

MARCH SCHOA BOARD MEETING MINUTES

Wednesday, March 25, 2026, Totem Falls Elementary, Portable 1, 7 pm

- I. Meeting called to Order at 7:01 pm by Denae Bastian. Members online joined at 7:03 pm after a slight delay getting Zoom going.
- II. Roll Call Board Members: Denae Bastian, Rachel Edmon, and Tom Sweeney present
- III. Additional members present: Diane Hastings, Michelle Haneberg, Mike Kumar, Kelvin and Sybrena Miles; online Linda Lillard and Rahul Sharma
- IV. Management members present: Ken and Shelley McLarin from McLarin Management
- V. 15 Minute Open Forum for Owners
 - a. Pet waste: concerns were expressed about pet owners letting their pets pee and poop in other's front yards. It was noted that pet urine kills grass. A suggestion was made that members put signs up in their yards that ask pet owners not to allow this. Management can send a follow-up email to members regarding this issue. Excessive Noise: two complaints about noise are being handled by management. Letters have been sent. Free apps are available for decibel reading so one can create a log of decibel readings to share with management and law enforcement. Tree Removal: Concern was expressed by a member about a statement in the recent newsletter that tree removal requires permission. Our CCR 3.5 say removal of trees needs to be approved by the ACC which the HOA no longer has – per the developer's instructions. The CCR also says trees may be removed that present a danger to the health and welfare of the occupants. The board has been approving removal of trees that are dead or dangerous. A question was expressed over whether or not an ACC will be included in our revised governing documents. Ruts in Trails: a member noticed that grooves in the trails are making it difficult for walkers. E-bikes seem to be the cause of the ruts, and e-bikes are not allowed on our trails. Anything motorized is prohibited.
- VI. Approval of Minutes from Previous Board Meeting- Denae made a motion to approve the minutes from the 1/21/26 board meeting, motion seconded by Tom. All were in favor. Motion passed 3:0. The watermark will be removed from the minutes, and they will be re-posted as the final version on the HOA portal and website.
- VII. Presentation of Reports
 - A. Financial Report
 - i. Bank balances- Operating/Checking: \$62,851; Reserves: \$294,439 consisting of Money Market Certificates \$208,181, Savings \$506, and four CD's \$85,752 (in a ladder)
 - ii. Dues Delinquencies- About 15 members still owe for more than 2 years and up to about \$2,800. Management is working with owners with delinquencies and setting up payment plans when able to help members get caught up. Late notices have been mailed per as allowed per state law.
 - iii. Financial report- prior to the meeting, a report was sent to the board which and includes a dashboard with basic information and about 50 pages with multiple reports. Board members can access these on AppFolio under their account as access is granted to each board member. Ken has created some special reports for the main body of the document that consolidate pertinent information for the board to review.
 - B. Manager's Report

- i. Transition report- as management learns the ins and outs of our HOA, they suggest some practices to ease the transition.
 - 1. Dues Payments: any mail or dues dropped off at a board member's home will be picked up by management
 - 2. Other processes:
 - a. Initial Agenda- A basic skeleton agenda for meetings is sent to all members well in advance of the meetings, at which time management does not know the exact items to be-covered at each meeting. An updated agenda was sent when the meeting date for March was changed. For members who have not opted in to receive email notification, they received the information via mail. The agenda they received both times was the same other than the meeting date for March.
 - b. Follow-up re. Agenda - Closer to each board meeting, management will provide a draft agenda to the board and have them add more detail with specifics. Any matters to be voted on by the board will be added.
 - c. Final Agenda - The final agenda will be sent to members prior to the meeting. Some copies of the agenda will be provided at the meetings by management for owners who attend in person.
 - d. Board Email
 - i. Management asks that the board forward to them only nonrepeating bills as they are already included on all regular vendor billing.
 - ii. Homeowner emails to board- management suggests the board alert homeowners that their emails will be forwarded to management and management will respond. The goal for management is to handle day to day items and share overarching details with the board.
 - iii. Management suggested the board forward only substantive emails to individual board members to prevent email fatigue.
- C. Committee Reports
- i. WUCIOA addresses a requirement for notification of all meetings, even committees, to all owners so that they have an opportunity to attend and have a comment period like any other meeting. Denae Bastian explained that the "landscaping committee" that was created [in 2024] is a group of at first four ladies, and later three ladies, that walk the neighborhood, text, email, and occasionally meet in person to discuss landscaping improvement ideas for the common areas. Invitations were extended to members on multiple occasions for anyone interested in participating with this group to let the board know. Denae suggested the team change their title to "Landscape Idea Ladies" or something like that as they do not act on behalf of the board as formal committees might.

