



## HOA Board of Directors Meeting – August 5, 2020

Virtual Meeting via Zoom Video Conference

# Board Meeting Agenda

- Welcome, Attendance, Meeting Protocol - Frank Yandrasits
- Chair reports
  - ☐ Secretary - Donna Whitehead
  - ☐ Website – nominate Cristian Gal
  - ☐ Landscaping – Judy Norman
  - ☐ Ponds and Waterfall – Jerry Lilly
  - ☐ Architectural Control Committee (ACC) – Jerry Mack
  - ☐ Covenant, Conditions & Restrictions (CCR's) – Ryan Heiberg
  - ☐ Native Growth Protection – Peter Roppo
  - ☐ Newsletter – Lynn Mack / Joyce Stewart
  - ☐ Treasurer – Jay Willenberg
  - ☐ Government Affairs – Susan Glicksberg
  - ☐ Social – Ali Mills
- Review Action Items
- Next Meeting

**Special Topics** – to be covered during the appropriate Chair Reports

- ☐ Tree Sub-Committee status - Frank Yandrasits
- ☐ Common area issues - Joyce Stewart
- ☐ Realignment of Pond responsibilities - Frank Yandrasits & Jerry Lilly
- ☐ Tree Removal Guidelines update - Jerry Mack
- ☐ HOA email account and protocol - Frank Yandrasits, Ali Mills
- ☐ HOA Records - Frank Yandrasits

# 2020-2021 Board Members

Roll Call	Name	Position	Phone	email
P	Frank Yandrasits	President	425-606-0780	f.yandrasits@comcast.net
P	Joyce Stewart	Vice-President		joycemstewart@gmail.com
P	Donna Whitehead	Secretary		donna-whitehead@hotmail.co.uk
P	Jay Willenberg	Treasurer		jwillenberg@comcast.net
P	Jerry Mack	ACC		jerrymack06@comcast.net
P	Ryan Heiberg	CCR's		rpheiberg@gmail.com
		Electrical		
P	Susan Glicksberg	Government Affairs		sglicksberg@comcast.net
P	Judy Norman	Landscaping		judysnorman@yahoo.com
P	Lynn Mack, Joyce Stewart	Newsletter		mackhome@comcast.net
P	Peter Roppo	NGPE		peterroppo@gmail.com
P	Jerry Lilly	Ponds, Waterfalls		jerry@jglacoustics.com
P	Ali Mills	Social		alimills@windermere.com
P	<a href="#">Crisitan Gal</a>	Website		

Roll Call: P=Present, E=Excused, A=Absent

# Board Meeting Protocol

Proposal, to be updated as we gain zoom experience:

- Board meetings are open for *observation* by any homeowner who wishes to attend.
- Until further notice, Board meetings will be conducted via Zoom Video Conference.
- Meeting Notice will be published one week in advance, with a reminder notice the day prior to the meeting.
- Meetings will begin on time. Log in early enough to resolve any technical issues.
- Zoom meetings will be recorded (video, audio, chat messages).
- Recordings will be paused (or edited) if sensitive information needs to be discussed.
- Follow Parliamentary Procedure for decisions requiring a Board vote.
- Stay on mute unless speaking. Use the 'Raise Hand' feature to request the floor. For decisions, all board members will be given the option to speak.
- Voting... we will figure this out as we go.

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### • Chair reports

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- ✓ Treasurer – Jay Willenberg
- ✓ Government Affairs – Susan Glicksberg
- ☐ Social – Ali Mills

## ✓ Review Action Items

## ✓ Next Meeting

- 2<sup>nd</sup> Wednesday of each month
- Sept 9<sup>th</sup>, 2020

### **Special Topics** – to be covered during the appropriate Chair Reports

- ✓ Tree Sub-Committee status - Frank Yandrasits
- ✓ Common area issues - Joyce Stewart
- ✓ Realignment of Pond responsibilities - Frank Yandrasits & Jerry Lilly
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- ✓ HOA email account and protocol - Frank Yandrasits, Ali Mills
- ☐ HOA Records - Frank Yandrasits

# Residential Tree Sub-Committee

## Tree Sub-Committee Objectives

Develop and Implement a near-term and long-term plan to repair and maintain the residential trees for which the HOA is responsible.

1. Establish Scope - **Completed**
2. Conduct a formal Site Analysis (inventory and assessment of street trees) – **Completed**
- ➔ 3. Develop a 5-year plan (including realistic budget and coordination with City of Issaquah) based on recommendations from the Site Analysis
4. Communicate plan and status to HOA Board and residents (on-going)
5. Implement near-term recommendations
  - a. Identify vendors
  - b. Obtain estimates and award contracts
  - c. Oversee work (including coordination with City of Issaquah)
6. Update scope and plan, as needed.

