



HOA Board of Directors Meeting – October 14, 2020

Virtual Meeting via Zoom Video Conference

2020-2021 Board Members

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

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
E P	Ryan Heiberg, Carrie Blanton	CCR's		rpheiberg@gmail.com
P	Jerry Lilly (acting)	Electrical		
E	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	Waterfalls		jerry@jglacoustics.com
P	F. Yandrasits (acting)	Ponds & Stormwater		
E P	Ali Mills Hamid Koohpai	Social		alimills@windermere.com
P	Cristian Gal	Website		hoa-website@bit3.me

Non-Board Members Present: Carrie Blanton, Hamid Koohpai, Anthony Vilante, Mike Finch?

Board Meeting Agenda

7:00 Welcome, Attendance, Meeting Protocol – Joyce Stewart

7:05 Chair reports

- ☐ Secretary - Donna Whitehead
- ☐ Treasurer – Jay Willenberg
 - ☐ 2021 Budget Planning, Status of delinquent dues
- ☐ Landscaping – Judy Norman
- ☐ Waterfalls & Electrical – Jerry Lilly
 - ☐ Security camera update
- ☐ Ponds & Stormwater – Frank Yandrasits
- ☐ Architectural Control Committee (ACC) – Jerry Mack
- ☐ Covenant, Conditions & Restrictions (CCR's) – Ryan Heiberg / Carrie Blanton
- ☐ Native Growth Protection (NGPE) – Peter Roppo
- ☐ Newsletter – Lynn Mack / Joyce Stewart
- ☐ **Government Affairs – Susan Glicksberg**
- ☐ Social – discuss Ali's replacement
 - ☐ Status of directory update – Joyce Stewart
- ☐ **Website –Cristian Gal**

8:15 Special Topics

- ☐ Discussion on open Board positions (if required)

8:30 Review Action Items, Next Meeting, and Homeowners' Input

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.



Chair Reports

Secretary Report

Donna Whitehead

Montreux Homeowners Association Meeting Minutes

Date: 9th September 2020, 7pm – 8:49pm

Venue: Zoom meeting

Attendees from Board:

Frank Yandrasits <i>President</i>	Jay Willenberg <i>Treasurer</i>	Donna Whitehead <i>Secretary</i>	Susan Glicksberg <i>Govt. Affairs</i>	Cristian Gal <i>Website</i>
Peter Roppo <i>NGPE</i>	Ryan Heiberg <i>CC&Rs</i>	Ali Mills <i>Social Chair</i>	Jerry Lilly <i>Ponds, Waterfalls, Electrical</i>	Joyce Stewart <i>Vice President</i>
Judy Norman <i>Landscaping</i>				

Homeowners attending: Carrie Blanton

Absent: Lynn Mack (Newsletter), Jerry Mack (ACC)

Secretary Report

Donna Whitehead

CC&Rs – Carrie Blanton / Ryan Heiberg

Carrie joined the meeting in order to discuss potentially taking over the CC&Rs Board position.

September will be a transition month between the outgoing Member (Ryan Heiberg) and the incoming member (Carrie Blanton)

Secretary – Donna Whitehead

Apologies for being late in getting the minutes finalized. They'll be sent to the website owner (Cristian Gal) asap.

August meeting minutes were approved (Frank proposed, Jerry seconded).

Social – Ali Mills

Ali Mills is moving out of the neighborhood and will therefore be standing down as social chair. Ali has committed to completing the Montreux directory and completing a detailed handover on executing the annual Block Party before she leaves the Board.

No social news given the situation with COVID-19.

Treasurer – Jay Willenberg

See August 2020 balance sheet.

Summary: similar position to this time last year. Slightly ahead due to not having a Block Party this year.

Q: Do we need to start preparing a budget for 2021?

A: Yes, we can start thinking about it. It needs to be approved by the homeowners in the AGM, usually held around April.

Action: Jay to send the 2017 reserve study to current Board members in order to prepare for 2021 budget planning.

Secretary Report

Donna Whitehead

Landscaping- Judy Norman (see attached Landscape Report)

Trying to make sure we address homeowners' comments in a timely manner.

Gone through several steps to accomplish the idea of a memorial bench for former Board member John Bryon. Bench designs have been submitted and funds are being collected.

Joyce has been removing moss from many rocks around the waterfalls and lakes. Thanks go to Joyce for all her work. Trees have been trimmed in four common areas. Arbor Vitae have been removed and aiming to do some planting in March.

Ditch: City of Issaquah have been very cooperative to try to help us avoid needing a permit and get moving on the project during the warmer, dryer weather.