VIII. Old Business

a. Audits

- i. 2023- Auditor Joseph Vandal, who had nearly completed the 2023 audit, passed away, and his firm shut down due to not having a replacement CPA. The board was told that the audit was completed and everything looked good. It was only awaiting a final seal by a licensed CPA. We've asked for a copy of what Vandal's office had, but have not received a response despite several emails from the board, a letter sent certified mail, and a request from our new auditor. The Board previously paid for this audit and feels that the response from the former auditor's staff and the efforts made by us to get the final report show a concerted effort to resolve this matter, but at this point we are at a dead end. The board feels it is not a good investment to pay a second time for this audit to be redone. The board is still deciding whether or not to make a claim against the estate of Mr. Vandal.
 - ii. 2024 and 2025 audits are underway. The taxes for 2025 will be completed prior to Tax Day, but the audits will not be ready until late as some of the files from the former bookkeeper were corrupted. We, therefore, need to send files again in a different format to our new CPA.
- b. Pump replacement for the waterfall- This work was completed by NLS who went above and beyond and installed extra parts and then presented a bid for some additional items that need to be replaced such as the screening under the rocks needing expansion to fit the circumference of the fall of water that was not previously adequate. Rachel made a motion to hire NLS to complete the screen replacement and add fresh rocks for \$2,715, motion seconded by Tom. All were in favor. Motion passed 3:0.
- c. Pump Annual Maintenance- Tom made a motion to hire NLS to provide monthly maintenance (2 hours per month) on the pump for the waterfall for 12 months at \$2,314 total for the year, motion seconded by Denae. All were in favor. Motion passed 3:0. We will re-evaluate in one year to see if we still need the service monthly or possibly less frequently
- d. Mailbox Repair/Replacement - we will wait for warmer weather and the completion of painting of the bases of those needing it to see if we can avoid replacement. All the mailboxes were cleaned at the end of last year, and they look much better. When those that have rusted bases get painted, we will see if anything more needs to be done. We will only replace if necessary.
- e. Water Meters- we discussed removing unused meters as we are getting charged monthly for them. We will talk about it more when creating the 2027 budget this fall, but the meters were put in when the development was first created, yet some have never been used per SLWSD. Paying to remove one unused section a year-could be a good option.
- f. Landscaping- bids were presented for several areas in the common area.
 - i. South Entrance: Tom made a motion to approve the bid for improvements at the south monument including removing dead plants, installing new ones, and adding bark for \$703 plus tax with NLS, motion seconded by Rachel. Denae opposed concerned that plants put in this time of year might not survive. She suggested waiting until Fall. She also wanted the board to make the final decision on which plants would be purchased. Voting occurred, and the motion passed 2:1. Ken McLarin suggested this plan from NLS be dependent on a detailed plan being presented to the board in advance for plant approval. NLS must be informed that there is no irrigation in this area

and must provide a warranty that if the plants die, they will replace them at their cost.

