

Overlook Homeowners Association

Board of Directors Meeting Minutes | Date: October 23, 2025 | Time: 5 PM | Location: Mike's House

I. Call to Order

Meeting called to order at 5:10.

II. Roll Call

Present: Mike Durgan, Jamie Eggink, Todd Ellsworth, Jordan Bilodeaux, Marianne Muzio, Ty Brown.

III. Approval of Minutes

Mike motioned to approve, 2nd my Marianne. Motion carried unanimously.

IV. Officer and Treasurer Reports

Treasurer, Ty Browning: Clarity on the budget is needed. Delinquencies need to be budgeted for. Ty will request deliverables from WEB.

V. Committee Reports

-Jordan Bilodeaux: The request for 4-way stop signs at the intersection of Willapa and Jordan was heard by the Transportation Commission. Latah Valley Counsel invited us to attend the next meeting on Nov 20, 6pm at Latah Bistro for follow-up. The Latah Counsel advised that the HOA Board must attend Latah Valley Council meetings and stay involved for any such requests to be successful.

VII. Unfinished Business

- 501 W Bolan Water Line: Mike to follow up.

- Revised Parking Policy: It was decided that the President and the HOA's WEB property manager would be on the forwarding email for Arch requests and parking extension requests. Chosen email: OAQ@wpispo.com.

To support and clarify the Association's CC&Rs—specifically Section B-5 (Nuisances) (and pursuant to the Board's authority under the Bylaws and applicable WA state law to adopt reasonable rules and regulations), the Board conducted an email vote regarding two proposed additions to the parking rules. These additions were prompted by multiple neighbor complaints related to nuisance-creating parking behavior.

Jamie initiated the motion by proposing the two additions on November 13, 2025. On the same day, Todd, Marianne, and Jordan voted in favor. Mike submitted his affirmative vote on November 19, 2025. The motion carried with 5 out of 6 Board members voting yes.

The Board therefore approved the following parking rule additions as clarifications of nuisance-related conduct:

1. **Parking in front of mailboxes:** Parking that blocks a neighbor's drive-up access to their mailbox constitutes a nuisance. Rule: *Parking in front of mailboxes is prohibited.*
2. **Parking in front of neighboring homes overnight:**
Resident Parking: *Residents must park in their garage or driveway. If both are full, overflow parking is permitted only directly in front of the resident's own home.*
Guest Parking: *Guest vehicles must be parked in the resident's driveway, garage, or directly in front of the resident's home. Guests may not park overnight in front of any neighboring homes.*

-DNR/Fire Dept – Fire Mitigation and Vegetation Maintenance Plan: Meeting/tour Mid-Nov with DNR - Guy "the Tree guy", Nick (Fire Dept.), Mike and Todd.

VIII. New Business

- 819 W Willapa: Board agreed to seek an engineering evaluation; the Homeowner has an ingress/egress driveway easement.

-Snow Plow Estimates: Ty and Todd to review, develop a scope of work, and request "apples to apples" quotes.

-Meeting Dates: Bi-Monthly, with 1 meeting in person and 1 meeting via Zoom. Zoom meeting is one topic only.

IX. Adjournment

Meeting adjourned at 7:00 p.m. Motion by Mike, 2nd by Marianne, motion carried unanimously.