

# Windhaven PUD First Addition Homeowners Association

## Special Informational Homeowner's Association Meeting Minutes

Minutes of the Meeting of the Windhaven PUD First Addition Homeowners Association, Spokane, WA, held at Shadle Park Library at 5:00 p.m. on the 1st day of November, 2023.

Guests: Nathan Perri, Lauri Atchison, Bill Butler all of WEB Properties, Inc.

### Topic

- I. Call to Order at 5:01 p.m. by Nissa Gibbs, Secretary
- II. Roll Call – No items on the agenda required a vote of the members. The BOD waived a roll call. Guidelines of HOA Meetings were presented by Nissa Gibbs
  - a. An agenda for a meeting will be published with meeting notice at least two weeks before the meeting.
  - b. Meeting will follow the agenda; chair will provide time for and ask for comments or questions on specific agenda items with each topic. If member has a comment or question, please state one's name.
- III. Notice of Meeting and minutes of preceding meeting
  - a. Notice of this informational meeting was provided via Frontsteps on 10/18/2023
  - b. There were no minutes of a preceding meeting available for approval
- IV. Reports and Introductions of Officers
  - a. Troy Fernandes, President, was not present.
  - b. Pam Parr, Vice President, was not present.
  - c. Nissa Gibbs, Secretary, provided the following on behalf of herself and the President and Vice President
    - i. Board of Directors' (BOD) Actions to Date:
      - On October 11, 2023 the newly elected Directors met for an Organizational Meeting per the Bylaws. This meeting continued with temporary adjournments until October 16, 2023. The actions of the BOD were communicated to the Homeowners via a flyer delivered to each home on October 15, 2023 and via the approved minutes posted to the WEB Properties, Inc. website (aka WEB portal).
      - Members of the BOD met with the Developer, D.R. Horton, and WEB on October 26, 2023 for a transition meeting. Records of the HOA were provided by the Developer to the Directors.
    - ii. Contract Status:
      - Community Management: 2-year contract executed with effective date of November 15, 2023 with WEB Properties Inc. (WEB). As WEB Properties, Inc. is also a licensed brokerage, there will be additional benefits to the HOA.
      - Snow Removal: WEB has obtained bids from three providers. They are reviewing them and will provide guidance to the BOD for decision and execution as soon as possible.
      - Audit: The BOD has been made aware that a true financial audit per CPA guidelines will be more expensive than the estimate provided during the Transition voting process. WEB will be soliciting bids and help the BOD determine the scope of the audit.
      - The BOD will review all contracts within the first year of Homeowner control.
    - iii. Secretary's Report

- Minutes of the BOD meetings will be provided after November 15 on the WEB portal after approval by the BOD at its next meeting.
- iv. Questions and Comments from Members
    - Brad Lavine requested the BOD review any contract or service for street cleaning in the summer.
    - Joe Black asked if the WEB portal would allow comments regarding posted items. Mr. Black also asked if HOA dues would be increasing.
    - Krista Clouse asked if the BOD would look for local contractors for HOA services, and stated her preference that the BOD do so.
- d. Treasurer's Report, Chris Chung (CC)
    - i. Chris Chung's review of the financial statements as presented indicates that the HOA is meeting its current reserve funding requirements.
    - ii. The budget needs to be updated.
    - iii. Two primary tasks to be completed before the end of 2023 are to 1) draft a 2024 budget and 2) engage with a firm to complete the audit.
    - iv. He would also review that bills, especially City of Spokane bill, are paid on time and that the reserve fund is sufficient to meet future requirements.
    - v. The budget process would help answer if dues will need to increase.
    - vi. Questions and Comments from Members
      - Brad Lavine asked about payment options for dues, assessments and expenses.
      - Debra Traxel and Max Traxel asked if financials would be on the new WEB portal. Also asked what the budget calendar/timeline was. Answer (CC): No calendar at this time. Submission to be completed by FYE.
      - Erin Fernandes asked if budget process will confirm all contracts. Answer (CC): In general no, as operating expenses are a small part of the budget and the HOA is not operating on a razor-thin margin.
      - Joe Black asked BOD to confirm developer subsidy for City of Spokane utilities since dues had only been paid by Homeowners since May 2023. Kim Waterbury indicated that the October bill was not yet paid and \$26,967.60 was due.
- V. Report and Introduction of Committees
    - a. Architectural Control Committee (ACC), Cody Hewson (CD), Director and Chair of Committee
      - i. Report: Committee is reviewing documentation of prior approvals. Committee is reviewing current rules.
      - ii. Questions and Comments from Members
        - Brad Lavine asked that if a waiver will be given to new owners that that buy in winter to have longer than six months to erect fence or finish yard.
        - Joe Black asked if ACC will provide actual denials in writing. He also asked if prior approved items from when the ACC was under Developer control would be "grandfathered."
        - Brian Clouse commented that current construction on Jamestown includes terracing backyards with 4' to 5' of fill. He has a concern that fill will be compacted sufficiently as equipment used seems inadequate.
        - Nancy Moore asked if she will be able to cut down her tree that was planted by the Developer as it is too big for her yard.
- VI. New Business
    - a. Purpose, Scope, and Intent of HOA: Cody Hewson

