

Montreux Homeowners Association Meeting Minutes

Wednesday May 8th 2019 7pm

Present:

1. Anthony Vilante - President
2. Susan Glicksberg – Government Affairs
3. Ali Tamblyn – Social Chair
4. Jay Willenberg - Treasurer
5. Jon Bryon – Architectural Standards
6. Donna Whitehead - Secretary
7. Hamid Koohpai - Landscaping
8. John Rydell – outgoing President
9. Jerry Lilly – Waterfalls, Fountains & Electrical
10. Jim Shaw – committee member

Attending by phone

11. Peter Roppo (joined by phone)

Missing:

- Ryan Heiberg – CC&Rs
- Charles Hayden - Webmaster
- Atika Scott de Martinville – Vice President

Introduced new Board members.

Opening Comments and Agenda Items

- Plans to make the website more interactive to communicate to HOA members via the website more transparently and frequently. The key is to provide information through the website so the homeowner(HO) does not need to contact individual board members for status, unless it is outside of what is posted.
- Agenda for each meeting to be put on the website before the meeting so that all can see it.
- We will provide a dial in number for people to join
- Board request that people who intent to attend in person or via phone notify in advance what they'd like to bring up as an agenda item in advance so that the meetings are not disrupted, and the Board members can be prepared to answer.

- Quorum – having enough Board members here present so that when we vote on something it can be legally passed. Discussed what the quorum was and what was needed from a legal perspective.

Attending the Board of Directors meeting via phone:

Must announce their full name (first and last) so the meeting minutes can include their presence.

Note: any Recording of Board Of Directors (BOD) discussion is prohibited and unlawful without prior written consent of **all** board members.

(see: RCWs > Title 9 > Chapter 9.73 > Section 9.73.030, Intercepting, recording, or divulging private communication—Consent required)

2019 budget and expenditure

Discussion on how we currently manage expenditure, and how we want to manage it in the future. Want to be able to discuss expenditure in three categories

1. Expenditure that needs immediate attention (e.g. dead tree on a property)
2. Necessities (items that must be dealt with in a reasonable timeframe in order to avoid future costs)
3. Updates / upgrades (things that do not require immediate attention but has a potential benefit) **See "definition of terms" in Template sent to BOD on May 9th**

We currently work independently but together. Board members look after their own areas but regularly report back their expenditure to the Treasurer. Treasurer keeps the Board members informed of their total costs.

Would need the budget broken down into expenditure areas that the Board members are responsible for – similar to how we do now. However, President wants it to be templated and published on the website so homeowners are able to see it. **See template sent to BOD on May 9th**

Need to make sure that we have budget set aside for unforeseen circumstances.

Discussed whether to post the financial information on the website.

Give the homeowners the opportunity to vote by attaching a proxy voting form to a quarterly HOA dues request. (see proxy template sent to BOD on May 9th)

Need to be aware that we should be careful of publishing financial information. The website is public and some of our information is sensitive information and shouldn't be published. The Board agreed with this statement and agreed that information about what we're working on the timelines associated with the work should be published, but the costs and budgets should not be.

Proxy Voting

Give the homeowners the opportunity to vote by attaching a proxy voting form to a quarterly HOA dues request.

Proxy voting will make sure that we canvas the homeowners opinions and vote based on majorities.

The minutes of all meetings should record the counts of all votes (including Board votes).

Garage Sale

Saturday 8th June. So far only 6 houses signed up

Block Party

First Monday after Labor Day. We pay vendors approximately \$5k every year. 50% up front when we book and 50% just before the event.

Discussion on location for the block party. Decided to keep the location the same as recent previous years.

Q: What is the value we get out of it?

A: We get a lot of community value out of it.

Government Relations

Susan has been in touch with Lesan from the Mayor's office and has asked her for all the things that they promised to send through at the AGM.

Goal of this role is to be in contact with King County, Issaquah City and Bellevue City in order to keep abreast of developments etc that might affect the Montreux community.

Discussed CERT training for the Montreux community – Susan will investigate the requirements and the possibility.

Security on the Neighborhood

Discussed police routes and block watch.

Discussed inviting a Community Police Officer to a Board meeting to get to know them and establish a good relationship with them.

CC&Rs

Discussion on how to manage houses that are breaking the CC&Rs.

We have a fine schedule that is applicable to Homeowners

Discussed the possibility of auditing the neighborhood and advertising the fine schedule next to CC&Rs

Jim Shaw will be a committee member but without voting rights and will help Ryan on the CC&Rs role.

Board meeting discussions

Meetings will be run in the future by going round each Board member and asking for a report.

Actions from previous meetings:

Mailbox updating will be finished by Wednesday 15th May.

Communications:

Discussed how we communicate the website uses (communicating via the site).

Discussed how to use the newsletter to help communicate with Homeowners and enforce the CC&Rs

Newsletter: discussed sending out a community newsletter. Secretary will send final newsletter to President on May 28 to be sent out Thursday 30th May.

Board members to send copy to Secretary by May 23rd. Secretary to send reminder to Board members May 15th.

Contacting Homeowners:

Discussed how to make sure that we have an updated list of homeowners email addresses.

Agreed that we would try on multiple fronts to gather residents email addresses, including sign in sheets at the Block Party.

Ali Tamblyn has been managing the data on the current email address list.

Updates on water features

The large waterfall at the entrance of Montreux is not functioning. The main pump is in the shop for inspection and repair. We are monitoring the level of the water while the falls is off to see if we have a leak. Jerry will keep us updated on what the issue is and how to repair it.

Fountains on the lake: we are asking the homeowners around the lakes if they want to have regular maintenance of the fountains or let them run until they eventually fail, as the costs of maintaining the fountains are their responsibility. We need to send the letter to the homeowners to ask their opinion regarding the frequency of routine maintenance.

Other items:

Outgoing President has sent meeting minutes from the last few meetings to Board members for approval. Send amendments to John Rydell and then approved minutes will be published on the website.

Board meetings will be the first Wednesday of the month.

Welcome to dial in to the meetings.

Meeting adjourned 8:45pm