

# *Sunset Ridge Homeowners Association*

## **BOARD MINUTES**

November 16, 2005 (rev. 12/4/05)

### **Board members present:**

- Sabrina Hemphill, President
- Julie Miller, Parks & Trails
- Frieda Flint, Secretary
- Jennifer Meuljic, ACC
- Kathy Meikle, Clubhouse
- Danielle Frost, Newsletter

### **Non-Board member present:**

- Andy Beck, Clubhouse Manager
- Chris Barber, Invest West

### **Homeowners present:**

Stephany & Mike Rothschild; Katie Merritt; Greg Schwerdt; Ajelén Roscher Pickett; Paul & Virginia Kaufmann; Bob Hart; Joe Santos; Ron Murdock

### **1. The meeting was called to order at 6:33 p.m.**

### **2. Homeowner Concerns:**

- A homeowner expressed concerns about homes being flipped for profit by realtors; side yards not done.
- A homeowner who e-mailed concern about cars being parked on 57<sup>th</sup> to avoid Ph 4 parking fines was advised to call the police. Invest West will make sure security company checks 57<sup>th</sup> in its rounds.
- A homeowner discussed his concerns about homeowners dumping grass and other debris on the trails or in the wetlands behind them. The newsletter will remind residents of wetland ordinances and fines. The homeowner requested that the old trails be made to look like the new ones. Julie Miller to call J's.

### **3. Approval of Minutes:**

- *Kathy Meikle moved that the September 21, 2005 Minutes be approved with discussed corrections. Frieda Flint seconded. Motion passed.*
- *Frieda Flint moved that the October 19, 2005 Minutes be approved with discussed corrections. Danielle Frost seconded. Motion passed.*

### **4. Officer Reports**

#### **A. President's report: Sabrina Hemphill**

- Currie & McLain December 2004 audit report discussed. Sabrina asked Invest West for an example of a resolution we would need for the Bylaws / CC&Rs to allow Invest West to write checks.
- *Kathy Meikle moved we accept Vial Fotheringham's October 19, 2005 Cash Flow Enhancement Program Proposal. Julie Miller seconded. Motion passed.*
- *Kathy Meikle moved to accept Vial Fotheringham's Collection Resolution pending verbiage changes regarding the late fee – at the rate of \$15/month. Jennifer Meuljic seconded. Motion passed.*

Later in the meeting, the quarterly payment of dues system was discussed. The system has become a hassle and difficult to administer.

- *Frieda Flint moved that effective January 2006 or latest, April 2006, we will go to a coupon system – homeowners will submit one payment / coupon a month. Payment will be due at the beginning of*

the month, and a late fee will be assessed if the payment is not received by the 12<sup>th</sup> of the month. Kathy Meikle seconded. Motion passed.

Homeowners paying via automatic bank payment on a monthly basis can continue, as long as payment is received by Invest West by the 12<sup>th</sup> of the month. Homeowners paying quarterly by check or automatic payment can continue to do so as long as they pay by the 12<sup>th</sup> of the first month of the quarter (e.g., January 12<sup>th</sup>, April 12<sup>th</sup>, July 12<sup>th</sup>, October 12<sup>th</sup>).

By next week, Chris Barber to investigate printing costs and timelines for setting up coupon books. The coupon is to include a mailing tab homeowners can attach to their payment envelope. The coupon system will be started in January if items can be printed in time.

### **B. Other Officers' Reports**

Frieda Flint presented her research about establishing a Sunset Ridge website.

- *Frieda Flint moved that the Board authorize her to move ahead and work with Color My Web to design the site and Web Services West to host the site at a combined cost of up to \$2,500. Kathy Meikle seconded. Motion passed.*
- *Frieda Flint moved that the Board authorize website software purchases of up to \$650. Kathy Meikle seconded. Motion passed.*
- *Frieda Flint moved that the Board authorize Frieda Flint to be the first Sunset Ridge Webmaster. Kathy Meikle seconded. Motion passed.*
- *Frieda Flint moved that the Board authorize her to prepare and distribute a flyer about creating a Sunset Ridge logo, with some kind of award for the winner (flyer to be distributed with the newsletter.) Julie Miller seconded. Motion passed.*

The suggested domain name is [www.washouglalsunset.org](http://www.washouglalsunset.org). Two other community members agreed to work with Frieda in setting up the site. The upcoming newsletter to mention the website, slated to be up and running around the end of January 2006.