Irrigation – an ongoing project for Montreux. An irrigation line that was broken due to a “For Sale” sign. The owners of the sign have agreed to cover the cost.

Lakes and Ponds – Frank Yandrasits (see attached Lakes report)

Motion to separate the ponds from the “Ponds & Waterfalls” position and create a new role titled “Ponds and Stormwater System”. Frank will serve in acting role for now. Motioned was approved.

Lakes were treated by a specialist company as part of usual maintenance.

The drainage pipe between lakes has been clogged, so as part of a general effort to maintain the stormwater and drainage system, we will get it cleared. Discussion will be held on who pays the cost of the electricity for the fountains given that they are also helpful for stormwater and drainage for the community.

Jay noted that lights need to be repaired on some of the lakes.

Secretary Report

Donna Whitehead

Waterfalls – Jerry Lilly (see attached Waterfalls report)

Joyce and Jerry have completed a lot of physical work (weeding, cleaning, removing debris) in order to clean up the waterfalls. While the work has greatly improved the water feature, the water is still soapy and makes the water dirty. The soap also ends up in Lake Sammamish.

Jerry is proposing we get a security system for the waterfall to try to save money from all the clean up operations needed from soaping etc. 2 contractors (out of 3 contacted) have submitted proposals. Bids are close in price. Also proposing a fine and a reward system for any vandalism to the waterfalls. Board discussion ensued and further consideration will be taken before proposing an action.

The large falls are still losing a lot of water. However, because we have low-cost water, it currently doesn't make financial sense to spend money on finding and fixing the leak.

Architectural Controls Committee (ACC) – Jerry Mack

Jerry was on vacation and did not attend the meeting.

Covenants, Conditions and Restrictions (CC&Rs) – Ryan Heiberg

Supports the transition of this Board role to Carrie Blanton.

Native Growth Protection - Peter Roppo

Poor internet connection. Report will be sent via email.

Newsletter – Lynn Mack / Joyce Stewart

Please send any stories to Lynn for inclusion in the next newsletter.

Secretary Report

Donna Whitehead

Government affairs - Susan Glicksburg

Susan attended an Issaquah City Council meeting on Policing and can share details with anyone interested.

Website – Cristian Gal

Currently there are no plans to move to any other platforms for the website. Most information on the website has been refreshed and updated.

Other issues raised:

Homeowner complaint: “HOA’s conspiracy to retain bullfrog habitat”.

Motion to convene an Executive Session was approved. Discussed the issues raised and agreed a response.

HOA email account and protocol

Agreed to use hoa.montreux@gmail.com as the primary email contact for Board business to homeowners. This will be publicized wherever possible and copied whenever possible when using other personal account for Board business.

Suggest that other existing email accounts are forwarded to hoa.montreux@gmail.com and auto-replies are set up in order to minimize any confusion over which address to use.

Next meeting: October 14th, 2020

Treasurer Report

Jay Willenberg

5:02 PM
10/12/20
Accrual Basis

Montreux Homeowners Association
Profit & Loss Prev Year Comparison
January 1 through October 1, 2020

