



HOA Board of Directors Meeting – December 9, 2020

Virtual Meeting via Zoom Video Conference

Attendance

P=Present, E=Excused, A=Absent

Attendance	Name	Position	Roll
P	Frank Yandrasits	President	Officer
P	Joyce Stewart	Vice-President	Officer
P	Donna Whitehead	Secretary	Officer
P	Jay Willenberg	Treasurer	Officer
P	Jerry Mack	ACC & NGPE	Director
E	Carrie Blanton	CCR's	Director
P	Susan Glicksberg	Government Affairs	Director
P	Judy Norman	Landscaping	Director
P	Jerry Lilly	Waterfalls & Electrical	Director
P	Hamid Koohpai	Social	Director
A	Anthony Vilante	Past president	Director
	Frank Yandrasits (acting)	Ponds and Stormwater	
E	Cristian Gal	Website	Committee
P	Lynn Mack, Joyce Stewart	Newsletter	Committee
	Ryan Heiberg		Advisor
	John Rydell	Past President	Advisor

Others Present: None

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.
- ~~Zoom recordings will be available to residents on request.~~ Zoom recordings will only be shared with Board and Committee members. Recordings will be retained until free iCloud storage capacity is reached. Nominally, this will enable us to retain the three most recent meetings.
- 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.

Board Meeting Agenda

7:00 Welcome, Attendance, Meeting Protocol – Frank Yandrasits

7:05 Chair reports

- ☐ Secretary - Donna Whitehead
- ☐ Treasurer – Jay Willenberg
 - ☐ Discuss and adopt the 2021 Budget,
 - ☐ Status of Reserve study
- ☐ Landscaping – Judy Norman
- ☐ Waterfalls & Electrical – Jerry Lilly
- ☐ Architectural Control Committee (ACC) – Jerry Mack
- ☐ Native Growth Protection (NGPE) – Joyce Stewart, Jerry Mack
- ☐ Covenant, Conditions & Restrictions (CCR's) – Carrie Blanton (excused)
- ☐ Government Affairs – Susan Glicksberg
 - ☐ Status of Comcast internet issues
- ☐ Social – Hamid Koohpai
 - ☐ Decision on directory update – Joyce Stewart
- ☐ Ponds & Stormwater – Frank Yandrasits
- ☐ Newsletter – Lynn Mack / Joyce Stewart
- ☐ Website – Cristian Gal (excused)

8:15 Other Topics & Homeowner Input

8:30 Review Action Items, Next Meeting

4:43 PM

12/08/20

Accrual Basis

Montreux Homeowners Association
Profit & Loss Prev Year Comparison
January 1 through December 8, 2020

Jan 1 - Dec 8, 20 Jan 1 - Dec 8, 19 \$ Change

Ordinary Inc
Inc

This information removed from
material posted on the unsecure
Montreux HOA website.

Please contact the Montreux HOA
Treasurer to request a copy of the
current budget or other
information regarding the
financial status of the HOA.

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4:42 PM

12/08/20

Accrual Basis

Montreux Homeowners Association
Balance Sheet Prev Year Comparison
As of December 8, 2020

Dec 8, 20 Dec 8, 19 \$ Change



Treasurer's Report

HOA Rules Hierarchy

Annual Budget

	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Budget	<p><u>RCW 64.38.025</u></p> <p>...within thirty days after adoption by the board of directors of any proposed regular or special budget of the association. The date for a meeting to consider ratification of the budget not less than fourteen nor more than sixty days after mailing of the summary.</p> <p>Unless at that meeting the owners of a majority of the votes in the association are allocated or any larger percentage specified in the governing documents reject the budget, in person or by proxy, the budget is ratified, whether or not a quorum is present.</p> <p>In the event the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the owners shall be continued until such time as the owners ratify a subsequent budget proposed by the board of directors.</p>	<p>9.1 Association Budget.</p> <p>The Association's fiscal year shall be the calendar year unless the Board designates another fiscal year. Within thirty (30) days prior to the beginning of each fiscal year, the Board shall adopt an Association budget for the following fiscal year, setting forth the amounts reasonably estimated for Common Expenses.</p>	Not addressed

HOA Rules Hierarchy

Chapter 64.90 RCW

WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT (“WUCIOA”)

RCW 64.90.080

Common interest communities, preexisting.

