

ELK RIDGE HEIGHTS HOMEOWNERS ASSOCIATION
Annual Meeting Minutes

Date: Monday, November 28, 2022, 6:00 pm

Venue: Zoom online meeting.

CALL TO ORDER

Bill Butler of WEB Properties Management Company called the meeting to order at 6:05pm. Board members present: Karina Rudmann, Donald Condon, Brandon Arthur, Natasha Porter. 45 HOA members were present.

NOTICE OF MEETING

The initial notice of this annual meeting was sent to the members via email on October 28, 2022. The meeting agenda, 2023 budget and ballot forms were sent on November 18, 2022.

ANNUAL MEETING MINUTES

The previous annual meeting was held on November 1, 2021. Meeting minutes were recorded and approved by the Board on November 2, 2021, and published on the [community portal](#).

YEAR IN REVIEW

Board member Don Condon provided an update on the past year's projects and the work of the Board:

- This year the HOA has been focusing on getting back to a regular maintenance schedule, which had been disrupted during the pandemic. The following work has been completed:
 - Asphalt crack sealing and street sweeping. Future maintenance may include a phased resealing of the roads per the reserve study.
 - Completed critical concrete repairs and will be assessing additional repairs in the spring;
 - Repaired both pumps for the pond, waterfall and fountain features, and completed additional maintenance throughout the year;
 - Worked with homeowners to improve maintenance and weed control on the hillsides;
 - Posted speed limit signs at both entrances and installed digital speed signs in the areas most prone to speeding;
 - Reviewed quotes for landscaping and snow removal and approved EMP to be the contracted vendor for another year.
- The Board has focused on improving community communication through a quarterly newsletter and periodic updates from WEB Properties to proactively address issues that come up each season.
- The Board has also reviewed the HOA dues collections process to address an increase in delinquencies early in the year. With improved communication and a clear late fees policy, the past due accounts have been nearly eliminated.
- In response to homeowner requests, the Board has developed a new policy for a community garage sale, and will continue monitoring it in the future.

NEW BUSINESS

- Board member Brandon Arthur provided an update on getting bids for a new walking bridge and a pedestrian gate for students waiting for school buses. The bidding process has been slower than intended, but the Board will continue working on it. When these plans are further along, they will be shared with the community for feedback.

- Brandon Arthur led the discussion regarding recent security concerns, such as stolen packages and a car break-in. Several possible solutions were discussed:

Short-term plans to secure the front gate:

- Looking into reprogramming/shortening the time when gates stay open after a car goes by.
- Working with WEB Properties to refresh codes quarterly or on another regular interval.
- Reminding homeowners not to give out codes to vendors and other non-residents.

Securing the contractor gate: Currently the developers have control over the hours of operation for the contractor gate, and have mandated that the gates stay open during business hours for access by construction crews. Brandon has reached out to the developers to see if access can be limited to certain contractors (via gate codes or other means) in the coming months when construction activity has reduced. Additional mitigation ideas will be discussed.

Gate software upgrade: Bill Butler shared that another HOA had recently upgraded their gate software and installed cameras with optical license plate recognition. When a code is put in, the camera takes a picture of the license plate. If the vehicle isn't registered as a resident but the resident's code is used, it flags it for review. This has eliminated a lot of the unauthorized entries. The investment for both gates was approximately \$25,000. The meeting participants agreed that it was critical that the contractor gate is secured before this type of investment is considered, however this will remain under consideration.

Surveillance signs: A community member suggested that signs indicating that the neighborhood is 'under surveillance' can be installed (with or without the cameras present) to serve as a deterrent.

Patrolled security: Brandon Arthur shared information from a community member on hiring a security company to patrol the neighborhood as a deterrent. The quoted costs ranged from \$10,000 per year to patrol once per day at random intervals, or \$90/hr for services as required. This information will be shared with the Board for further review.

The Board will consider these and other options, and follow up with the members either in the next newsletter or at a future single-purpose membership meeting, if warranted.

BUDGET RATIFICATION

The proposed 2023 budget was approved by the Board on November 17, 2022 and sent to the members on November 18, 2022. RCW 64.38.025(3) requires a vote by a majority of the homeowners to reject the budget, otherwise it is ratified regardless of whether a quorum is present.

Bill Butler provided an overview of the budget and requested a vote of the participants who wished to reject the budget. Of the 35 members who were still present, there were 2 rejections. Additionally, two votes were sent by email, both in favor of ratifying the budget. Based on these results the 2023 budget has been ratified.

HOMEOWNERS' OPEN FORUM

The meeting was opened to homeowners' questions and open discussion. These items will be reviewed by the Board at the next board meeting(s) for follow up as required.

- Jim Lusk expressed concerns that the speed limit on HW-27 goes to 55mph before ERH front gate, making it unsafe for the children waiting for school buses. Bill Butler offered to check on the logistics of working with the county to change it to 45mph until past our community, and the Board requested that a community volunteer spearheaded this effort.
- Charmaine Berg shared a concern over continued speeding and asked that the speed bumps remain under consideration.

- Dillon Russell asked about a strip of land behind their property on Bitterroot Lane and whether it is HOA's responsibility to maintain. The Board will look into it.
- Carol Thomson asked about a slash pile visible from Henry Fork that was a potential fire hazard and whether the HOA can require the homeowner to clean up. The Board confirmed that this property is not a part of our development.
- Jim Brown asked if HOA members can be provided a financial statement in addition to the budget. As of October 31, 2022, the HOA had the following balances:

Operating Account:	\$93,987.69
Reserve Account:	\$124,023.10
Savings Account:	\$15,690.67
Total:	\$233,701.46

WEB Properties will provide information on the budget spreadsheet that will show account balances and whether we are on track per the reserve study.

- Stephen Jordan asked about a possibility to install 'dead end' or others signs to limit traffic on Big Horn Lane and vehicles using private driveways for turning around. Bill Butler confirmed that WEB Properties had recently received a new sign to be installed on Big Horn Lane which will indicate a turn-around location.
- A question was raised about the 15 acres being sold on top of San Juan Lane and whether the HOA will have control over the home designs. Karina Rudman stated that the developers currently maintain control over the lots and the home specs until they sell the land. They may keep the land for future development. The developers had indicated to the Board their intent to transfer the rights over the home designs to the HOA if/when the lots sell, at which time they would fall under our CC&Rs.
- A question was raised about the depression (sink hole) on the HOA property on San Juan Lane and whether that should be developers' responsibility. This area has been filled before, but the issue persists. The Board has budgeted for a geotechnical report to be performed in 2023 to determine the cause and remediation plan. If there is enough evidence that it is a developers' responsibility, the Board will address.

ADJOURNMENT

With the agenda items concluded, Don Condon called for the meeting to be adjourned. Bill Butler and Board members thanked those in attendance for their time. The meeting was adjourned at 7:35 pm.

These minutes were approved by email votes of the Board of Directors on December 2, 2022.



 Natasha Porter, Secretary

12/2/2022

 Date