

## SCHOA JANUARY 2026 BOARD MEETING MINUTES

Wednesday, January 21, 2026, Totem Falls Elementary Library, 7pm

- I. Meeting Called to Order at 7:01 PM by Denae Bastian.
- II. Roll Call of Officers: Denae Bastian, President and Rachel Edmon, Secretary/Treasurer were present. Quorum was met with two of three board members in attendance.
- III. Additional Attendees
  - a. Ken McLarin from McLarin Management
  - b. Jane Mckenzie, Conor Baer, and Sam Grant
  - c. No online attendees due to miscommunication regarding Zoom link
- IV. 15 Minute Open Forum for Owners
  - a. Jane had a question regarding parking enforcement. She indicated two trailers and a car in poor repair that were stored on the street near the entrance to the basketball court were tagged for towing. She wondered if that was due to action from the management company. Management did place a notice on the car but was not aware of any other action. A sheriff talked to Jane and said the trailers were a safety concern creating visibility issues. The trailers were moved for a short time but then returned. However, the car was removed. Ken encouraged members with concerns to file reports, and the board has regularly encouraged the same. Members present were pleased to see that something was coming from the effort.
  - b. Sam asked about dues payments. He thought payments were due December 31, so paid in late December and stated his check hadn't cleared yet. Ken verified that management had received his payment and encouraged him to notify management if he did not see it as cleared by his bank soon. Annual assessments are made January 1<sup>st</sup> of each year, but payments are not due until March 18. Members have the option of paying all at once or in two installments – the first due March 18 and the second due August 18. Ken informed members of the new requirements by WUCIOA for assessing late fees. More notice is required, and more fees can be charged.
  - c. Sam also asked how life with a management company was going for the board. Denae and Rachel both indicated they love it. It makes being on the board of directors a much easier job. Hopefully, as members realize this, we will get more volunteers in the future.
- V. Approval of Previous Meeting Minutes: Rachel made a motion to approve the minutes that are posted on The Falls website for the December 17, 2025, Member Budget Ratification Meeting. Motion seconded by Denae. Motion passed.
- VI. Presentation of Reports by Management
  - a. Financial Report

- i. A final income statement for 2025 was presented. It included journal entries for the year up until management began on November 1, and then monthly for November and December.
  - ii. Bank balances
    - 1. BECU Checking Account - \$ 28,395.00; Share Savings Account - \$506.00
    - 2. BECU Reserve Money Market Account - \$ 213,924.00
    - 3. CD's \$85,399.00
    - 4. Chase checking \$2,200.00 and savings ~\$100.00
    - 5. Ken indicated he would email Rachel and Denae the detailed income statement for 2025 for review after which it would be posted on the portal.
    - 6. Accounts will be reconciled by management monthly on or about the 15<sup>th</sup> day of the month.
  - iii. Delinquency of Dues
    - 1. Management and board are working together to increase accuracy of reports regarding members and payment of dues.
    - 2. The current amount of back dues still owing is ~\$22,000 - down from ~\$24,000.
    - 3. Members are encouraged to notify management if they believe there are errors in their payment record.
- b. Manager's Report
- i. Transition report
    - 1. Power washing was completed on the rocks that form the backdrop to the waterfall, 24 mailboxes, and the two footbridges on the trails.
    - 2. Mulch was placed in the two medians along Snohomish Cascade Drive to protect and nourish the plants and trees.
  - c. Committee Reports: Denae gave an update for the landscaping committee. Two of the 55 laurels that were planted may have to be replaced. Some of the ferns that were planted also need to be replaced. The committee had hoped to plant heather to provide more color in the common area this past Fall but were not able to do this so will most likely wait until Fall of 2026 to do this. The trees in the medians that were roughly trimmed by the county to accommodate tall buses are now much narrower and may need some height adjustment to better balance their shape and appearance. This is best done during their dormant season. We are seeking the cost of this project to determine if we will move forward with this.