(1) Except for a nonresidential common interest community described in RCW 64.90.100, RCW 64.90.095, 64.90.405(1) (b) and (c), 64.90.525 and 64.90.545 apply, and any inconsistent provisions of chapter 58.19, 64.32, 64.34, or 64.38 RCW do not apply, to a common interest community created in this state before July 1, 2018.

(2) Except to the extent provided in this subsection, the sections listed in subsection (1) of this section apply only to events and circumstances occurring on or after July 1, 2018, and do not invalidate existing provisions of the governing documents of those common interest communities. To protect the public interest, RCW 64.90.095 and 64.90.525 supersede existing provisions of the governing documents of all plat communities and miscellaneous communities previously subject to chapter 64.38 RCW.

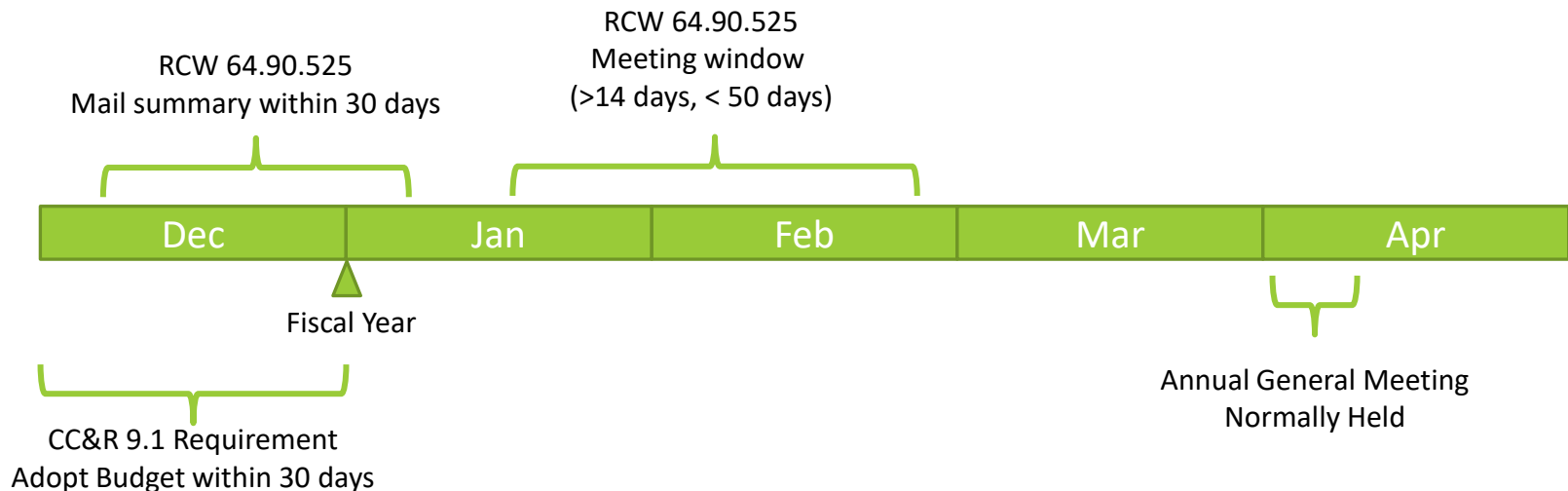
HOA Rules Hierarchy

Annual Budget

	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Budget	<p>RCW 64.90.525</p> <p>(1)(a) Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget.</p> <p>Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present.</p> <p>(b) If the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the unit owners continues until the unit owners ratify a subsequent budget proposed by the board.</p>	<p>9.1 Association Budget.</p> <p>The Association's fiscal year shall be the calendar year unless the Board designates another fiscal year. Within thirty (30) days prior to the beginning of each fiscal year, the Board shall adopt an Association budget for the following fiscal year, setting forth the amounts reasonably estimated for Common Expenses.</p>	Not addressed

Annual Budget Options for Compliance

- Option 1: Propose annual Budget in December (in compliance with CC&R's), but operate based on previously adopted budget until Annual General Meeting is held in April (and new budget is ratified)
- Option 2: Change the Fiscal Year to begin in April to align with Annual General Meeting in April
- Option 3: Change the Annual General Meeting to February to better align with the current Fiscal Year (which is the calendar year).