- i. A Homeowner's Association's primary function is to ensure all owners and residents are adhering to the body's established rules and recorded covenants, conditions and restrictions. Benefits to an owner or resident include:
  - A higher quality of living standard
  - Property values that are maintained or increased over values of surrounding communities
  - Financial stability for neighborhood with an ability to control timing and expense of improvements compared to a municipality
  - Community connections
  - Reasonable rules to reduce nuisance
  - Architectural controls to maintain neighborhood standards
- b. Windhaven HOA Values: Cody Hewson
  - i. BOD reviewed response to informal poll on values and concluded that the values that appeared most prevalent that the BOD would like to embody are:
    - Safety
    - Integrity
    - Kindness
    - Transparency
    - Stewardship
    - Accountability
- c. Introduction of WEB Properties, Inc. and Transition Plan for Residents
  - i. Bill Butler, WEB, introduced the firm and Windhaven team.
    - Snow removal: Windhaven has narrow streets and not a lot of space
    - Budget process: State law allows BOD to adopt a budget that is automatically ratified by the HOA unless the membership rejects the budget with majority of the votes of the membership.
    - WEB's portal/website will have documents of the HOA on the website and will be a space provided for communication
    - The firm has associates in the office to answer phones and inquiries during business hours and also has a manned answering service to respond to emergencies 24/7
- VII. Questions/Comments from Residents – Questions are recorded in the below table
- VIII. Next meeting will be held during the first Quarter of 2024.
- IX. Adjournment: Meeting was adjourned at 6:57 p.m.

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary:  Date: February 15, 2024

<b>Questioner</b>	<b>Question</b>	<b>Answer</b>
Brad Lavine	Standards on Manager Change	WEB Property Inc. is a full-service Property Management company. It is expected that by selecting Web Property Inc, that Homeowners will see an increase of service and response times as compared to the previous company. Experience since transfer is completely favorable
Joe Black	Will WEB portal allow public comments or questions?	The Board of Directors is actively discussing and working with WEB Property Maagement to explore this.
Joe Black	Will HOA dues be increasing?	Yes, per adopted 2024 budget effective 2/1/2024
Krista Clouse	Will the BOD look for local contractors for HOA services?	Yes, subject to budget and service level considerations
Brad Lavine	What are the payment options with WEB for dues, assessments, etc.?	Can mail, portal will have options for CC and ACH.
Debra Traxel	Communication of budget or documents. Windhaven flyer?	Official Communciation is conducted by WEB, via the use of email. Homeowners are encouraged to ensure their information is accurate and correct by contact WEB Properties Inc. Minutes of meetings, proposed rules and budget have been posted in advance. Additionally the Board has approved a committee surrounding social activities and communication which is to be formed. The 2024 budget was emailed on 01/05/2024 with the Notice of Annual meeting.
Max Traxel	Will financials be on the new WEB portal?	Yes.

