



MONTREUX NEWS

"IN CONCERT WITH NATURE"

WINTER 2015

2014-15 MONTREUX HOA BOARD

- **President** - Ryan Heiberg
- **Treasurer** - Jay Willenberg
- **Secretary** - Leslie Inaba
- **ACC Chair** - Bob Wilburn
- **CC&R Chair** - OPEN
- **Government Affairs** - Suzette DeButts
- **Grounds/Irrigation** - Myrt Nelson
- **Electrical/Lighting** - Marty Nelson
- **NGPE** - John Bryon
- **Social Chair** - Marty Nelson
- **Newsletter** - Connie Hanson
- **Website** - Charlie Hayden
- **Past President** - Jay Willenberg

HOME OWNERS ASSOCIATION SCHEDULES ANNUAL MEETING

SAVE THE DATE

MONTREUX HOMEOWNERS ASSOCIATION ANNUAL MEETING

DATE: Wednesday, April 22nd

TIME: 7:00 - 9:00 pm

LOCATION: Lewis Creek Park



Mark Potensky
Vice President
Montreux Homeowner Association
PMB #E103/115
700 NW Gilman Blvd
Issaquah, WA 98027

Dear Montreux Friends and Neighbors,

Our neighborhood is being managed by a volunteer group of 10-12 individuals (out of the 245 homes in Montreux). Unfortunately, we have a few long-time Board members retiring at the end of this term—their dedication to our neighborhood and efforts to maintain the beauty of Montreux will truly be missed!

At the age of 20, our neighborhood is starting to show its age and more issues are arising that require sharp, experienced, and motivated members. That's where you come in....**we need new volunteers!** We only require two hours a month—seriously two hours!

The Board meets once a month to discuss and review your entire neighborhood issues. Join and get all the details of what is going on with landscaping, keeping our home prices high for resale, squatters, empty houses, neighborhood crime, CC&R violations, who actually pays for the lakes, etc. Included within this letter is a description of each Board position. I very much hope you can join us at our next meeting on **Wednesday March 4, 2015 at 7:00pm at Union Bank** (next door to Starbucks and Matthews). Come meet our team, hear about our needs, and share your ideas of individuals we can talk to about volunteer service. There's no expected commitment from you if you do attend — we would just like an opportunity to broaden our network and identify people who may be interested in serving the Montreux Board.

Montreux is one of the most reputable neighborhoods in the area and we need your help to keep it that way. Please join us and help keep our neighborhood up and our fees down! I joined the board within two months of buying our home. Please give me a call [425-864-8323](tel:425-864-8323) or send me an email at Potensky@aol.com if you would like to attend our next meeting. I hope you consider being an integral part of one of your most valuable investments.

Sincerely,

Mark Potensky
Vice President



The Role of a Board Member

Acting through the Board as a whole, Board members should:

- Enforce the documents
- Establish sound fiscal policies and maintain accurate records
- Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
- Establish reserve funds
- Act on budget items and determine assessment rates
- Collect assessments
- Establish, publicize, and enforce rules and penalties
- Authorize legal action against owners who do not comply with the rules
- Review local laws before passing rules or sending bylaws to membership for approval
- Appoint committees and delegate authority to them
- Select an attorney, an auditor, insurance agent and other professionals for the Association
- Provide adequate insurance coverage, as required by the bylaws and local governmental agencies
- Inform Board members of all business items that require their vote
- Inform members of important Board decisions and transactions
- See that the Association is protected for the acts of all parties with fiscal responsibilities
- Attend and participate at meetings

Fiduciary Relationship and Responsibility

Board members have a fiduciary relationship with the members of the Montreux Homeowners Association (the "Association"). This fiduciary relationship imposes obligations of trust and confidence in favor of the Association. It requires the members of the Board to act in good faith and in the best interests of the members of the Association. It means that Board members must exercise due care and diligence when acting for the community, and it requires them to act within the scope of their authority.

The fact that the Association is a not-for-profit corporation, or that the members of the Board are volunteers and unpaid, does not relieve them from the high standards of trust and responsibility that the fiduciary relationship requires. When a member accepts a position on the Board, he or she is presumed to have knowledge of the duties and responsibilities of a Board member. Board members cannot be excused from improper action on the grounds of ignorance or inexperience and liability of Board members for negligence and mismanagement exists in favor of the Association and the property owners. The Board's duties must be performed with the care and responsibility that an ordinary prudent person would exercise under similar circumstances.

*Montreux HOA: Board Members' Roles and Responsibilities - page 2***BOARD MEMBER JOB DESCRIPTIONS****President:**

The President of the Association will preside at all meetings of the Board and the membership. The President will execute contracts, orders and other documents in the name of the Association as its agent. When signing documents, the President should indicate the capacity in which he or she is signing in order to avoid any personal liability since the President's signature, under most circumstances, will bind the Association under a doctrine of inherent powers.