	Jan 1 - Oct 1, 20	Jan 1 - Oct 1, 19	\$ Change
Ordinary Income/Expense			
Income			
JOHN BRYON MEMORIAL BENCH	2,200.00	0.00	2,200.00
HOMEOWNERS DUES	261,360.00	261,360.00	0.00
TREE PENALTY INCOME	0.00	36,200.00	-36,200.00
Total Income	263,560.00	297,560.00	-34,000.00
Gross Profit	263,560.00	297,560.00	-34,000.00
Expense			
ACCOUNTING	10,552.50	5,417.50	5,135.00
BANK FEES	270.50	288.00	-17.50
ELECTRICAL REPAIRS & MAINT.	8,019.00	10,795.22	-2,776.22
INSURANCE	3,599.00	4,197.00	-598.00
LANDSCAPE MAINTENANCE	98,743.26	92,327.11	6,416.15
LEGAL	436.50	4,273.00	-3,836.50
LICENSE/FEES/PERMITS	0.00	10.00	-10.00
MISCELLANEOUS EXPENSE	252.00	4,449.00	-4,197.00
OFFICE EXPENSES	386.81	386.21	-1.40
POSTAGE	858.00	384.25	473.75
PROPERTY TAX-COMMON AREAS	59.99	33.83	26.16
SOCIAL EXPENSES	0.00	6,458.25	-6,458.25
TREE MAINTENANCE	4,375.00	8,800.00	-4,425.00
UTILITIES - WATER METERS	20,991.05	15,071.72	5,919.33
UTILITIES - ELECTRICAL COSTS	7,536.01	7,470.66	65.35
LAKE UTILITIES			
UTILITIES-LAKES ELECTRICAL	2,709.87	3,214.43	-504.56
REIMBURSED LAKES ELECTRICAL	-4,020.80	-4,525.09	504.29
Total LAKE UTILITIES	-1,310.93	-1,310.66	-0.27
LAKE FOUNTAINS			
LAKES FOUNTAIN REPAIRS	4,946.35	0.00	4,946.35
REIMB. LAKES FOUNTAIN REPA...	-4,474.29	-2,485.77	-1,988.52
Total LAKE FOUNTAINS	472.06	-2,485.77	2,957.83
XMAS LIGHTING	300.00	0.00	300.00
Uncategorized Expenses	0.00	0.00	0.00
Total Expense	155,540.75	156,567.32	-1,026.57
Net Ordinary Income	108,019.25	140,992.68	-32,973.43
Other Income/Expense			
Other Income			
INTEREST INCOME-LATE FEES	2,107.02	1,686.48	420.54
INTEREST INCOME-SAVINGS	2.56	5.02	-2.46
DIVIDENDS EARNED	438.45	1,737.50	-1,299.05
OTHER INCOME	0.00	0.00	0.00
Total Other Income	2,548.03	3,429.00	-880.97
Other Expenses			
CAPITAL EXPENSES	0.00	19,303.60	-19,303.60
FEDERAL INCOME TAX EXPENSE	620.91	0.00	620.91
Total Other Expense	620.91	19,303.60	-18,682.69
Net Other Income	1,927.12	-15,874.60	17,801.72
Net Income	109,946.37	125,118.08	-15,171.71

5:01 PM
10/12/20
Accrual Basis

Montreux Homeowners Association

Balance Sheet Prev Year Comparison

As of October 1, 2020

	Oct 1, 20	Oct 1, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
CHECKING - NEW - US BANK	73,960.81	88,730.29	-14,769.48
SAVINGS - NEW - US BANK	8,196.56	8,372.34	-175.78
VANGUARD MM CAPITAL RESERVE	104,476.61	103,594.47	882.14
Total Checking/Savings	186,633.98	200,697.10	-14,063.12
Accounts Receivable			
DUES RECEIVABLE	57,561.53	43,001.92	14,559.61
Total Accounts Receivable	57,561.53	43,001.92	14,559.61
Other Current Assets			
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-2,264.92	-2,293.37	28.45
Undeposited Funds	14,712.00	0.00	14,712.00
Total Other Current Assets	12,447.08	-2,293.37	14,740.45
Total Current Assets	256,642.59	241,405.65	15,236.94
TOTAL ASSETS	256,642.59	241,405.65	15,236.94
LIABILITIES & EQUITY			
Equity			
FUND BALANCE	146,696.22	116,287.57	30,408.65
Net Income	109,946.37	125,118.08	-15,171.71
Total Equity	256,642.59	241,405.65	15,236.94
TOTAL LIABILITIES & EQUITY	256,642.59	241,405.65	15,236.94

Landscaping Report

Judy Norman

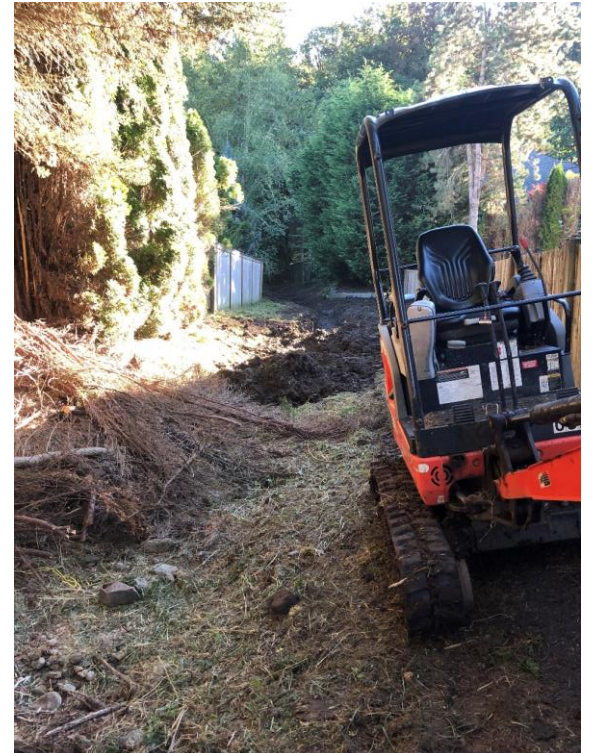
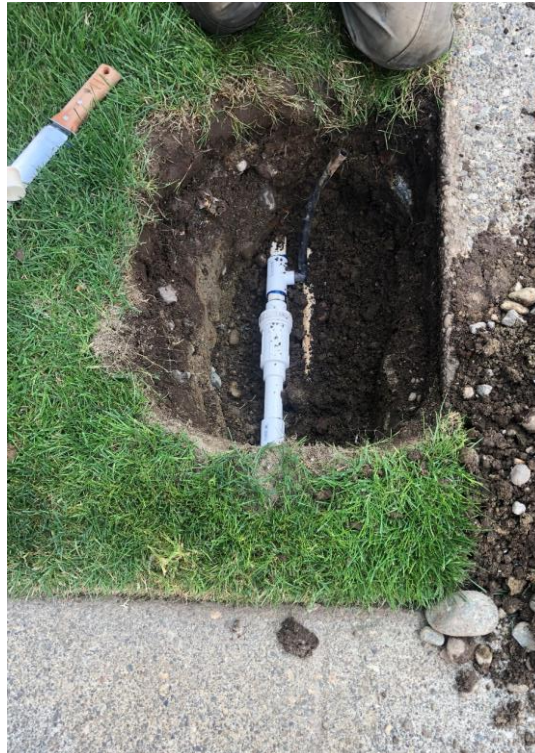
Increase Operational Effectiveness and Efficiency

