

Sunset Ridge Homeowners Association
BOARD MINUTES
December 13, 2006

Board members present:

- Kathy Meikle, President and Clubhouse Chair
- Andrea Jones, Vice President
- Frieda Flint, Secretary, Website Committee, and Welcome Committee
- Jennifer Meuljic, ACC
- Julie Miller, Parks and Trails

Non-Board member present:

- Katie Merritt, Co-Clubhouse Manager
- Andy Beck, Co-Clubhouse Manager
- Chris Barber, Invest West
- Shannon Skalman, Invest West
- Makenzy Byrum

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

2. Homeowner Concerns: Makenzy Byrum suggested that we put more playground equipment below the clubhouse.

3. Approval of Minutes: *Frieda Flint moved that the November 15, 2006 minutes be approved. Kathy Meikle seconded. Motion passed.*

4. Officer and Committee Reports

A. President's report – Kathy Meikle:

The annual budget for 2007 was discussed. In addition to ongoing expenses, critical drainage and other clubhouse repairs will top lists for consideration, as well as the reserve study being prepared now so that the Association will have funds for future costs. Kathy asked board members to think about budget items...several homeowner and board member ideas were discussed.

The annual meeting will be held at the clubhouse on Wednesday, February 21. A pizza dinner at 6 will be followed by the annual meeting at 6:30. A prize of dinner for two at the Parker House will be awarded. Proxies will be sent out for those who cannot attend. Board members will also collect proxies.

A request by Pacific Lifestyles to use the clubhouse as headquarters until the model for Phase 6 has been built was not seen by the board as a good idea for security and other reasons.

We need to do a resolution about Christmas/Holiday decorations being taken down by February 1. Shannon agreed to write this resolution.

B. Treasurer's Report

- Chris Barber reported that we have spent \$220,000 of our \$225,000 annual budget as of the meeting date. We have \$48,000 in our operating account and \$53,000 in the reserve account. Our receivable balance – money owed by homeowners – is \$12,000.
- The reserve study, which helps us see how much we need to have in reserve to meet future expenses, has been completed and will be included in our annual budget considerations.

C. Architectural Control Committee (ACC) Report – Jennifer Meuljic

- Jennifer indicates she is reviewing one submitted request.
- Shannon agreed to send a letter to a homeowner to let him know that ACC approvals and permits from the city are separate matters. Just because an ACC request is approved does not mean the City will approve the project and visa versa.
- Phase 4 rules do not allow for chain link fencing, even by the green space areas.

D. Clubhouse / Pool – Katie Merritt and Andy Beck

- New treadmills and weights are in place.
- The clubhouse painting is in process and the pool is being cleaned.
- We received a bid from Drainage Masters to do a better fix on the drainage issue. The initial fix done was a hoped-for solution, but we knew it might not be the final fix. Cost for the better solution is around \$14,000. This will be considered for the new budget.
- We have received an excellent bid for replacing the light fixtures in the basement with recessed lighting. Also, more lights will be installed for better visibility throughout. Heaters in the bathrooms and fans in the swimming pool area will be installed as well.
- Shannon to send information to Andy and Katie this week about structural engineers who can evaluate what we will need to do about humidity in the pool area so we will know if/when we need to put a humidity control machine in the budget.
- We will put at least 1 new piece of equipment a year in the budget.
- A nice sign for the front of the clubhouse to announce upcoming events will be arriving soon.
- Andy discussed the spa cover situation. Andy will update the clubhouse rules to include a requirement to replace the hot tub cover.
- Tambra of Invest West to send Katie and Andy information on new homeowners when she sends it to Frieda for the Welcome Committee.
- The board decided to close off the stairway from the clubhouse deck as a security strategy.

E. Parks and Trails – Julie Miller

- The bench in the tot lot is old and needs to be removed. A new bench will be considered when we put together the budget.
- A homeowner was concerned about the level of water in the pond with the heavy rains. We will check and follow up with J's if needed.

F. Newsletter – Andy Beck

Andy to get the newsletter out by mid January to advertise the upcoming annual meeting and open board spots. Note: Interested parties, mail your newsletter articles to Andy Beck. [Note – to submit material for the newsletter, e-mail Andy at newsletter@washougalsunset.org.]

G. Special Events

- Ayelén Pickett, our Special Events Committee head, worked hard to put together a beautiful holiday party. The board decided we would focus on Easter and Halloween events for next year.

H. Website Committee – Frieda Flint

Keep looking at the website for new additions. Visit us at www.washougalsunset.org.

I. Welcome Committee – Frieda Flint.

The Welcome Committee is active and thriving, greeting new homeowners in Sunset Ridge. If readers know of any new folks who have arrived in our community, please contact Frieda at welcome@washougalsunset.org.

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

6. **New Business** - None

7. **Adjournment.** The meeting adjourned at 8:14 p.m.