwards, former HOA counsel.*
- *Todd to consult with his contact to find out if Menaul Court road is public or private.*
- 2. **Rock Wall Easement: Motion by Jamie to deny the Falcon Group rock wall easement until all accounts paid. Seconded by Todd. Passed unanimously.**
- 3. **Revised parking policy:** not yet mailed. *Todd to provide feedback for more clear, concise verbiage by July 17.*
- 4. **501 W Bolan water line:** Homeowner isn't satisfied with the current agreement. Installing a separate water line is cost prohibitive; however, the developer will be disconnecting the water line for the upcoming new development so it can be remedied at that time. Jordan proposed comparing summer/winter usage to ensure fairness in HOA reimbursement. *David and Mike to obtain that data and report at July 17 meeting.*

VII. New Business

- 5. Willapa drain inlet is clogged with standing water: *Bill to determine ownership (HOA or city).*
- 6. Jordan proposed post-meeting executive sessions for open discussion and member input.

VIII. Adjournment

Motion to adjourn by Jamie. Seconded by Marianne. Meeting adjourned at 6:00 PM.

IX. Attachments

- Private Driveway Easement (Upper Jordan Lane)
- Upper Jordan Access Easement Notes
- Maintenance Agreement for Private Road (Anton Court)
- Evaluation of Anton Lane Agreement
- 2017 Letter to POS Development