Topic Description	Time	Type	Goal	Facilitator	Schedule	Topic Objective/Decision Points
1. Reflections and Celebrations	3	I		All		
2. Budget Review						
a. Review of each category	5	D	1.0	All		
3. Goal Three: Manage trees ...						
a. Arborvitae		D	3.0	Joyce		
b. Nee concern and estimates for other common areas	1	I	3.0	Joyce		
c. Mole treatment	1	D	3.0	Judy		
4. Goal Two: Enhance property's curbside ...						
a. Removing moss from curbs		I		Joyce		
b. Removing moss from ornamental rocks and monuments		I		All		
c. John Bryon remembrance bench update (confirmed donors)						
6. Operational Items						
a. Email to Plantscapes <i>Plantscapes</i>	5	A	1.0	Judy		
b. Work plan for the week	5	A	1.0	All		
e. Board report	0	D	1.0	Judy		
f. Concerns/complaints	1	D	1.0	Judy		
7. Meeting Evaluation & Comments	1	I		All		
Total Time 22 minutes						A = Action D = Discussion I = Information

Landscaping Report

Judy Norman

Increase Operational Effectiveness and Efficiency



Landscaping Report

Judy Norman

Enhance Property's Curbside Appearance



Landscaping Report

Judy Norman

Manage Trees and Natural Resources Found Within the Common Areas



Landscaping Report

Judy Norman

Manage Trees and Natural Resources Found Within the Common Areas



Landscaping Report

New Learnings

- Need more volunteers to help weed
- Contracting with others to do the work is very expensive
- Homeowners express gratefulness



Landscaping Report

Judy Norman

Street Trees

- Status of Street Tree activity was communicated to Montreux residents via email in late September.
- Phase 1: Remove 20 dead/dying trees and prune 40 trees on Village Park Drive. Jason Hayes (Davey Tree) is coordinating permits with City of Issaquah and work is scheduled for October 21 and 22.
- The Tree Sub-Committee met on September 30th. Based on the arborist assessment and recommendations, the following plan was drafted:
 - Phase 2: Replant Trees along Village Park Drive (20 trees). This will require identifying appropriate replacement species, possible alternate locations, coordinating sidewalk considerations with City of Issaquah, etc.
 - Phase 3: Finish pruning along Village Park Drive (126 trees)
 - Phase 4: Prune trees on Lac Leman (44 trees) and Montreux Drive (23 trees)
 - Phase 5: Remove and replace remaining priority 2 and 3 removals (11 trees)
 - Annual Recurring Phases for Remove/Replace (estimate 10 trees/year), and Pruning (estimate 100 trees/year)

Irrigation

- Numerous leaking heads and lateral lines were repaired along Montreux Drive and Village Park Drive in late August and early September. As a result, water usage for the July/September billing period was significantly reduced.
- Water at 5 of the 6 point-of-control (backflow valves) was turned off on September 15 and 16 (start of the next billing cycle). Plantscapes will winterize the system later this month.