The President also assumes general charge of the day-to-day administration of the Association and has the authority to order specific actions in furtherance of the Board's policies. The President serves as spokesman for the Board in most matters relating to general Association business. Like all officers of the Association, the President has an affirmative duty to carry out the responsibilities of the office in the best interests of the Association.

Vice President:

The Vice President may act for the President only when the President is actually absent or otherwise unable to act. The Vice President may assume such additional duties as are defined by the Board, including chairing one or more committees.

Treasurer:

The Treasurer is the custodian of the funds, securities and financial records of the Association. The Treasurer's duties will include overseeing the appropriate people to insure that the financial records and reports are properly kept and maintained. The Treasurer does not have the authority to bind the Association or the Board in dealings with third-parties unless the Board has provided express authority for the Treasurer to do so. The Treasurer does not have to perform the day-to-day record keeping functions of the Association when this responsibility is transferred to a third-party, but the Treasurer will ultimately be responsible for insuring that the financial records of the Association have been maintained properly in accordance with sound accounting practices.

In addition to the above, the Treasurer understands financial accounting, reviews monthly financial statements, develops investment strategies, oversees tax filings and annual audits, works with the Association's CPA and bookkeeper, and regularly reports on the financial condition of the Association. The Treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the Association.

Secretary:

The Secretary is responsible for keeping and maintaining a record of all meetings of the Board and the membership, and is the custodian for most of the official records of the Association. The Secretary reserves monthly and annual meeting locations, records meeting minutes, maintains the membership directory, and distributes e-mail notifications to the membership when necessary. As the custodian for the minutes and other official records of the Association, the Secretary is responsible for insuring access to those records by the members of the Association and their authorized representatives.

Covents, Conditions and Restrictions Chair (CC&R):

The CC&R Chair works to ensure the Associations CC&Rs are addressed and adhered to. The role of the CC&R Chair is not to monitor the neighborhood for CC&R violations. However, the CC&R Chair is responsible for addressing reported violations and ensuring compliance with the Association's policies. When deemed necessary, the CC&R Chair is responsible for instituting fines in accordance

*Montreux HOA: Board Members' Roles and Responsibilities - page 3***Covents, Conditions and Restrictions Chair (CC&R) (cont.):**

with the Association's compliance policy and fine schedule.

The CC&R Chair is also responsible for coordinating the development of proposed updates, revisions or development of the Association's CC&Rs.

Architectural Control Chair (ACC):

The ACC Chair is responsible for receiving requests for approval for all external changes to lots and residences. The ACC Chair reviews requests with residents, assuring the request meets all criteria, or if not, works with the resident to modify in a manner in which requisite criteria are met. Once all conditions are met, the ACC Chair, representing the Board, can grant approval for the request. In the event work is done without approval and requisite criteria are not met, then the ACC Chair works with the resident and the Board to resolve the problem.

Examples requiring ACC Chair approval:

- Exterior painting, including trim
- Roofing
- Remodeling visible from the outside of your home or addition of outside structures
- Major landscaping changes
- New "structures" on property including generators or heat pumps

Natural Growth Protection Chair (NGP):

The NGP Chair is responsible for ensuring residents comply with the tree removal policies for the Natural Growth Protection areas. The NGP Chair reviews requests with residents, assuring the request meets all criteria, or if not, works with the resident to modify in a manner in which requisite criteria are met. If necessary, the NGP works with the City of Issaquah to obtain clarification and their approval before work commences. Once all conditions are met, the NGP Chair, representing the Board, can grant approval for the request. In the event work is done without approval and requisite criteria are not met, then the NGP Chair works with the resident and the Board to resolve the problem.

Landscaping Chair:

The Landscaping Chair is responsible for the maintenance of the community's common areas, ensuring the natural beauty of the neighborhood is well maintained. The Landscaping Chair is not responsible for maintaining the common areas themselves (although in some cases they may), but is responsible for making sure that whatever work accomplished is defined and completed in an efficient and satisfactory manner.

The Landscaping Chair is responsible for the oversight and coordination of the landscaping contractor hired to take care of the community's common areas. If applicable, the Landscaping Chair is responsible for coordinating the development of the proposed annual contract with the landscaping firm.

Irrigation Chair:

The Irrigation Chair is responsible for the maintenance of the community's irrigation system. The Irrigation Chair is not responsible for maintaining the irrigation themselves (although in some cases they may), but is responsible for making sure that whatever work accomplished is defined and completed in an efficient and satisfactory manner.

*Montreux HOA: Board Members' Roles and Responsibilities - page 4***Irrigation Chair (cont.):**

The Irrigation Chair is responsible for the oversight and coordination of the landscaping / irrigation contractor hired to take care of the community's irrigation system. It is expected that the Irrigation Chair, Landscaping Chair, and landscaping firm work together hand-in-hand to ensure the proper upkeep of the neighborhood common areas.