2021 Draft Budget

Dues: \$270 per Quarter

This information removed from material posted on the unsecure Montreux HOA website.

Please contact the Montreux HOA Treasurer to request a copy of the current budget or other information regarding the financial status of the HOA.

2021 Draft Budget

Per RCW [64.90.525](#) Budgets—Assessments—Special assessments.

The budget must include:

- (a) The projected income to the association by category;
- (b) The projected common expenses and those specially allocated expenses that are subject to being budgeted, both by category;
- (c) The amount of the assessments per unit and the date the assessments are due;
- (d) The current amount of regular assessments budgeted for contribution to the reserve account;
- (e) A statement of whether the association has a reserve study that meets the requirements of RCW [64.90.550](#) and, if so, the extent to which the budget meets or deviates from the recommendations of that reserve study; and
- (f) The current deficiency or surplus in reserve funding expressed on a per unit basis.

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Landscape Report

Proposed additions to Plantscapes contract for 2021:

1. Common areas
 - Clarified the locations and work that needs to be completed
 - Included timeline of work
2. External planting areas
 - Identified external planting areas in the development
 - Asked to notify the landscape chair at least one week prior to seasonal plantings being installed
3. Mowing and Edging
 - Included language that edging would be completed on both sides of the sidewalks
 - Added moss control to the turf and fertilizer section and included “for all mowed areas” in these sections
4. Irrigation Spring Startup
 - Clarified that the language meant sprinkler heads will be uncovered
 - Required repairs/maintenance will be documented
5. Mutual understanding
 - Emphasized the importance of a respectful partnership
 - Clarified who to contact if there is a problem between a homeowner and a Plantscape employee

Next Steps

- Reach agreement on contract language the week of December 7, 2020
- Discuss 2021 rates the week of December 15, 2020
- Finalize contract by the end of December 2020

Landscape Report

Debris dumped along NW Village Park Drive before Thanksgiving



- The landscape company responsible was contacted. They returned and removed most, but not all, of the debris.
- A report has been filed with the City of Issaquah.

Waterfalls & Electrical

Waterfalls

The falls continue to function normally, consuming a lot of water. In September we had 2.1 inches of rain and used 131,000 gallons of water. In October we had 4.3 inches of rain and used 91,000 gallons of water, and in November we had 6.3 inches of rain and used 69,000 gallons of water. Total water usage this year is 790,000 gallons and we had 44 inches of rain. Total cost of water was \$1,915, which averages out to be \$0.0024 per gallon or 412 gallons per dollar.

The cost of electricity to run the waterfalls and the monument lights for the last 12 months was \$7,658.72 which averages \$638.22 per month. This is a little below average because the waterfalls were shut down during the first two months of 2020 due to the large pump failure. The waterfalls and monument lights near the falls represent about 53% of the total electrical costs to the Montreux HOA.

Algaecide was added to the waterfalls in mid-November and the heat tape to prevent freeze protection for the small falls refill system was turned on at the same time. I also added a bag of thermal insulation (to help with freeze protection) in the underground vault where we had the 500,000-gallon water leak last April.

Electrical

WE Electric came out to service the street lights on Village Park Drive on November 8, 2020. The failed bulbs were not replaced with new ones because it appears that water is leaking into the light fixtures that are failing. Jake wants to get the manufacturer's representative out to inspect the installation to see what can be done to ensure that the light fixtures stay dry inside. I have not heard back from him when this inspection will occur.

- Jerry Lilly

Architectural Control Committee (ACC)

Discussion:

Request from resident in Division II for a covered back patio

Native Growth Protection (NGPE)

Covenants, Conditions & Restrictions (CC&R)

Issues addressed since last Board meeting (reported by Carrie Blanton):

1. Signs (CC&R Section 5.10): one home each in Division I and Division II
2. Landscape maintenance Sidewalk Right of Way (CC&R Section 5.15): one home in Division I

Government Affairs

1. Comcast/Xfinity Internet – status
2. New traffic camera



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