## VII. Old Business

- a. Audits for 2023, 2024 and 2025
  - i. Our current auditor had to step away due to serious illness and is unable to complete the audits for us. Management recommended CPA Michael Enos as replacement CPA. Denae made a motion to hire

Michael Enos as our replacement CPA. Rachel seconded the motion. The motion passed.

1. The 2023 audit was completed but still needs the sign off from a CPA. Joseph Vandal's office is trying to find a resolution to this.
  2. We will have the new auditor reach out to the former CPA's office to get all 2024 information that was previously provided and then work to complete it.
  3. The new CPA will do the 2025 audit as well.
  4. Once completed, audit results will be posted to the portal.
- b. Pump replacement discussion
- i. The contractor we hired was unable to continue with the project, so efforts are underway to get more bids to finish the job. The old pump needs to be removed and the new one, which we already purchased, needs to be installed.
    1. Our current HOA landscaper now has a pump specialist who has looked at our waterfall pump. He has contacted the company we bought the pump from to verify whether some parts that are needed were included with the new pump or not. He will get us a bid on the repair.
    2. Once the pump is fixed, we will ask what they would charge for maintenance of the waterfall and also seek other bids.
- c. Fencing repair ETA/communication
- i. Management is wondering when the work on the final repairs of the fence will happen. McLarin's are willing to communicate with our members whose yards will be impacted during the work.
  - ii. Management needs a contract, or scope of service, to work with the fence company to complete the project. They need to know what is left on the original scope of service and what is still owed.
  - iii. Some posts and panels are leaning and several spots in the fence are still in need of repair. Rachel will walk the fence line to mark areas still in need of repair and reach out to Ramiro to make a plan.
- d. Mailbox improvement vs replacement
- i. We plan to paint the bases of the mailboxes with the worst bases, three of them first as a test, to see if painting the bases will be sufficient to help us avoid replacement. The bases will be sanded and painted as soon as the weather allows. No coordination with members is needed for this since the mail slot units themselves will not be touched.
  - ii. All mailboxes were pressure washed in December. Some mailbox locks were hard to open after the pressure washing. Members have expressed a desire to be notified ahead of time when pressure washing is scheduled in the future so they can remove their mail. All-in-all, the mailboxes look much better now!

- iii. Members were reminded to please not tape any signs of any kind on the mailboxes.
- iv. With the cleaning done and bases to be painted, we will reprioritize the list of mailboxes to be replaced.
- e. Water Meters
  - i. Management prepared the paperwork necessary to turn off all inactive water meters so they could get an estimate from the engineers on the cost of removing these inactive meters.
  - ii. It will cost \$5,000 for each water meter removed. SLWSD is unable to just shut down the service, so they will continue to charge us for the meters unless they are removed.
  - iii. We discussed a staggered approach to removal of water meters moving forward should we decide to do so. We can start adding this to future year's budgets. It appears it would take 10 years to break even with what we save versus what we pay.

VIII. New Business

- a. Bids presented for improvements
  - i. South Entrance Refresh
    - 1. Triangular section at the southwest corner of The Falls near the Puget Park and Snohomish Cascade DR intersection: Bid 1 - \$703 for weeding, clean-up of existing plants, installation of 6-8 new plants, and the addition of mulch. Bid 2 - \$249 for removal of 4 rhododendron, no stump grinding, \$2,316 to install 10 new Arborvitae, trim and shape all hedges. Bid 3 - \$8,507 for lawn grading and restoration behind south entrance sign. A previous bid was obtained for removal of rhododendrons at the southeast triangle that includes stump grinding. The Board will take more time to discuss these bids and determine what they would like to do and when.
    - 2. Question from management regarding weed control in the common area: the current landscapers want to use a pre-emergent that they indicate is needed and safe. They are suggesting management communicate with the community in advance to let members know when they will spread it so owners can take precautions for their pets. The landscapers indicate it dries very quickly and is safe for pets as soon as it is dry. Denae indicated that a member who had done some detailed research on the product Monarch uses felt it was unsafe for pets and people, and that it could get into the ground water and spread. Denae told Ken she would send that member's email to management. (Post meeting, Rachel did forward that email to management). More discussion will need to occur before any decision is made.