## Tree Sub-Committee Participants

Judy Norman – 2020 HOA Landscape Focal

Hamid Koohpai – 2019 HOA Landscape Focal

Jerry Lilly – HOA Lakes and Waterfall Focal

Joyce Stewart

Frank Yandrasits

Peter Roppo – HOA Native Growth Protection Easement (NGPE) Focal



# HOA Email Account & Protocol

## [hoa.montreux@gmail.com](mailto:hoa.montreux@gmail.com)

- Established by Leslie Inabe in Feb, 2015
- In use until 2019 (when Anthony Vilante created his own account)
- Re-established access in July, 2020

## [montreuxpresident@gmail.com](mailto:montreuxpresident@gmail.com)

- Established by Anthony Vilante as a ‘personal account’, which he will not transfer to the HOA.

## [montreuxhomeownersassociation@gmail.com](mailto:montreuxhomeownersassociation@gmail.com)

- Established by Ali Mills in 2020 when we couldn’t access the old email account.
- Used for notifying homeowners’ of the 2020 Annual General Meeting.

Which account should we use, and how should it be used?



## Back-up Charts





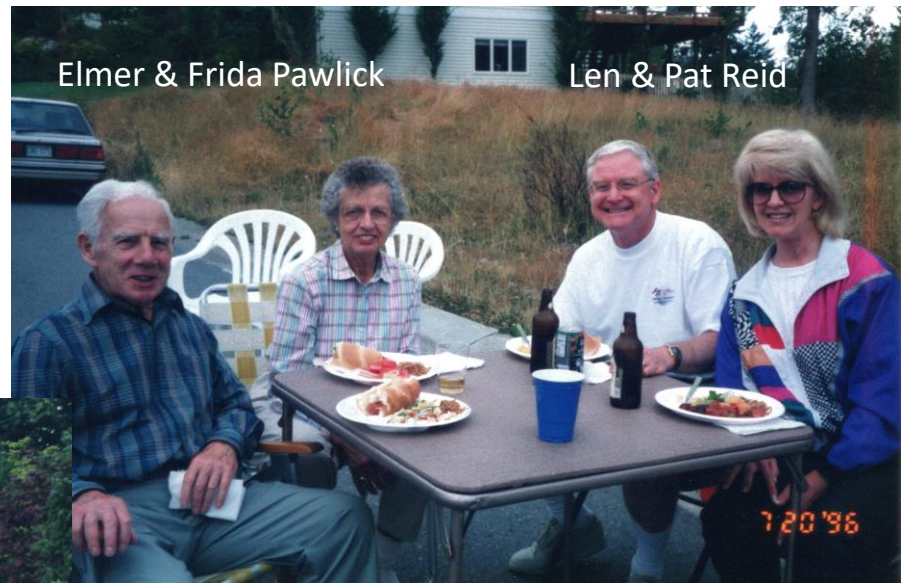




Annual Picnic July 20, 1996  
Isola Place, Montreux

Elmer & Frida Pawlick

Len & Pat Reid



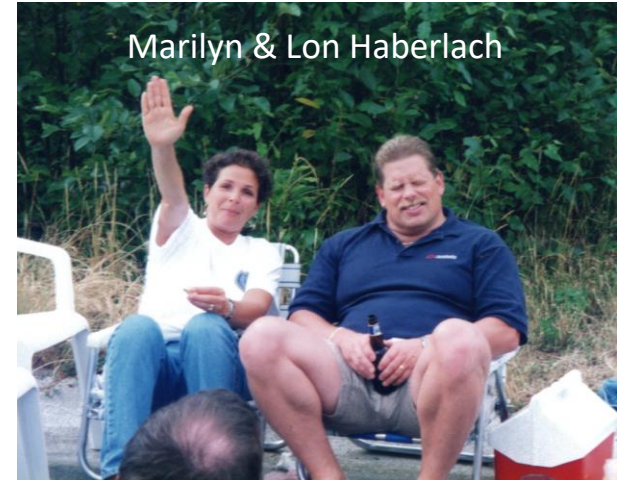
Irwin Dreiblatt



Jay Willenberg



Marilyn & Lon Haberlach







First General Meeting October, 23 1996  
 Handing over Homeowner responsibility  
 To residents of Montreux  
 Kaye Scott President



Kaye Scott - President