- ii. Damage to park at south entrance to trails: Denae made a motion to hire Osborne Landscaping for \$546 to repair the holes made in the trail areas south field where kids dug holes and made bike jumps. The work includes sandy loam that will make it harder to build jumps in the future. Motion seconded by Rachel, all were in favor. Motion passed 3:0. A homeowner suggested the possibility of adding new bollards to the entrance areas of these trails. We can look into this.
- iii. Rhododendrons at backdrop of south entrance: the rhodies and arborvitae have grown such that the rhodies are very crowded. Some members want to keep them, and others want to remove them [after they bloom and the flowers are gone]. Management had a bid for removal of four rhodies with no stump grinding. They will reach out to Armor Tree Care to verify the bid for complete removal and stump grinding of eight Rhododendron. This is not a high priority right now, but was brought to the attention of the board by management
- g. Lighting at both entrances - There are two bids, one old bid, and one new one from NLS. Ken will take some photos, create a plan, and get additional bids as he has expertise in this area. He will share this with the board at the next board meeting.
- h. Repainting Monuments at both entrances - 2 bids presented – one from Top Drawer for \$1,381.25 and one from Artenouk for \$3,600. A 3rd company that management reached out to never provided a bid despite several follow up attempt. Denae made a motion to hire Top Drawer to paint both monuments for \$1,381.25 with a second by Tom. All were in favor. Motion passed 3:0. We will also have the south entrance sign power washed in advance. The north one was recently cleaned by the company working on the waterfall. Painting is planned for mid-May when the weather is warmer and dryer.
- i. Common Fence repair –Much discussion transpired. Some members of the board were frustrated with the process of working with Nice View Fence. There were challenges with clarifying what was contracted work and what was not. There were challenges in the communication too. There have been extenuating circumstances out of the contractor's control, but work expectation compared to the contract as well as timeframes for completion is concerning to some. Denae expressed confidence in the contractor's knowledge and skill and volunteered to make sure that items that were in need of repair prior to the signing of the contract get done. Rachel made a motion for Nice View Fence to continue to do the work for the remaining contract items for \$341+tax and some new repairs for \$1,165 plus tax as long as the contractor agrees to commit to the work in the contract in a reasonable time frame with weather considerations in mind. This does not include the work to replace 4 panels with 8-foot boards to better meet the changing contour of the ground. Motion was seconded by Tom. All were in favor. Motion passed 3:0.

IX. New Business

- a. Annual Meeting Planning
 - i. Notice will be sent with a letter, proxy statement, and a copy of the new policy for late fees and the new lien notification process for compliance to CCR's.
- b. Compliance Notification and Late fee Policy

i. Rachel combined two documents shared by management that are policies similar to those used in other HOAs regarding late fees and compliance notification. Based on the current requirements of WUCIOA, our current late fee policy and fine schedule need modification. The new policy includes an updated late fee policy and provides a process for notification when there are violations and includes due process. Denae shared concerns as to whether or not the HOA can add monthly late fees without a maximum percentage or dollar amount. Without this, if an owner did not pay his annual assessment and continued to not pay for several years, the late fees could well exceed the actual assessment. She questioned whether this would be acceptable by the courts. Management insisted this is legal when there is a policy in place and members have been educated about the policy. Management stated the authority to do so comes from RCW 64.38.020. However, Denae indicated that this statute did not address how long the late fee charges could continue to mount. Denae wanted our HOA attorney to review the policy to make sure it was valid. Tom, Rachel, and Management did not like this idea and would prefer to rely on the experience and knowledge of the management company we hired and are already paying as opposed to paying for the lawyer's time. Following the meeting, Management offered to provide some examples to the board from legal cases in other HOAs they represent showing that monthly late fees that became very large were supported by the court.

1. Tom made a motion to accept the proposed late fee and compliance notification policy. Rachel seconded the motion. Denae voted no with her concerns noted about the ongoing monthly late fee portion of the policy. Motion passed 2:1.
2. This new policy will be included in the annual meeting notice to be sent to the community and will include the required 30-day comment period per WUCIOA. It will be discussed at the annual meeting as well and be enforceable after the 30-day comment period.

X. Meeting Adjourned at 9:01pm by Denae Bastian (items not completed in tonight's agenda will be addressed at later meetings.)