### **C. Financial**

- Sabrina to meet the week after the Board meeting with Chris and Tambra of Invest West to discuss receipts, detail for checks, and financial reports.
- Operating Account balance as of the end of October: \$60,006.42
- Reserve Account balance as of the end of October: \$65,394.61

### **D. Architectural Control Committee (ACC) Report – Jennifer Meuljic**

Homeowners are to send requests to Invest West. Invest West logs them in, then forwards requests to Jennifer, ACC Chair, who then distributes requests to members of the committee to follow up. Homeowners will then be notified.

### **E. Clubhouse – Kathy Meikle**

- Andy Beck, Clubhouse Manager, reported that additional florescent lights were installed downstairs. A contractor will be coming out in January or February to locate the reason for recent flooding in the basement. Andy stated that he is resigning 12/31/05. Kathy Meikle officially recognized Andy for the excellent work he has done. The Board to meet in Executive Session to discuss a replacement.

- Residents of Sunset Ridge will be denied Clubhouse access at the point a late fee is assessed. Invest West and the Clubhouse Manager are to work out a system by which Invest West will notify the Manager of residents who have been assessed a late fee.

- **Pool Committee Report: Kathy Meikle**

The Pool Committee is to make clubhouse/pool recommendations to the Board at the December meeting. Between December 15, 2005 and the January 15, 2006 meeting, Sunset Ridge residents will have another opportunity to comment on the recommendations. Community members will e-mail comments to Kathy Meikle. The Board will vote in January on final recommendations from the committee.

Sabrina to investigate the amount allocated for clubhouse/pool renovation.

- **G & H: Parks and Trails – Julie Miller**

Tables, garbage cans, and benches have been installed on the top lot and on the lower tot lot. They are fabulous!!! Julie is working on getting some dangerous trees cut. She will contact J's re: making the older trails look like the new ones in Phase 4 (see Homeowners' Concerns).

- **I. Newsletter – Danielle Frost**

Danielle will not be running for the Board when her term expires in February 2006. She will do the newsletter through February.

- **J. Special Events – Ayelén Pickett**

- The holiday party is scheduled for Saturday, December 3, 5 to 8 p.m. It's scheduled early in the month so it won't conflict with people's holiday plans. Ayelén will create a flyer, and Sabrina will make copies. The flyer to be distributed door to door on the 27<sup>th</sup> or 28<sup>th</sup> of November.

- *Frieda Flint moved that the Board authorize \$425 for the holiday party. Julie Miller seconded. Motion passed. Invest West to write a check for \$389 (Ayelén will use the \$36 left over from the Halloween party. Julie Miller seconded. Motion passed.*

- **K. & L. Neighborhood Watch Committee, Welcome Committee** – No responses to newsletter requests for members. Table until annual meeting and ask for volunteers then.

5. **Old Business** – The Action Item List was reviewed and updated.

6. **New Business** – N/A

7. **Adjournment.** Katy Meikle moved that the Board go into Executive Session to discuss a personnel issue. Danielle Frost seconded. Motion passed. Meeting adjourned at 8:21 p.m.

8. **The meeting was called to order again at 8:25 p.m.**

*Danielle Frost moved that we hire Katie Merritt as Clubhouse Manager on a 90-day probation at a rate of \$13.50 effective as soon as possible after a background check by Invest West. Katie to receive a month of training by Andy Beck, who will be paid his current rate of \$15/hr.) After a year, Katie is to receive a review; a salary increase is to be discussed at that time. Frieda Flint seconded. Motion passed.*

9. **Adjournment.** *Frieda Flint moved that the meeting adjourn.* Meeting adjourned at 8:48 p.m.