



## **Overlook HOA**

### **Board of Directors Meeting**

**March 20, 2018, 6pm**

#### **Talking Points:**

- I. Roll Call & Establish Quorum
  - a. Board of Directors - Mike Durgan, Matt Enfield , Mike Bafigo, Zerman Whitley, and Rick Pisani
  - b. Ascent: Dave Walker - WEB Properties Inc. - Eric Lundin
  
- II. February 13 Board Meeting Minutes approval. Motion made to approve the minutes by Zerman, seconded by Mike, unanimously approved.
  
- III. Old Business
  - a. Review of Josh Taylor Agreement – The Board offered Josh Taylor a reduction in half the dues, and immediate removal of the HRH lien with stipulations. As of this writing, we have not yet heard back from Josh. The agreement has been provided to the Board.
  - b. Upper and Lower Bolan Driveway maintenance/replacement – A meeting onsite with Derek of Inland Asphalt and Chuck Green of Shamrock paving was pushed back from the February date due to snow. A meeting with Inland Asphalt has been scheduled for 10:00 AM on the 21<sup>st</sup> of March, Chuck Green has not replied to our emails requesting a new meeting.
  - c. Review & Approve Landscape Bids – WEB Properties has reviewed the contracts and estimated the costs for M&M and Clearwater. After reviewing the M&M bid, I contacted the owner. They said they have not raised their price from last year. The Board should expect their cost to be in the neighborhood of \$11,048.60. They plan on reviewing my markup of their bid for accuracy. Motion made to except M&M bid by Mike, seconded by Rick, unanimously approved.
  - d. Schedule Homeowner meeting to vote on Audit – Once a date is set, we can send a proxy/ballot to homeowners. Web Properties will send out notice of meeting for Vote – May 10, 2018 at 6:00 PM at Yokes – Spokane/Cheney by Qualchan.
  - e. Agreement between HOA and 501 W Bolan – WEB Properties can review the title of the property at 501 W Bolan for an easement. This will be charged to the HOA at \$100.00 per hour. Motion made to except contract by Matt, seconded by Mike, unanimously approved.
  - f. ARC Update – Bob McVicars and Jamie Eggink have volunteered to draft guidelines for ARC reviews at the HOA. The price offered them for their work was \$35.00/hour. However, Josh Taylor has also stated he could review ARC applications. This work would require a vote of the Board to approve. Motion made to have Bob McVicars and Jamie Eggink to develop ARC by Matt, seconded by Zerman, unanimously approved.
  
- IV. Financial Update as of 3/20/2018
  - a. Income – Income is down \$6,034.99 due to delinquencies.
  - b. Expenses – Expenses are up \$6,229.84. This is mostly due to snow clearing and engineering expenses for the water incursion and the study of Upper and Lower West Bolan streets.



- c. Account Balances –
  - i. Operating Account - \$14,065.97
  - ii. Savings Account - \$15,014.63
  - iii. Reserve Account - \$4,309.79
  - iv. Total – \$33,390.39
  - v. Approve Financials for February. Motion made to except Financials by Rick, Seconded by Zerman, unanimously approved.

V. New Business

- a. 208 Swale at 1003 W Bolan Ave – The homeowner at 1003 W Bolan owns a substantial sized lot that includes the 208 swale next to Upper West Bolan. He has requested that the HOA take responsibility and ownership of the swale. The parcel can be subdivided, and deeded to the HOA. The recommendation is that the homeowner pay for all fees relating to the transaction. Mike Durgan will go back to the home owner for further discussion.
- b. Overlooks Properties Delinquency Policy – WEB Properties is drafting a delinquency policy that is to be distributed to homeowners, and posted on the website. This is so there is no confusion regarding the process or penalties for late homeowners. WEB Properties will collect all late fees going forward. The last time this issue was reviewed, it was decided that since dues vary so much, anyone who was two quarters in arrears would receive a delinquency letter. The Board can decide on specific thresholds for the three step process we are proposing. Currently, HOA delinquencies stand at \$19,619.37. Motion made to except the Delinquency Policy by Mike, seconded by Mike Durgan, unanimously approved
- c. Map #4 Landscape Scope of Work Review – WEB has created a map to review the proposed sprinkler system at <https://drive.google.com/open?id=1RKl-SoRdQ6M5rfzfhrR11ZTSb28koeLd&usp=sharing> . Once a scope of work has been agreed to, WEB will contact vendors to provide up to three bids.

VI. Additional Items - Motion made for Eric to proceed with bid from Joel Lee - Metro Engineering to develop bid for Bolan Public drainage ditch by Mike Durgan, seconded by Zerman, unanimously approved.

VII. Adjournment – Meeting closed 8:30 PM.