

Overlook Homeowners Association | Board of Directors Meeting Minutes

Date: November 18, 2025 | Time: 5:00 PM | Location: Yokes Employee Meeting Room

I. Call to Order

Meeting called to order by Mike at 5:21 p.m.

II. Roll Call

Present: **Mike Durgan, Jamie Eggink, Todd Ellsworth, Jordan Bilodeaux** | Absent: **Marianne Muzio, Ty Browning.**

III. Approval of Minutes

Jamie motioned to approve the October 23, 2025 minutes; Todd seconded. Motion carried unanimously.

IV. Officer and Treasurer Reports: Tabled. Awaiting draft budget

V. Committee Reports

Architectural Committee

Bolan Drainage Project – Todd Ellsworth:

- The Board had voted via email on November 12 to hire AAA Sweeping to locate and clean-out a culvert noted on engineering design drawings for a portion of the HOA's drainage system along Bolan Avenue. The vote was on Nov. 12 following a motion by Todd. Jamie, Jordan and Mike affirmed the decision. Invoice attached.
- On November 13, AAA Sweeping located the previously "missing" culvert and cleared it sufficiently to allow drainage flow; full cleaning was not possible due to a parked vehicle obstructing access.
- Todd motioned to obtain bids to restore the drainage swale consistent with both the original City of Spokane Public Works drainage plan (3/14) and the Metro Engineering design (January 2018). Motion carried unanimously.

Gibson Flooding / 819 W Willapa – Site Visit Report (Attached):

- Jamie motioned to consult the Association's attorney regarding the parts of 819 W Willapa that lack an easement; Jordan seconded. Motion carried unanimously.

- Todd motioned to obtain estimates for re-landscaping the adjacent common area using hard-scape solutions (rock, drought-tolerant shrubs). Mike will request estimates from C&C, Greenscape, and others. Motion carried.

Jordan Lane Construction Projects: Home under construction: Mike contacted the owner and directed him to clean up trash and construction debris. Adjacent vacant lot remains tied up in bankruptcy.

VI. Unfinished Business

- **Snow Plow Bids:** Underway: Ty is obtaining updated bids.
- **DNR / Fire Department – Common Area Vegetation Management:** Nick from the Fire Department will attend the next board meeting.
- **501 W Bolan – Water Line:** Item tabled; Mike to completed follow-up and will ensure WEB is reading the sub-meter as WEB previously committed.

VII. New Business

- **Short-Term Rentals (STR):** Motion by Jamie to consult the Association's attorney. seconded by Mike; unanimously approved.

VIII. Adjournment

Meeting adjourned at 7:24 p.m.

Attachments: 819 W Willapa Site Visit Report, AAA Invoice, Metro Engineering Invoice

Site Visit Report – Flooding Concern at 819 W Willapa

Date of Visit: Tuesday, November 4, 2025 – 4:30 p.m. | **Property Address:** 819 W Willapa

Prepared for: HOA Records

Attendees:

- Joel Lee, Metro Engineering (Consulting Engineer); Board Members: Mike Durgan, HOA President, Todd Ellsworth, Jamie Eggink, Marianne Muzio, Bob McVicar, ARC Committee Member, Marianne Gibson, Homeowner

Purpose

To obtain a professional engineering assessment regarding reported flooding at the Gibson residence, specifically to determine the source of water and recommended corrective measures.

Determinations

- The primary contributing factor to the flooding is the grade of the driveway, which slopes toward the common area and the homeowner's side yard, directing surface runoff into the affected area. (1) See driveway easement, dated Jan 2008.
- Another contributing factor is the excavation into possibly low -permeable soils during the home's construction. These soils may limit subsurface drainage and cause water to accumulate more easily.
- Water also converges from multiple areas above the point of flooding, increasing the volume flowing toward the low area.
- Subsurface springs throughout our HOA and adjacent uphill and downhill neighborhoods are likely contributing to saturation and standing water, particularly during wetter months, and may play as significant a role as rainfall and snowmelt runoff.
- The swale in the adjacent Common Area appears to be functioning as intended, with no evidence of structural or performance issues
- The swale and common area appear to pre-date the home's construction. See Title Documents: drainage easement, dated Dec 1998, and plat map, bk 27, pg 32, (Aug 2001). See 819 W Willapa Ave driveway easement, dated Jan 2008.

Engineering Recommendations

1. **Driveway Re-grading:** Joel Lee advised that the most economical and effective solution is to re-grade the driveway when the homeowner undertakes their planned driveway replacement project. Proper re-grading would redirect surface water away from the home, side yard, and garage toward more suitable drainage paths.
2. **Common Area Landscaping:** The HOA could remove grass and sprinkler lines in the adjacent common area and replace them with dryscape or low-water landscaping. This would reduce irrigation and surface runoff into the problem area during warm months.

Metro Engineering, Inc.
3929 E. Boone
Spokane, WA 99202
jlee@metroengineering.org

INVOICE

BILL TO
Overlook at Qualchan HOA
Attn: Jamie Eggink

INVOICE # 9892
DATE 11/19/2025

DESCRIPTION	QTY	RATE	AMOUNT
Consulting on drainage issues on W. Bolan -including site visit Professional Engineer	1.25	120.00	150.00
Consulting on Stormwater flooding/issues at 819 W. Willapa -including site visit and review of site visit report -Misc. correspondence Professional Engineer	2.25	120.00	270.00
Mileage (\$0.70 per Mile)	20	0.70	14.00

Thank you for your business! We are now accepting on-line payments.

BALANCE DUE

\$434.00

AAA SWEEPING
PO BOX 624
VERADALE, WA 99037
(509) 922-1363
WA. CONTRACTOR LOC. – AAASWL*963CA

TO:	Todd Ellsworth	FROM:	Beatta
ATTN:	Todd	DATE:	11/11/25
EMAIL:	todd.ellsworth@avistacorp.com	RE:	Vacuum Truck Service
PHONE:	509.309.5104	PAGES:	1 of 1

2025 NON-PREVAILING WAGE HOURLY PROPOSAL

Hourly Rate

Vacuum service with operator:	\$ 199.50 per hr.
Mobilization:	\$ 158.00 per hr.

Disposal rates will be based on amount of debris.

There is a 2- hour minimum operating charge per day, per shift, per truck.

If any extra materials or laborer are needed, there will be an additional charge.

Rates given are for weekday scheduling. Overtime rate is an additional \$55.00 per hr.

- AAA SWEEPING WILL NOT BE ACCOUNTABLE FOR DAMAGE TO UNDERGROUND UTILITIES, INCLUDING BUT NOT LIMITED TO FIBER OPTICS, GAS LINES, AND ELECTRICAL UTILITIES.
- AAA SWEEPING WILL NOT BE ACCOUNTABLE FOR UNFORESEEN MECHANICAL FAILURES THAT MAY OR MAY NOT RESULT IN TIME DELAYS.
- THIS QUOTE IS CONTINGENT UPON MUTUALLY ACCEPTED SUBCONTRACT AND SCHEDULES.
- THIS DOCUMENT REPRESENTS AAA SWEEPING'S ENTIRE OFFER. ANYTHING NOT SPECIFICALLY INCLUDED IN THIS QUOTE, INCLUDING TAXES, IS HEREBY EXCLUDED FROM THIS QUOTE.
- If it is necessary to send any past due invoice to a collection company, a collection fee equal to the amount of the original invoice balance will be added to the total amount due.

Accepted:

By: _____ Date: _____