

## OCHL - 12 HOMEOWNER'S ASSOCIATION

### BOARD OF DIRECTOR'S & OFFICER'S MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey, President, Charles Desilets, Vice-President, Joseph Kunthara, Treasurer, David Baker, Secretary, Mike Richardson, Member-at-Large

November 5, 2019 Meeting Minutes

Attendees: Kellie Coffey, Charles Desilets, David Baker, Michael McMillan, Dennis Hutton, Brigitte Santossuosso

1. The meeting was called to order by Coffey at 6:55 PM in the small meeting room at City Hall. A quorum (3) was present and Mike Richardson participated by phone.
2. Update new treasurer search: Coffey reported that Brigitte Santossuosso had confirmed her willingness to accept the Board Treasurer position in 2020 contingent on her election to the Board at our upcoming annual meeting. The Board previously authorized Larry Johnson and Brigitte Santossuosso to work with Kunthara gain access to association books, do necessary preparation for a transition upon Kunthara vacating the Treasurer position at the end of this year. Santossuosso reported that she and her husband had been working with Kunthara on that transition. There was discussion regarding ideas/need for updated bookkeeping software, use of shared files, the purchase of a laptop for association use, an association credit card, etc. A new state requirement that would mean our HOA is required to have an annual audit by a certified CPA was discussed. Baker to provide Santossuosso with a link to the new state HOA regulations.
4. ACC Report - Baker: **(a) Golf Course View Protection**, Coffey has arranged to talk with David Hein, an Oki management individual that has budget authority, to discuss their contractual obligation to remove trees blocking protected views. This effort prior to enlisting a group of the affected HOA homeowners to also meet with Oki to encourage them to comply before we consider legal steps. **(b) Home Maintenance**, we continue to send out emails about violations and have been seeing progress in homeowners bringing their properties into compliance. **(c) Entrance lighting issues**, Baker waiting for bid from Glen Hanson. In the interim, Hutton arranged for another contractor to do some repairs at the cost of \$574. **(d) Open Space**, nothing new on stop work order. **(d) Monument upgrades**, Sign Pro's were advised their bid approved for the gold lettering. **(e) New website update**, McMillan demonstrated the new website and made corrections noted by the group as we reviewed each section. Some additional corrections still needed on 2018 minutes, and adding AGM minutes for the last three years. There was agreement on doing away with the PayPal button, making a print option only at this time for the application for improvements button, and adding an dues invoice print feature. The website is basically ready to be activated with a new minor changes and should be ready prior to our annual meeting. **(f) Other**, related to open space, Baker advised he had two bids on pruning nine Japanese Flowering Cherry trees located in our two green spaces north of St Andrews Drive. Monarch bid \$2919 and Total Tree \$1320. The ACC was recommending accepting the Total Tree bid. A motion by Baker, seconded by Desilets, passed. Baker to advise both parties. Baker also advised he had two bids to mulch the area around the pond at the lower end of St Andrews Drive. Monarch bid \$750 plus tax for just the pond area at inch of material. Green Life Landscaping bid \$1000, including tax, for the pond area and up to the mailbox East of the pond. His bid included weed prevention application and multiple inches of material. The ACC recommends the Green Life Landscaping (Jorge) bid. A motion by Baker, seconded by Desilets passed. Baker to advise both parties.

5. Secretary's Report - Baker: October 2019 Board minutes were approved on motions by Desilets and Baker.
6. Treasurer's Report - Kunthara not present but emailed his report: (a) Account balances as of 10/31/2019, \$43,067 in the operating account, \$10,044 in a money market and 101,277 in CD's. (b) All dues have been paid.
7. Communication Policy - There have been several requests for the association to use our email system to send out communications provided by city police and fire departments. These requests generally related to Block Watch and Map Your Neighborhood issues. After some discussion it was decided to not use our email system as it would tend to dilute the effectiveness of messaging related to our association's issues.
8. Other: Baker was authorized to contact Kevin Zobrist, WSU Extension Forestry, to determine if they would be willing to evaluate our wetland area and make recommendations regarding what we could do longterm to preserve and enhance this 33 acre parcel. Preventing tree disease and having a more aggressive replanting program has been previously discussed.
9. Meeting adjourned at 8:16 PM
10. Submitted by Dave Baker