

SCHOA MEMBER RATIFICATION MEETING MINUTES

Wednesday, December 17, 2025

Totem Falls Elementary School Library

- I. Meeting Called to Order at 7:00pm
- II. Roll Call of Officers – Denae Bastian, Rachel Edmon, Tom Sweeney
- III. Introduction of McLarin Management by Board
- IV. Purpose of Meeting
 - a. Budget Presentation and Planning
 - i. RCW 64.90 for our state requires a budget be sent to community members for review and a vote to be taken to ratify or reject that budget
 - ii. No quorum is required for this meeting
 - iii. Unless more than 50% of the membership votes to reject the budget (156), it passes
- V. Focus for the Year
 - a. Portal and Homeowner Transition
 - i. A member's involvement with the portal provided by McLarin Management is not required but helpful for account management and document storage
 - ii. We are working to get consent for electronic communications and a more robust email list
 - b. Dues Collections
 - i. The amount still due for annual assessments decreased from \$35,000 to \$24,000 since November 1, 2025. Billing statements were resent about a week ago to members still owing. We are working with several members on payment plans
 - ii. Real time statements for all members will follow with unpaid 2025 balances and 2026 dues after the new year
 - c. Plan for 2026
 - i. Management is working with the board on many items for 2026
 1. Mailbox improvements - washing box and base and painting bases
 2. Power washing footbridges and the rocks forming the back wall of the waterfall - this should be done soon
 3. Repair of waterfall - actively working on this now
 4. Landscaping improvements
 - a. Barking of medians after the holidays
 - b. Trimming of bushes at entrances
 - c. Plant/tree trimming and thinning as needed
 5. Possible repainting of entrance signs
 6. Research water meter shut off for areas unused for years
 7. A new Reserve Study will be done as the las was done in 2020. This will help in forming our future funding plan
 8. Financials - audits well underway for 2023 and 2024. 2025 will be done in 2026
 9. Legal
 - a. Revision of Governing Documents is ongoing

- b. Learning WUCIOA changes, requirements, and timelines for adherence are ongoing and will impact our HOA

VI. Budget Presentation

- a. New format explained for the budget with sections used to break up income, expenses by categories, and a reserve area for expenses outside the operating budget.
- b. Year-end actuals will be posted on the portal after final financials are completed
- c. Questions - Why use BECU rather than Chase, and why is there an increase in account totals since the November meeting? Ans: Funds from Chase have been transferred. McLarin prefers BECU for ease of online banking, high speed check reader etc. but the HOA will continue to diversify funds in both banks as CD rates change. Currently \$2K at Chase and the rest at BECU. Question – What is the contribution to the reserve account and why will there be a possible \$2,500 deficit if the full amount from all categories is spent? Ans: Some categories may not be fully spent, and with the purchase of CD's, we are making our money work for us. These CD's will provide income, and some members are catching up on dues for previous years, so the that will be added income for 2026. At this time, we don't plan to use reserve funds for items outside of the reserve budget. Owner asked – Will you be including old financials on the portal? Answer - Management is working on getting documents on the portal, and have transferred everything from the SCHOA website and are collecting more documents to be posted on the portal. Question: How is management being paid? The savings of about \$2K per month on our new landscaping contract that began in May covers most of this cost. Plus, dues will increase \$50 per year in 2026 to help cover this cost.
- d. The tally of the votes on the budget by those in person were 12 in favor with none rejecting or abstaining. The tally of the votes received by proxy were 30

VII. Homeowner Forum

- a. Comments and discussion about how to handle noise and nuisance during the day and continued issues with owners running businesses and parking of trailers and commercial vehicles. Members encouraged to reach out to management so they can send letters. Homeowners contacting the sheriff directly on these issues is helpful as well with cars and trailers. Owners kindly speaking with their neighbors so they know that their neighbors know of their concerns can help also as some members we have approached indicate they haven't had any complaints from their neighbors, so they don't think there is an issue.
- b. Board Business
 - i. Rachel calls a vote to approve the November 11, 2025 board meeting minutes, seconded by Tom. All were in favor.
 - ii. Rachel calls a motion to further investigate costs with Silver Lake Water if we have them shut down the inactive water meters. Tom seconds this. All were in favor.

VIII. Meeting Adjourned at 8:23 pm

Homeowners present: See sign in sheet for in person 12 homes represented. Attendance via Zoom - 8 homes represented, and proxies 30 proxies submitted.