

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 20th day of March, 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, Todd Trepanier, Michael Lang

Director Version

Topic	
I.	Call to Order 5:15 p.m. by Troy Fernandes, President
II.	Roll Call and Verification of Quorum: in attendance were Troy Fernandes, Cody Hewson, Pam Parr, and Nissa Gibbs. A quorum was present.
III.	Proof of Notice – Notice posted at wpispo.com/windhaven
IV.	Reading and Vote to Approve Previous Minutes – a. February 15, 2024 Board of Directors Meeting Minutes were approved by Written Consent via email March 16, 2024
V.	Agenda Changes/Approval – none noted
VI.	Manager's Report – WEB a. Delinquencies – Nathan Perri of WEB reported that late fees have begun to impact the number of delinquent payments. The Board asked that the 2 nd request statements be sent via tracked US postal mail to those homeowners that owe more than \$600. b. Association WA Secretary of State (SOS) status – WEB will consent to be the Registered Agent for the HOA and use their physical address for notifications. They will use their PO Box for renewal notices and other SOS business. c. Contracts – i. Update on Audit: WEB was able to provide the missing City of Spokane invoices requested by the Auditor. Due to tax season there has been some delay, but the final report should be available by the end of April. The Board requested and WEB agreed to send all homeowners notification of the delayed status on the audit. ii. Swoop Scoop fka Scoop Troop:

- iii. Landscaping: WEB current has a bid from C&C Yard Care and BDP General Contractor Corp; bid from Inland Lawn Maintenance was received by email but has not been reviewed. By consent, the Directors requested that the three bids with comparisons be emailed to the Directors for review and decision via email.
- iv. Towing: WEB will engage with Nelson's Towing for an on-demand contract. One stipulation is a requirement to post their signs at least 24 hours before the first tow. The Directors approved by consent the posting of the signs at the three entrances to the development.
- v. Update on Insurance: WEB informed the BOD that the renewal notice had been received on 3/19/2024.
- d. Yard completion notice reminder: By WEB's count 27 yards are currently unfinished, 7 west of Windhaven Lane. WEB will work to get formal notices sent via USPS mail to the homeowners who have owned more than six months as of 12/31/2024 and have not finished their yards.
- e. Posting financial statements to Website: Once the Audit is complete, WEB can finalize the 2023 financial statements, reconcile 2024 statements to it, and then begin posting monthly. The Board of Directors requested posting of the monthly balance sheet and income statement. The monthly income statement should be in a form that shows both the month and YTD, with at least YTD compared to YTD budget.

VII. Correspondence for Review - WEB

VIII. Officer Reports

- a. President – no report
- b. Vice President – no report
- c. Treasurer – no report
- d. Secretary – no report

IX. Reports of Committees

- a. ACC – Cody Hewson distributed copies of every open request. The BOD concurred with approving all of them except two, as detailed below. An open request for the Hewsons will be signed by a different Board member.
 - i. A request for a storm door to be installed at the front door was denied as the door had significantly more metal; previously approved storm doors for other

Units had only been approved if more than 2/3 glass. The BOD agreed by consent to deny the request to maintain the aesthetic of the neighborhood.

- ii. A request for the installation of a shed that had already been constructed was denied as the shed is currently not located more than 5' from the property line. WEB was instructed to deny the request pending relocation of the shed to be within SMC.

X. Unfinished Business

a. Committees

i. Charters & Roles and Responsibilities

1. Nissa Gibbs and WEB presented their recommended changes to the document.
2. Motion: Troy Fernandes made a motion to approve the documents as amended. Second by Pam Parr. Motion passed.

- ii. The BOD agreed by consent to have the Safety and Welcoming/Social Committees give reports to the BOD as needed.

b. Rulemaking

- i. The BOD agreed by consent to proceed with Rulemaking requirements and modify rules 3a, 2c, and 6d.

1. A Notice of Rulemaking with documentation will be posted at wpispo.com/windhaven with some additional notices posted at the mailboxes.
2. Comment by owners will be to windhaven@wpispo.com
3. Action Date will be no earlier than April 24, 2024.

~~ii. Backyard / Recreational Vehicles Was not discussed.~~

~~iii. Tarps / Coverings Was not discussed.~~

~~iv. Basketball Hoops Was not discussed.~~

~~c. Notifications of updated posts to wpispo.com/windhaven Was not discussed.~~

~~d. Stop signs Was not discussed.~~

~~XI. New Business~~

~~a. Request of WEB to provide access to all Windhaven Information online to Directors. (e.g. Documentation, Courtesy Notices, Homeowner Responses, ACC Applications, Waivers, etc.) Was not discussed.~~

~~b. Concord Lane gate access Was not discussed.~~

c. ~~Investor Property Cap~~ Was not discussed.

XII. Homeowner Forum began at 6:42 p.m.

a. Todd Trepanier notified the BOD that he, as well as perhaps some of his neighbors, cannot finish his yard. The Developer needs to complete construction of appropriate drainage between the homes on Block 12 (West of Windhaven Ln between Georgetown Ln and Morgantown Ln) before he can complete the yard. He is hoping that the BOD will provide an exception to the six-month yard completion covenant. The BOD informed him that they appreciate his proactive approach and to submit his request directly to WEB who will inform the ACC Committee and the BOD of the delay. He was also asked to keep WEB informed of the progress if the drainage construction by the Developer is not complete by the end of May 2024.

