

Windhaven PUD First Addition Homeowners Association

Board of Directors Meeting Minutes

Minutes of the Board of Directors Meeting of the Windhaven PUD First Addition Homeowners Association, Spokane, WA, held at Study Room D, Spokane Central Library at 5:05 p.m. on the 16th day of November, 2023.

Waiver of Notice was provided to the Board of Directors per 3.12 of the Bylaws by Nissa Gibbs, Secretary on November 15, 2023.

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

Topic

- I. Call to Order at 5:05 by Troy Fernandes, President
- II. Verification of Quorum: in attendance were Troy Fernandes (TF), Pam Parr (PP), Nissa Gibbs (NG) and Cody Hewson (CH). A quorum was present (3 required). Chris Chung joined the meeting at 6:10 p.m.
- III. Reading and Vote to Approve Previous Minutes: Motion to approve as amended from floor the minutes of the October 11, 12, and 16, 2023 BOD meetings was made by Pam Parr. Seconded by Nissa Gibbs. Motion to approve passed.
- IV. Agenda Changes/Approval: BOD approved by consent with one change requested by TF.
- V. Executive Session began at 5:15 p.m.

a. WEB Report – Lauri Atchison provided a report summarized below.

Transition from Ponderosa to WEB in process. Ponderosa has been responsive. WEB may have questions but will review documentation provided by Ponderosa before asking. WEB portal set up; Lauri to test on 11/20, then will send out correspondence/email to homeowners. Invoicing will be done on 11/27/2023.

Prior correspondence sent by email to Homeowners per list provided by Ponderosa. Some going to junk mail. They plan to try to contact by phone if no response to second email.

WEB suggests a waiver of late fees for November or December due to transition.

Bank accounts for HOA have been opened.

ACC form on portal is not yet fillable. Lauri will change email on ACC form to route to WEB first.

Delinquencies will be part of monthly packet presented and discussed in Executive Session of BOD meeting.

b. Snow Contract Decision – Nathan Perri reminded Directors of options of quotes for snow removal. TF made a motion to award contract to C&C Yard Care Inc. NG second. Discussion was had regarding the level of service and the sidewalks to be cleared by contractor, with finalization as to service levels, specific sidewalks, and de-ice to be made after walk-through with C&C contractor. BOD approved by consent the motion.

c. Audit Contract Decision – Lauri Atchison reported that two different CPAs have indicated that an audit procedure per their general industry standard does not look for fraud, but looks to see if “things make sense.” The CPAs recommend that the BOD define a scope of service that addresses the concerns of the Homeowners and BOD and specifically address those items in the engagement. Concerns shared by BOD and reported to them by Homeowners:

- i. Confirmation that developer items were paid by developer and that all disbursements were made appropriately.
- ii. Are all bills current? Who paid any late fees charged by vendors?
- iii. Are there any irregularities identified?
- iv. Are extraordinary items while under Developer control documented in HOA records for transparency?

WEB will type up scope document and go to RFP for time frame and cost.

- d. ACC Decisions – Cody Hewson presented that the existing submission are for fences and will be approved. One is not legible and will be returned to Homeowner for revision and resubmission. All ACC information has been posted to a Google Drive account with BOD members as viewers. WEB will receive submissions, review for completion and forward to CH. If not completed, reply to Homeowner.

The BOD discussed two items previously approved by Developer controlled ACC that are problematic. The BOD agreed by consent to ask Developer to rescind one approval. The BOD tabled any discussion on the remaining item.

VI. Unfinished Business

- a. BOD Meetings. The BOD agreed by consent to have the regular BOD meeting on the third Thursday of each month except for December 2023. Location will be the Indian Trail Library meeting room unless not available. Standard starting time will be 5:15 p.m.
- b. Homeowners Meetings. The BOD agreed by consent to have the Community Meetings substitute for the BOD meeting twice a year, beginning with the January 2024 meeting.

VII. New Business

- a. Committees: The BOD discussed various committees and general requirements of executive sponsorship. Committees with possible sponsors:
- i. Social/Welcoming Committee, sponsor by PP or TF
 - ii. Safety Committee, sponsor by CC or TF, possible scope of neighborhood telephone tree, parking, speed
 - iii. Communications/Social Media Committee, sponsor by NG
- b. Culture of the Neighborhood – the BOD discussed the following, but no action was taken.
- i. Violations that are not ACC violations will need to be addressed. Complaints should be made to WEB. Consequence of violations are notifications and eventually fines.
 - ii. For example, three neighbors have complained of a Homeowner with dogs barking in backyard. WEB indicated the process is to notify homeowner of violation; pend for response; if another complaint is made, encourage complainant to report to SCRAPS.
 - iii. Other violations to address or redefine Community Rules:
 - Parking rule enforcement of vehicles and trailers.
 - RVs
 - Basketball hoops
 - Sheds
 - Yard art greater than 12 inches
 - Trampoline – open complaint
 - Garbage cans
 - iv. Other topics
 1. Investor properties
 2. Pending back yards for owners over six months

The BOD agreed by consent that rules should be applied consistently.

VIII. Homeowner Forum – No Homeowners presented.

IX. Adjournment: Meeting was adjourned at 6:55 p.m.

Next Meeting: Thursday, December 14, 2023

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary:



Date: _December 14, 2023_

Waiver of Notice of Meeting of Directors
For
Windhaven PUD First Addition Homeowners Association

I, the undersigned, being a director of the Windhaven PUD First Addition Homeowners Association, consent and agree that a meeting of the directors be held on the 16th day of November 2023, at the time of 5:05 p.m., and at Study Room D, Central Library, 906 W Main, Spokane, WA 99201.

I do hereby waive all notice whatsoever of a meeting, pursuant to 3.12 of the Bylaws of the Corporation.

I do further consent and agree that any and all business may be transacted at the meeting as any director presents. Any business transacted at the meeting shall be as valid and legal and of the same force and effect as if the meeting was held after notice.



Nissa Gibbs

November 15, 2023

Windhaven PUD First Addition Homeowners Association
Board of Directors Meeting Calendar

Standard Time: 5:15-6:45 p.m.

Standard Location: Indian Trail branch of Spokane Public Library, 4909
W. Barnes Rd

A second HOA Member Meeting in lieu of HOA BOD meeting will be
scheduled in 2024.

Elections for Directors to January 16, 2025 or before.

December 14, 2023
January 18, 2024 – HOA Member Meeting
February 15, 2024
March 21, 2024
April 18, 2024
May 16, 2024
June 20, 2024
July 18, 2024
August 15, 2024
September 19, 2024
October 17, 2024
November 21, 2024
December 12, 2024
January 16, 2025