Waterfalls & Electrical Report

Jerry Lilly

Waterfalls

The waterfalls were soaped again in September, this time with dishwashing soap. I purchased two security cameras on the internet, and I have installed one camera on the south side of the pump control shed that covers the small falls (see photo below – yellow arrow points to the camera). The camera has a tiny red light that is visible only at night. I am planning to install the second camera on the north side of the pump control shed that covers the large falls. Warning signs (for each camera) will be installed below each camera (as shown in the photo). I am also hoping to have WE Electric install a motion sensor security light at the pump control shed. Based on comments from other board members, I have decided not to install an audio alarm (triggered by a motion sensor) so as not to disturb welcome visitors that want to enjoy the natural environment near the falls.



Waterfalls & Electrical Report

Jerry Lilly

Waterfalls Cont.

The falls continue to function normally, consuming a lot of water. In August, we had less than 0.25 inch of rainfall, and we used 159,875 gallons of water. In September we had 2.1 inches of rain and used 130,916 gallons of water. The good news is that the waterfall water bill was only \$325 (approximately 3% of the total water bill for all Montreux irrigation) for this time period due to our favorable water meter reading. We also received and paid our annual bill (\$461) for the system that monitors the waterfalls.

Electrical

There is one flickering light on VPD near the waterfall, which may fail in the near future. I have asked WE Electric for an estimate to upgrade the electrical wiring for all of the light fixtures on the monuments down by the waterfall. You may recall that the lights failed last winter, and Jake got them back working temporarily, but the wiring is currently in very poor condition and needs to be upgraded to minimize the potential for future failures.

Ponds & Stormwater Report

Frank Yandrasits

Franks has a couple updates.

Architectural Control Committee

Jerry Mack

Exterior painting

4 homes – one in Division 1 and 3 in Division 2 (all acceptable)

Roof replacement

5 homes – total replacement to composite – all in Division 2 (all acceptable, previous approved products and colors)

1 home – partial replacement from shake to shake – Division 2 (acceptable) – owner will continue to replace as funds allow

Fencing

3 homes – in Division 1

Tree removals (on owner's property)

4 homes – large trees (mostly native but declared hazardous due to close proximity to the house) – 3 in Division 1 and one in Division 2 (all acceptable by HOA and approved by City)

1 home – landscape tree which was hazardous due to close proximity to the house – (acceptable)

Landscape work

1 home in Division 1 – waiting to review landscape re-do of front yard

Other

Frank and I walked Montreux to determine how many homes still have their original (cedar/wood) roofs. There were 26 in Division 1 and 20 in Division 2. The intent was to have this data and notify homeowners through the Newsletter that many approvals have been granted and represent many configurations of products and colors when these homes need replacement. (i.e., approval can be easy).

Covenant, Conditions & Restrictions

Ryan Heiberg & Carrie Blanton

Recent Reminder Notices (email or conversations)

- Garbage and Debris (5.5)-One home in Division I
- Animals (5.6)-One home in Division II
- Signs (5.10)-One home in Division II
- Maintenance and Repair of Lots (5.15)-One home in Division II, and three homes in Division III

Native Growth Protection

Peter Roppo

Recent Homeowners' Concerns/Requests (email):

- Requests to prune in rim areas-Three homeowners in Division I (resolved)
- Request to remove dead NGPE plant that had grown onto homeowner's property-One homeowner in Division II (resolved)
- Request with assistance with City of Issaquah's permitting process-One homeowner in Division IV (in progress)
- Concern about hazardous trees-Two homeowners in Division II (in progress)
- Request to remove single tree in corridor view area-One homeowner in Division I (in progress)
- Questions related to Association's responsibility for annual vegetation management in NGPE areas-Two homeowners in Division II (just communicating a need for an annual process)

Newsletter

Lynn Mack & Joyce Stewart

Mid-November Newsletter

- Emailing using the updated email addresses
- Highlighting board members (Jerry L, Susan, and Ryan)
- Asking for articles related to recent projects
- Adding pictures of summer/fall work



Social Report

Ali Mills - Excused

Directory

- Ali completed the directory updates
- All gmail labels have been created for hoa.montreux@gmail.com
- Heightened sense of sharing of personal information
- Need to maintain a master emergency directory
- Determine purpose of providing a directory to each homeowner

Options

- 250 hard copies printed, and hand delivered by volunteers (\$308-lists homeowners' names alphabetically only/\$509-lists homeowners' names alphabetically in one section and their names and division in another section)
- Email a pdf that can easily be converted to a Word document
- Inform each homeowner in the next newsletter email about directory opt out option
- No directory



Special Topics

Special Topics

Joyce Stewart

- Discussion on open board positions
 - Covenants, Conditions, and Restrictions (CC&Rs)-Carrie Blanton
 - Social-Hamid Koohpai
 - New learning opportunities for board members (upcoming conference and weekly Zoom meetings)



Actions Items & Homeowners' Input
