

SCHOA BOARD MEETING AGENDA

Wednesday, Jan. 21, 2026 Totem Falls Elementary 7pm

- I. Meeting called to order at 7:01. By Denae Bastian
- II. Roll Call of Officers-present: Denae Bastian, President and Rachel Edmon, Secretary/Treasurer were present. Quorum was met with two of the three board members in attendance. Additional attendees:
 - a. Ken McLarin from McLarin Mgmt.
 - b. 3 members present: Jane Mckenzie, Sam Grant, Conor Baer.
- III. 15 Minute Open Forum for Owners
 - a. Jane: Parking enforcement. 2 trailers and a truck have been tagged for towing near the entrance to the basketball court. Is that the mgmt. company's doing? No, we are aware of them and if there are complaints, we direct them to file reports so its good to see something is coming from that. The sheriff talked to Jane and said it's a safety issue with blocking visibility. We talked about our ongoing battle with parking trailers on the street. Jane reports the Toyota is gone but the trailers are still there. They moved around and came back. Nice that the Sheriff came by to check it out. Keep calling/reporting if it is still an ongoing issue. Shelly has been putting some notes on cars asking politely to move.
 - b. Sam: Asking about dues payments. He paid in late Dec and his check hasn't cleared yet. Worried about the "Jan 1st dues language" but we explained it wasn't actually *due* due until March 18th. Please don't be alarmed. Ken logged into banking and verified that they did receive his payment.
 - c. Sam: How's life with a management company going? Denae and I both say we love it. And it makes being on the board a much easier job so hopefully we get more volunteers in the future.
- IV. Approval of the Minutes of the Previous Meeting- Rachel calls a vote to approve the Budget Meeting minutes from Dec. 17, 2025, second by Denae. Unanimously approved.
- V. Presentation of Reports
 - A. Financial Report
 - i. Final income statement for the year presented. Includes journal entries for the year until we started and then the monthly for November and December.
 - ii. Bank balances
 1. Operating \$28,395
 2. Reserve \$ 213,924, savings \$506
 3. CD ladder \$ 85,399
 4. Chase account \$2,300
 5. Ken will email Rachel and Denae the income statement for review then will post them to the portal (for 2025)
 - iii. Delinquencies
 1. Working with board and homeowners on accurate reports. A few payments had not been applied in 2025 so corrections made.
 2. Current amount for back dues is \$22,000- down from about \$24,000

3. Reminded members to please don't be afraid to reach out to us if what they think there might be a discrepancy.

B. Manager's Report

i. Transition report

1. Monument/Falls, mailbox and bridge power washing completed.
2. Mulch put in on two islands.

C. Committee Reports. Landscaping committee was not present so Denae gave an update. The trees along the medians may need some trimming during their dormant season. We will see how much budget we have left after that quote comes in.

VI. Old Business

a. Audit plan- 2023, 2024 and 2025

i. Current auditor has had to step away, will transition to new auditor

1. New auditor is reaching out to Vandal's office to get all provided info for 2024 and will contact us with questions.
2. He will start 2025 as well.
3. 2023 completed- just needs sign off from CPA- Vandal's office has said they are trying to find a resolution to this.
4. Once completed, results will be posted to the portal
5. Denae moved that we hire Michael Enos for 2024 audits and moving forward. Rachel seconded. Motion approved.

b. Pump replacement discussion

i. Contractor unable to continue and getting more bids to finish replacement. Pump just needs to be removed and new installed.

1. HOA landscaper now has a pump specialist who has looked at it and has contacted the company we got the pump from to verify if some parts that would be needed are included with the new pump. He will get us a bid on repair.
2. We can follow up with them on maintenance schedule once it's replaced.

c. Fencing repair ETA/communication

- i. When will this work on final repairs happen? We can communicate to HOA especially for back yards being impacted during repair work.
- ii. Management would need a contract or scope of service to work with the fence company to complete project. Some question on what is left on the original scope and what is owed.
- iii. There are still some posts that are leaning. Contractor says he has finished work- we disagree, will mark the posts that were issues pre-rainstorm that still need to be fixed.

d. Mailbox planning-

- i. 3 worst bases will be sanded and painted as soon as the weather allows. No coordination with members needed since the mailbox slots themselves will not be touched.
- ii. Some locks were wonky after pressure washing happened, would love to have notification ahead of time for when that happens in the future.
- iii. Another reminder to please not tape any kind of signs onto the mailboxes.
- iv. Re-do list of boxes needing replaced to reprioritize replacement order.

e. Water Meters

- i. Paperwork filled out to turn off all but active meters to get an estimate from the engineers.
- ii. It will be \$5,000 for each meter to remove- they are unable to just shut down the service.
- iii. Discussed a staggered approach to removal of water meters moving forward. We can start adding this to future year's budgets.

VII. New Business

a. Bids presented for improvements

i. Landscaping-

- 1. Monument refresh (south entrance) \$703 for weeding, a few new plants and mulch. Hedge- Options \$249 for removal of 4 rhododendron \$2500 for removal and 10 new Arborvitae and trimming. Grass repair/levelling over \$8K. Board will discuss these more with Tom and make a decision.
- 2. Weed control- in the landscaping contract- it's a pre-emergent that is needed and safe- we can communicate with the community when they spread it but it is dry very quickly and safe for pets as soon as dry. Rachel will send over the email from the member that was concerned with round up being used. We will discuss further.

ii. Painting Monuments

- 1. Bid from same company that did Gold Creek Sign- \$1381 for both signs. Likely the one closest to Gold Creek will need power washed as it's in worse shape and peeling. The other one by the falls was washed with the other work as a courtesy and it's in better condition.

iii. Lighting at monuments- Ken will look at getting bids for both entrances.

b. Homeowner letters

i. Discuss a few issues to send letters to-

- 1. RV- it is licensed and will move by summer- possibly revisit this if that doesn't happen. Denae would like to have McLarin send a letter saying they are not in compliance with several of our CC&Rs
- 2. Home with trash piles/complaints-options. Possibly a decorative screen to hide their messy front porch.

c. Policies-

- i. Late fee policy should be created to ensure homeowners have had notice given. Can't do collections without an official policy. Management provided a draft of a policy approved by another HOA's attorney. Our current late fee policy is posted to the website, but we like this official late fee policy that will be posted to the portal as well.
- ii. Signs on common areas- Current policies have no rules about signs in common areas. We propose that our policy be similar regulations apply to common areas as applies to individual lots. Rachel moved to add to our policies a new policy of not allowing "for profit commercial advertising signs" in common areas. And we will have our landscapers remove them as they make their rounds. Denae seconded. Motion approved.
- iii. Discussion on adding September to our garage sale rotation. Putting up the sign is free so why not. No need to do newspaper ads.

VIII. Board Round Table

- a. Denaë brought up maybe having an emergency preparedness fair. Or possibly a pancake breakfast. We liked the ice cream truck at our last July meeting. Overall looking to host more social things for our community. We are looking for feedback, so if you are reading these minutes, please reach out.
 - b. Rachel talked about pressure washing the cut through on the west side of the school. The path is mossy and moss gets icy in the morning.
 - c. Update on our CC&Rs: 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.
 - d. Will have zoom link for future meetings.
- IX. Adjourn Meeting at 8:34pm