- ii. Painting of Entrance Monuments on north end and south end of The Falls
  - 1. One bid was presented by management from the same company that painted the Gold Creek entrance sign. The bid for our signs was \$1,381 for both signs – one at the north entrance and one at the south entrance. Likely, our sign at the south entrance (near Gold Creek) will need to be power washed before painting. It is the sign in worst shape and is peeling. The sign at the north entrance (by the waterfall) was power washed in December when the large rock backdrop to the waterfall was being pressure washed – the power washing of the sign there was done as a courtesy from the company.
- iii. Lighting at monuments at both entrances – Ken has experience in lighting and will look at what might work and will get bids. Denae will forward to Ken the bids and other details that John and Aluska Hebert obtained a couple years back.
- b. Homeowner letters
  - i. A few situations were discussed where we need management to send letters to owners regarding noise infractions, storage of RV/mobile home on property, and excess storage on front porches.
- c. Policies
  - i. Management recommends a late fee policy be created that reflects new requirements in WUCIOA that ensure homeowners have ample notice before late fees are assessed. The board must create an official policy and must meet WUCIOA requirements. The board currently has a late fee policy that is posted on the website, but it does not include all of the new WUCIOA language. Management provided a draft of a better late fee policy for us to consider. The board will review the draft, make applicable modifications, and then share it with members. Once there is a final draft, the new policy will be voted on at a board meeting.
  - ii. Signs placed by others in the common areas – Our governing documents do not address signs in the common areas, only signs on the residential lots (CC&R 3.9). WUCIOA does not address this either except for political signs. Denae suggested that we create a policy for the common area that is similar to what we have for lots. Rachel moved to add to our policies a new policy of not allowing “for profit commercial advertising signs” in the common areas. Denae seconded the motion. The motion passed. Ken indicated we could have our landscapers remove these types of signs when they are working in our neighborhood. Board members present agreed to have Ken instruct the landscapers to do this.
  - iii. A discussion was held on adding September to our garage sale rotation like multiple neighboring communities. Some communities hold theirs on the third Saturday in May and in September. We have traditionally

only held one in May, more recently on the third Friday and Saturday. Putting up the sign to advertise is free, so it was decided to add in September too. Therefore, we will hold ours on the third Friday and Saturday of May and September. It was decided that newspaper ads previously placed by the board are not necessary and will save us money.

IX. Board Round Table

- a. Denae brought up maybe having an emergency preparedness fair or possibly a pancake breakfast at our March member meeting as some members have indicated a desire to have more events that bring us together. We liked the ice cream truck that we had come to our July meeting. Overall, we are considering more social events for our community. We are looking for feedback, so if you are reading these minutes and have ideas, please reach out to us.
  - b. Rachel talked about pressure washing the walkway from the west side of the development to the school. The path is mossy and the moss gets icy on cold mornings. Ken will work on this.
  - c. Denae indicated that our attorney indicated we need to reach quorum for our March Annual Meeting of the members for it to qualify as a valid Annual Meeting. Quorum is 106 members participating. If we reach quorum, we can proceed with the meeting, and it will be a “valid meeting”.
  - d. Update on revision of governing documents – Our attorney hopes to have drafts to the board in March. The board and he will exchange thoughts until the final draft is ready. Then, we need to hold an “Informational Meeting”. Notice of 30 days is required for this meeting. The attorney will attend the informational meeting either in person or by Zoom and educate us on the process, the drafts, and will answer questions. After this informational meeting, ballots can be sent out and voting can begin. We will collect votes via proxy statement until we have 67% of the members voting YES (208). No in person meeting will be held. We have 11 months to collect the votes.
  - e. It was determined that the board and management will work together to make sure we have a zoom link for future HOA meetings.
- X. Meeting adjourned by Denae Bastian at 8:34pm. Thank you to all who participated.