Ponds & Waterfalls Chair:

The Ponds & Waterfalls Chair works to ensure the beauty of our community's ponds, waterfalls, and water system (drains, wells, etc). The Ponds & Waterfalls Chair is not responsible for the maintenance of the ponds, waterfalls or water systems themselves (although in some cases they may), but is responsible for making sure that whatever work accomplished is defined and completed in an efficient and satisfactory manner.

The Ponds & Waterfalls Chair is responsible for the oversight and coordination of the contractors hired to take care of these areas. If applicable, the Ponds & Waterfalls Chair also is responsible for the contracts with these contracting firms.

Electrical Chair:

The Electrical Chair works to ensure the Association's electrical systems (i.e. lights, power source, fuses, etc) are kept up to date and maintained properly. The Electrical Chair is not responsible to maintain the electrical systems, but is responsible for making sure that whatever work accomplished is defined and completed in an efficient and satisfactory manner.

The Electrical Chair is responsible for the oversight and coordination of contractors hired to take care of the Association's electrical systems. If applicable, the Electrical Chair is responsible for coordinating the development of the proposed annual contract with electrical contractors.

Social Chair:

The Social Chair is responsible for the management and delivery of several social events throughout the year. The Social Chair currently coordinates the annual neighborhood garage sale (typically held in June) and the annual block party (typically held in September).

Activities for these events include:

- Posting advertisements, sandwich boards, and flyers on mailbox stands before the day of the events and removal following the event
- Scheduling, budgeting, ordering materials, and coordinating support and food for the annual block party
- Scheduling and working with neighbors for the annual neighborhood garage sale, including advertisement in local papers and Craigslist
- Provide snacks and drinks for the Annual Meeting (April)

Website Chair:

The Website Chair works to ensure the Association's website is up to date, accurate, and professional. The Website Chair is not responsible to actually do the work (although in some cases they may), but is responsible for making sure that whatever work accomplished is defined and completed in an efficient and satisfactory manner.

If applicable, the Website Chair is responsible for the oversight and coordination of the website

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Newsletter Chair:

The Newsletter Chair is responsible for the development and distribution of a regularly (usually quarterly) published newsletter to the members of the Association.

Government Affairs Chair:

The Government Affairs Chair works to ensure the Association's policies are conducted within the laws of the State of Washington. The Government Affairs Chair monitors city, state, and federal activities, which may impact the Association, as well as advises, implements, and participates in developing and presenting policy on behalf of the Association.

Plan Now to Avoid Bears Playing in Your Trash

There are simple steps you can take to avoid having to clean up the mess of our woodland friends dumping your trash this year.

Check out the Recology Cleanscapes website - www.cleanscapes.com for information about wildlife-resistant trash carts and tips for discouraging bears from getting into trash containers.

For additional information on preventing conflicts with our neighborly bears, look for tips at <http://wdfw.wa.gov/living/bears.html> (also available as a link on the Cleanscapes website).



RECOMMENDED SERVICE PROVIDERS

One or more Montreux residents have recommended the following service providers.

Please note that these service providers are not endorsed by Montreux HOA.

We would like to update this recommendation list. If you have any service providers you'd like to be included, please e-mail Connie Hanson at: cwhseoul@aol.com

Yard Maintenance

- Legacy Landscaping - tel. 425-391-3134
- RB Landscaping, tel. 206-293-7769, 206-251-5436
- Jasmine Landscaping - Robert Martinez, 425-891-8987 or 425-891-7685

Gutter Cleaning

- Medrano's Roof Cleaning - Alberto Medrano, 206-293-7577

House Cleaning

- Brenda's Home Cleaning, tel. 206-293-7547, Brenda Aguilar - owner
- Norma Palayo - owner, tel. 253-486-7172

Carpet Cleaning

- George Andrew Sedlack, owner; office: 206-283-9915, cell: 206-730-5825
- R.B. Carpet Care - Russell Bailey, 425-235-0820, rbcarpetcare@yahoo.com

Pet Care

- Dog Walker / Pet Sitter - Julie Absolor (425-241-0643, fouryourpets@hotmail.com)

Garage Doors

- All City Door, Inc., tel. 425-865-8188
- Ric's Garage Door Repair, tel. 425-827-6257

Handyman

- Mr. Handyman of Bellevue- tel. 425-296-0489

Electrical

- WE Electric Contracting, tel. 425-508-6382, Jake Longfellow, Owner

Sprinklers Systems & Backflow Testing

- Alpine Sprinklers, tel. 425-391-8701

Painting

- three sixty solutions - Jeff Clark, tel. 425-444-1970
- Antonio Roman, tel. 425-443-8590

Roofing Contractors

- Stout Roofing - tel. 425-643-0888, jstout@premier1.net