Max Traxel	What is budget calendar/timeline?	The 2024 calendar of meetings and budget with timelines have been provided to the Homeowners via email.
Erin Fernandes	Will budget process confirm and review all contracts?	In general no, as operating expenses are a small part of the budget.
Joe Black	Was builder subsidy to City of Spokane Utility bill paid?	The Board has confirmed that builder does by their portion of utilities and dues. WEB bills Declarant for each unit they own.
Brad Lavine	Will a waiver be given for new homeowners who buy in winter to have more time to finish backyard or put in fence?	Board, via WEB has asked that all ACC requests for backyards, fencing, etc., be submitted by 02/29/2024 for completion by 06/30/2024.
Joe Black	Will denials be provided in writing?	Yes.
Joe Black	Will all items approved under Developer control of ACC be "grandfathered?"	ACC Committee and Board are reviewing all existing approvals.
Sue?	Drainage on Morgantown?	The Board is in active discussion on if it will be necessary to have an inspection of all existing underground water pipes, weighing risk vs. existing budget and dues.
Brian Clouse	Current construction on Jamestown includes terracing backyards and 4'-5' of fill. Concerned the fill will not be compacted sufficiently as amount of fill is large and equipment seems inadequate.	The Developer, DR Horton, has expressed that all construction is adequate and per specifications.
Nancy Moore	Can I cut down the tree in my front yard that will grow too big for yard? Previously told no.	Per Rule 2a, no tree five inches or more in diameters shall be removed from any lot without prior approval of the ACC.

Brian Clouse	Will HOA work to preemptively inspect or maintain the sanitary sewers that are over 15 years old?	The BOD plans to look at an inspection or confirm that an inspection was done by the Declarant at the time the development was purchased in 2021. Maintenance of the sewer is not part of the current reserve study. When an updated study is ordered, the BOD will determine if it should be an included item.
	Who do owners and residents contact with issues?	WEB; contact information to be emailed 11/15/23
	The big trucks for construction speed, especially on Youngstown. Can we do something?	Yes, we can ask the Developer to remind its vendors to slow down. Additionally, the BOD has approved a committee regarding Safety and Security.
	There was a lot of vandalism of Halloween decorations before and on Halloween. Can we do something?	Tell your neighbors on Facebook. Contact WEB. Make a police report.
	There were a lot of cars parked on Youngstown for trick or treating on Halloween. Can we do something?	Specific parking violations should be reported by individuals to WEB. The BOD and WEB review trends in violations.
Erin Fernandes	The Facebook site is not official, but is for residents and homeowners to communicate with each other. It needs more moderators.	
Brad Lavine	What if we aren't on Facebook? How will we know what is going on?	Emails for official business will be sent by WEB. Let them know if you need those items mailed to you via postal mail. The BOD will continue to use boxes near the mailboxes to distribute communication for both official and non-official business.
Amy Doyle	Does the HOA have property and liability insurance?	Yes. Current policies are posted on Frontsteps
Nancy Moore	Will snowplow contractor leave berms in front of driveways? I would prefer not to have them.	Yes. Please see response in BOD Meeting minutes from 12/14/2023.

Todd Trippinaire	Do we have a security contract?	No. Report safety and vandalism issues to police and provide report number to WEB. The BOD plans to review for interest for a safety committee.
Lavonne Thompson	There is often excessive speed on Forrest to Youngstown. Can we set speed limits?	This will be a topic reviewed by the Safety Committee.
John Hobson	When will DR Horton replace the concrete on sidewalks and driveways damaged by construction equipment? Supervisors have said they will replace at end of construction.	DR Horton will replace all damaged concrete greater than 1/4" crack or damage, prior to exiting the development.
Charlie Harrington	A lot of oil leaks, which can damage roads, on roads from construction equipment. Excavator contractor with skid steer. Will send Cody pictures.	Where know, DR Horton has made efforts to clean up the streets. They will also continue to clean up as identified and prior to exiting the neighborhood.
Brad Lavine	There are trees on Camden in common area that are dead.	The landscaping of common areas will be reviewed for these items during the Spring walk-through.
Robert Boone	Can we get more lighting on Barnes at Pamela?	This will be a topic reviewed by the Safety Committee. It should be noted that Avista does play an active role with this request.
Rodolfo Mendoza	Recommends to Board to have streetlights installed at entrance so it is easier to see at night.	This will be a topic reviewed by the Safety Committee. It should be noted that Avista does play an active role with this request.