

Windhaven PUD First Addition Homeowners Association

Board of Directors Meeting Minutes

Minutes of the Board of Directors (BOD) Meeting of the Windhaven PUD First Addition Homeowners Association (HOA), held at Spokane Indian Trail Library, Spokane, WA at 5:15 p.m. on the 15th day of February, 2024.

Notice was provided via Schedule posted at wpispo.com/windhaven.

Guests: Nathan Perri and Lauri Atchison of WEB Properties, Inc. (WEB)

Homeowners Present: Erin Fernandes

Topic

- I. Call to Order 5:24 p.m. by Troy Fernandes, President
- II. Roll Call and Verification of Quorum: in attendance were Troy Fernandes, Cody Hewson, and Nissa Gibbs. Joining via Teams online meeting was Pam Parr. A quorum was present.
- III. Proof of Notice – Schedule posted at wpispo.com/windhaven
- IV. Reading and Vote to Approve Previous Minutes –
 - a. December 14, 2024 Board of Directors Meeting Minutes were approved by Written Consent via email January 2, 2024
 - b. Motion to approve as amended the November 1, 2023 HOA Meeting Minutes and January 18, 2024 HOA Meeting Minutes was made by Parr and Seconded by Hewson. The January 18, 2024 minutes were amended to include the budget and the list of homeowners who attended. The Motion was Approved by consent of the Board of Directors.
- V. Agenda Changes/Approval: Fernandes added to the Agenda a discussion on Officer responsibilities and Committee charters.
- VI. Manager's Report – WEB
 - a. Delinquencies – WEB presented the current delinquency report. They explained the current status of the bill to the Developer for unsold lots. The Developer should not be charged for garbage service and will have Dec 2023-Feb 2024 bills amended. As of February 16, 2024, WEB will begin assessing late fees and sending late notices.
 - i. The Board agreed by consent to instruct WEB to send homeowners that are three (3) months delinquent will be sent their late notice or statement by a tracked USPS letter. The Board agreed by consent that WEB can negotiate payment plans with Owners for delinquent invoices more than two months delinquent with the recommended catchup payment to be two month's at a time.
 - b. Contracts –
 - i. Update on Audit – The Audit is mostly complete. The information provided from before WEB's contract began is missing invoices from the City of Spokane. WEB will be

working to obtain the invoices to explain some payments to work to have the audit complete by March 15, 2024.

- ii. Scoop Troop: The existing contract is only a bid approved to begin service. The bid indicates prices expire 06/06/2024 and mistakenly includes 3 stations when there are only 2. Hewson will define the scope of work required by the contract before the next meeting to be approved by the Board and given to WEB to negotiate new services.
- iii. Landscaping – WEB has received a preliminary estimate from BDP. The Board agreed by consent that the scope of work would only be for common areas owned by the Association. Hewson will provide map to WEB and Board of those areas. RFP to be sent to BDP, C&C and Inland. Contract to include garbage pickup from park and dogpark.
- iv. Towing – WEB will provide a recommendation to the Board for a towing service to be used if needed.
- v. Insurance – WEB will begin process for renewal

VII. Correspondence for Review – WEB

- a. WEB notified the Board of a written complaint regarding a dog barking. This initiated discussion regarding the difference between a hazard and a nuisance. The Board did agree by consent to direct WEB to request verification from Homeowners providing a written complaint about a hazard and a nuisance.

VIII. Officer Reports

- a. President – No report
- b. Vice President – No report
- c. Treasurer – Not present; no report
- d. Secretary – Gibbs requested the following:
 - i. Agreement that the BOD adopt the Rules as written in the Notice of Rulemaking dated January 4, 2024. Adoption to be effective February 15, 2024. The Board agreed by consent to adopt as of that date. Updated rules will be posted to wpispo.com/windhaven with copy emailed to Owners and Declarant.
 - ii. Decision to have the March Board Meeting at the Central Library on March 21, 2024 or at Indian Trail on March 20, 2024. The Board agreed by consent to hold the meeting on March 20, 2024.

IX. Reports of Committees

- a. ACC
 - i. Yard Completion Notices & Status
 - 1. Resident purchase before January 1, 2024 are to have plans submitted to ACC by 2/29/2024. The Board directed WEB to send a reminder.

X. Unfinished Business

a. Committees

- i. Membership – Self nominations were received by the Owners listed below. The Board agreed by consent that all would be accepted.

Name	Address	Committee
Todd Trepanier	5626 W Morgantown Ln	ACC
Kara Rand	5521 W Youngstown Ln	Welcoming/Social
Robert Boone		Welcoming/Social
Shyam Khatri	5603 W Youngstown Ln	Welcoming/Social
Kim Waterbury	5702 W Yorktown Ln	Welcoming/Social
Michael Lang	5701 W Morgantown Ln	Safety
Erin Fernandes	5807 W Morgantown Ln	ACC
Charles Harrington	5811 W Youngstown Ln	ACC

- ii. The sponsor for the Welcoming/Social Committee was confirmed to be Parr. The Communication responsibilities will be folded into that committee.

iii. Charters & Roles and Responsibilities

1. Fernandes distributed a Discussion Draft of a Officer Responsibility and Committee Charter document. Board members are to review for discussion and adoption at the next meeting. Committee sponsors are to meet with their committees before the next meeting to review the draft and obtain feedback.

iv.

XI. New Business

- a. ~~Notifications of updated posts to wpispe.com/windhaven~~ Was not discussed.
- b. ~~Stop signs~~ Was not discussed.
- c. Amend CC&R -
- i. Hewson made a motion to remove highlighted portion below from CC&Rs and amend Rules as necessary following process as outlined in HOA documents:

10.2.2 Parking. Parking is not allowed on any portion of the Common Elements, sidewalks, planter strips, and where no parking signs are posted. No vehicle may be parked on any Unit, except in garages and on designated and approved driveways or parking areas, which areas shall be hard-surfaced, unless otherwise permitted by the ACC. Any additional parking added to a Unit after the initial landscaping shall be hard surfaces (unless otherwise approved by the ACC in advance) and constructed only in accordance with a site plan approved by the ACC. Unless otherwise expressly permitted herein, only the cars of guests and visitors may be parked on Streets where permitted (it being the intention to

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keep Street parking available as much as possible for guests and visitors). All vehicles of Owners and Occupants shall be parked in garages or on driveways or other approved parking areas located entirely within their Unit, as set forth herein. Owners and Occupants shall, to the extent reasonably practicable, first park their vehicles within available garage spaces within their Unit and then on any available driveway or other approved external parking areas within their Unit. Notwithstanding the foregoing, if any personal or work-related

- ii. Motion was not seconded.
- iii. WEB recommended and the Board agreed by consent that the issue will be taken up as a Rule. Hewson will draft a proposed Rule that can be consistent with the CC&Rs for review before the next meeting.

d. Rulemaking - Troy

- i. ~~Backyard / Recreational Vehicles~~ Was not discussed.
- ii. ~~Tarps / Coverings~~ Was not discussed.
- iii. ~~Basketball Hoops~~ Was not discussed.

XII. Homeowner Forum – No Homeowners presented.

XIII. Meeting adjourned at 6:51 p.m.

XIV. Prior action taken by Written Consent: The Board of Directors approved the 2024 Budget of the Association outside of a Meeting on January 4, 2024. Pursuant to RCW 64.90.525, the budget was ratified by the Association on January 18, 2024.

Next Meeting March 20, 2024

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary:  Date: March 16, 2024