

# Wandermere Estates Home Owners Association Board Meeting Minutes

May 1<sup>st</sup>, 2018 6:30 pm

## **Board Members Present**

Dan Healey

Martin Hurd

Carol Turner

Russ Lee

## **Absent Board Members**

Edward Dawson

## **Attendees**

Bonnie Aagard

Bob Aagard

Mark Lanz

Susan Healey

Bruce Johnson

Jim Turner

Cheryl Paton

Three Undecipherable Attendee Names

Board Meeting held in open session (open to gallery of HOA members) except to discuss Personally Identifiable Information in closed session. Board meeting is designed and driven by rules, regulations and by laws. Current meeting is an observation meeting as such has no open mic input due to the urgency of agenda matters; following meetings set to have attendee input.

**Accepted Agenda** (All board members voted on agenda items for current meeting all other items deferred to next meeting)

Housekeeping and Procedural items that need to be replaced

Elections

Votes

**Motion to accept April 19<sup>th</sup> meeting minutes and budget. - Accepted by Unanimous Vote**

All other business from April 19<sup>th</sup> meeting deferred to next meeting

**Review of votes for President cast:**

Ed Dawson voted Ed Dawson for president

Carol Turner voted Ed Dawson for president

Dan Healey voted Dan Healey for president

Martin Hurd voted Dan Healey for president

Russ Lee voted Dan Healey for president

3 to 2 vote for Dan Healey for president, Dan Healey named as president.

Motion to enter Dan Healey as president into the record. – Unanimous Vote

## **Vote for Board of Officers**

Ed Dawson for Secretary – Unanimous Vote

Russ Lee for Treasurer – Unanimous Vote

Martin Hurd for Vice President- 3/1 vote, Yes

Votes - Dan Healey, Martin Hurd, Russ Lee

No Votes - Carol Turner

Proxy Vote for Ed Dawson, submitted by Carol Turner, not allowed according to Bylaws

Section 5.12- (each board member is allowed one vote and vote must be done in person, may not be done by proxy).

HOA member votes must be certified by Web Properties to be counted.

Proxy votes were allowed by Eric Lundin at a previous meeting, election meeting, outcome of vote was tied and non-affecting.

## **Calendar of meetings**

Three annual board meetings per year that must be posted to notify the HOA

Meetings to take place on:

June 11<sup>th</sup>, 2018

July 9<sup>th</sup>, 2018

August 20<sup>th</sup>, 2018

Meetings to be done on Mondays at 6:30 pm at Wandermere Golf Course when possible, alternative location slated to be North Spokane Library.

In case of conflicting meeting, board reserves the right to move the meeting if necessary, will be decided on by entire board.

Working sessions and data gathering sessions are separate meetings from the three annual board meetings per year.

By laws require that a board member cannot miss three consecutive board meetings.

## **Implementation of Petition System**

Create a formal petition system to change a governing document; the petition would include names and addresses that can be qualified to see if the members are in good standing just as we do with a vote. The petition would need a certain percentage of HOA members to ensure the issue becomes an agenda item.

Possibly 15%

Approximate Example: 145 HOA members x 15% = 22 members needed for petition.

20% of HOA members calls a special board meeting.

Action: Table Petition:

To research whether or not lot owners are entitled to be included in percentage of residents needed for petition.

To decide on petition process; who administers the petition, who verifies the petition; Web Properties.

## **How the board communicates.**

Current system is through a couple thousand emails.

Proposed system is a collaborative workspace software, a secured website that would allow board members to discuss board matters securely and privately. System would keep records and allow for accountability. The system could become a communication forum for entire association, including lot owner.

System would also allow for other necessary personnel such as management, Web properties and legal counsel to be involved in meetings.

Action: Table item:

For investigation into how software would allow for board communication.

For cost analysis.

## **Third Party Architectural Firm for Arc Duties**

Current system is a three person volunteer Arc committee. The majority of current arc costs are passed through by the builders as a flat fee of \$200 as part of the permitting process.

Proposal is to hire a third party architectural firm to handle the bulk of ARC duties such as monitoring new development from plans to construction to landscaping to certificate of occupancy. The cost of the third party architectural firm would also be passed through to the developers as part of the permitting process. The board would require itemized price giving the board the ability to pick and choose the items to contract out to the architectural firm.

Possible itemized charges could include:

Flat rate for building scheme

Following up on compliance issues

Hourly rate for issues that come up during construction

Another proposal is to give the volunteer arc members a stipend for their time and work rather than a third party architectural firm.

Action: Table item:

For further research and cost evaluation.

**Open forum time for HOA members to express their concerns.**

Open forum time for all HOA member is to occur in all future meetings, possible at the beginning of each meeting, this forum time will be limited and guided to prevent going off subject. Unanimous vote.

**Closed session began at 7:18 with a unanimous vote**

**Open session resumes by unanimous vote at 7:28**

Vote for size of temporary Arc

Three member 3/1

Yes- Martin Hurd, Russ Lee, Dan Healey

No- Carol Turner

Vote on 2<sup>nd</sup> and 3<sup>rd</sup> members

Russ Lee voted for Dave Lafferty and Cheryl Paton

Martin Hurd voted for Dave Lafferty and Cheryl Paton

Dan Healey voted for Dave Lafferty and Cheryl Paton

Carol Turner abstained from voting.

Three person ARC consisting of Jerry Kostelecky, Dave Lafferty and Cheryl Paton.

**Adjourned at 7:43 – Unanimous vote**