

**THE MEADOWS AT TIMBERHILL OWNER'S ASSOCIATION**  
**Board of Directors Meeting**  
June 13, 2005

Sign in, Call to Order, Welcome (7:16 pm)

Attendees: Brian Egan (President), Tim Hanson (Secretary), Dave Stubbs (DLS Associates), and residents Robert Neary and Nancy Butler-Neary. Cass Dykeman was unable to attend due to business travel.

Open Forum – (Homeowners raise concerns to the Board; target: ½ hour max)

No issues or concerns were brought up at this time.

Housekeeping and Report Items:

1. Approve Minutes from Board meeting on May 9<sup>th</sup> – Tim
  - a. Accepted the motion to forego reading of the meeting minutes (minutes are posted on the Meadows HOA website after a BoD meeting). **Minutes approved.**
2. Treasurer's Report
  - a. Dave sent out financial statements via email to the Board of Directors.
  - b. \$65,452 in the bank, roughly \$7,000 short in reserves. Financial situation has improved since transition from NWCM.
  - c. Suggestion was made to put the current year's budget on the HOA website.
  - d. **Treasurer's report was approved.**
3. ARC Review
  - a. None received
4. Acknowledgment of Tim Hanson's service as [outgoing] Secretary.

Information and Input Items:

1. Quick check-in on owner surveys and email vs. snail-mail statements--Dave
  - a. 80 have been received. (5 from Timberhill still not received). Only 20 have opted for email billing. Future billing statements will communicate the preference to use email billing—saves on postage.
  - b. 54 rental and 46 owner-occupied. Good progress has been made in receiving names and contact information of renters.
  - c. Reminders sent out in this month's bill about missing surveys.
2. Riparian Project—Tract east of Morning Glory units (June 4, 2005)
  - a. Brian E. provided update regarding the work done.
  - b. Residents nearby expressed concern about the potential increase in animal waste.
  - c. Blackberries were removed and willows were left alone.
  - d. City property adjacent to Morning Glory and stream. Timberhill Corp. owns property on east side of stream. The Park is owner of the tract north of the City.
3. Neighborhood Watch interest
  - a. No further interest in neighborhood watch
4. Report by Standards and Enforcement Committee – Cass.

- a. Postponed until next meeting.

Decision Items:

1. Accept nominations for candidates for Secretary, elect new Secretary (if possible).
  - a. No nominations were received. Tabled until later in meeting.
2. Decide whether to make a special, one-time allocation to reserves for \$1,169.36, per DLS Associates recommendation.
  - a. NWCM under-allocated the reserves for the Meadows HOA.
  - b. Financial impact by making allocation to reserves is that this will increase the Meadows HOA debt. Money in money market (savings acct.) is the reserve fund account.
  - c. Question to DLS Associates: What governs the amount of allocated reserves? Answer: Budgetary analysis done by Northwest Community Management. It is now Meadows HOA responsibility.
  - d. **Motion approved.**
3. Decide whether to accept Cedar Crest bid for bark dust replacement.
  - a. Cedar Crest has the most competitive bid and is willing to do the work.
  - b. \$4500 to put in bark dust in entire community. DLS Associates to make arrangements.
  - c. **Motion approved.**
4. Decide whether NWCM should be billed for DLS time involved in forcing NWCM to meet commitments, and/or for shortfalls in accounts. Review DLS' reports on management company transition (financial errors and omissions, procedural errors),
  - a. Dave provided a report of the errors in reconciling the books used by NWCM.
  - b. \$191 charge made against the Meadows HOA bank acct. and appears to be an error (6/9/03). Recommend to be reimbursed.
  - c. Check for \$50 written to Harvest Community Church in Camas, WA (7/2/03). Recommend billing reimbursement.
  - d. \$231 bill for clean-up of drainage to Spencer Environmental (10/7/03)—construction debris. Recommend billing to NWCM.
  - e. DLS Associates compiled a list of owner delinquencies from incorrect billing of assessments by NWCM during escrow process. Who will be billed? Discussion about billing owners. Dave Stubbs to draft a letter of apology and send bill to owners.
  - f. Dave Stubbs to draft a reimbursement letter for the Meadows Board to submit to NWCM.
  - g. Dave Stubbs to submit an invoice to the Board for extra time in reconciling books. The Board will decide whether to forward the bill to NWCM for reimbursement.
  - h. **Approve billing NWCM.**
5. Decide whether to subsidize City removal of pet waste if City supplies sanitation stations for Huckleberry and/or Shooting Star "trailheads".
  - a. Postpone until next meeting and invite Karl H. and Tamina T.
  - b. Brian E. will present information on what costs may be incurred.
  - c. Concern was expressed about how non-pet owners would receive news of paying to subsidize waste stations as part of Meadows HOA costs.
6. How should the Board broadcast information such as the recent "cougar sighting"?
  - a. This type of information would be best served by adding to the website.
  - b. Dave to include a reminder to visit the Meadows HOA web page in monthly statements.

7. Complaint received about family with large dogs
  - a. The precedent is that Board needs a written complaint to consider action. As much detail as possible should be provided.
8. Dave Stubbs—miscellaneous reports
  - a. Dave sent a bill to K&F for outstanding builder reserve assessments.
  - b. Dave sent a message to FRH informing them that these assessments are liabilities and potential liens against current property owners.
  - c. As of last month, only seven or eight accounts were delinquent and most were paid shortly after the May books were closed. Three accounts are behind in payments.
  - d. Dave did a recent walk-thru. The appearance of the community is good.
9. Secretary nominations
  - a. Robert Neary volunteered for nomination as a replacement for Tim Hanson.
  - b. **Robert was approved as Secretary of the Meadows HOA effective July 1, 2005.**
  - c. Contact information for Robert Neary (phone 752-1862 email [inbox2@nearyonline.com](mailto:inbox2@nearyonline.com)) will go on Meadows website.
  - d. Tim Hanson will meet with Robert to transition for responsibilities.
10. Set time and place for next meeting
  - a. New day and time—Thursday July 7<sup>th</sup> 7:15pm NWH Church

Adjourn

Items for next meeting

1. Report by Standards and Enforcement Committee
2. Decide whether to subsidize City removal of pet waste if City supplies sanitation stations for Huckleberry and/or Shooting Star “trailheads”.
3. Possible follow-up on complaint received about family with large dogs (CC&R violation).
4. Update on DLS Associates progress in billing NWCM for errors in financial records.