XIII. Meeting was adjourned at 6:53 p.m.

Next Meeting April 18, 2024

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary:



Date: April 14, 2024

Approved Charters, Roles & Responsibilities

March 18, 2024

Windhaven HOA Committee Responsibilities

Architectural Control Committee (ACC)

Safety and Security

Welcoming / Social Committee

March 18, 2024

Architectural Control Committee (ACC)

2024 Board Sponsor: Cody Hewson

Charter: Review and approve architectural alterations or additions that are consistent with State, City, and Windhaven. Recommend to the HOA Board of Directors modifications to the Community-Wide Standard that do not violate ordinances or expose the HOA to unmitigated risk or liability.

In-Scope:

- Review applications for architectural alterations or additions in accordance with CC&Rs
- Recommend actions to the HOA Board based on existing HOA Standards

Out-of-Scope:

- Approve any architectural alteration or addition inconsistent with CC&R or Rule standards
- Knowingly approve any architectural alterations or additions that contradict or are not legally permitted by State or Local government authorities, or that could expose Windhaven HOA to legal or financial liability

March 18, 2024

Safety & Security

2024 Board Sponsor: Troy Fernandes

Charter: Review and suggest improvements to the HOA on safety and security issues within common areas and properties, to include vehicle traffic. Educate and spread awareness of items pertaining to homeowner and property safety and security.

In-scope:

- Research, draft, and propose to the Board of Directors, items pertaining to the safety and security of the Community
- Prepare information relating to safety and traffic policies for the Board of Directors

Out-of-Scope:

- Implement any policy, procedures, or measures without approval from the Board of Directors

March 18, 2024

Welcoming & Social

2024 Board Sponsor: Pam Parr

Charter: Draft and plan welcoming packages for new Homeowners about the HOA and services offered. Plan special events for the community which are fair and equitable to all residents, using the existing budget for these events. Publish event calendars for residents. Explore the use of social media and impact.

In-Scope:

- Develop welcoming packages inclusive of key information and services available to new residents
- Plan special events that are equitable to all homeowners, inclusive of annual events, and prepare budgets towards those events, using existing allocated/budgeted funds

Out-of-Scope:

- Advertise or execute any event without expressed permission of the Board of Directors
- Commit any expenses to any event without expressed permission from the Board of Directors

March 18, 2025

Windhaven HOA Board Member Roles and Responsibilities

All Board Members

- On behalf of Homeowners, actively and responsibly manage, oversee, and execute tasks for the entire Association, including handling of funds and maintenance of common areas
 - Prepare and adhere to an association budget
 - Adequately fund reserve accounts
 - Seek advice of insurance specialists and protect the association with appropriate levels of insurance
 - Obtain advice and guidance from professionals as needed
- While maintaining authority, delegate limited responsibility to Property Management
- Uphold Bylaws, Articles of Incorporation, & Covenants, Conditions, and Restrictions (CC&Rs)
- Compute and collect assessments, directly or through Property Management
- Administer and apply all CC&Rs equitably without personal bias or favoritism

March 18, 2024

President

HOA president's primary focus is to oversee the functioning of the association and decision-making. The president facilitates the strategy, execution, and implementation of initiatives initiated by the Board and associated Committees. Serves as primary point to carry out all contracts, orders, and documents unless otherwise delegated to the Secretary or Treasurer.

Leads committees.

Duties:

- Oversees the association's activities
- Facilitates
- Makes decisions unless quorum of BOD required
- Preside and conduct meetings

Communication:

- Primary contact with Property Management and Subcontractors, if necessary.

Vice-President

Works closely with the President. Assumes role of President when president is away, on vacation, out sick, or cannot focus on their regular duties for any other reason.

Leads committees.

Duties:

- Acts for and on behalf of the President, when the President is either away or unable to focus on their regular duties

Communication:

- Alternate contact with Property Management and Subcontractors, if necessary.

Secretary

Handles all documentation for the association, including managing all the HOA's documents (unless otherwise delegated), communicating with other board members and the residents, updating records, and submitting forms.

Also notifies the Board and Homeowners, through the Property Management company, of all upcoming meetings and record meeting minutes.

Duties:

- Oversees the HOA's documents and records.
- Notifies stakeholders about board meetings and records the minutes.

Communication:

- Communicates with Board and Homeowners, using Property Management where applicable.

Treasurer

Handles the association's money and financial matters.

Works with Property Management to ensure HOA funds are being handled appropriately, to include maintenance of financial records, conducting regular audits of the finances, creating the HOA's annual budget and ensuring the association's taxes are paid.

Duties:

- Oversees the association's financial matters
- Prepares annual budgets
- Manages financial records
- Deals with the association's taxes

Communication:

- Communicates with Board, Homeowners, and Property Management on above matters.