



## HOA Board of Directors Meeting – January 13, 2021

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
P	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	
P	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
  - ☐ 2020 Actuals vs. Budget,
  - ☐ Status of Reserve study
- ☐ Landscaping – Judy Norman
  - ☐ 2021 Plantscapes Contract
- ☐ Waterfalls & Electrical – Jerry Lilly
- ☐ Architectural Control Committee (ACC) – Jerry Mack
- ☐ Native Growth Protection (NGPE) – Jerry Mack
- ☐ Covenant, Conditions & Restrictions (CCR's) – Carrie Blanton
- ☐ Government Affairs – Susan Glicksberg
- ☐ Social – Hamid Koohpai
- ☐ Ponds & Stormwater – Frank Yandrasits
- ☐ Newsletter – Lynn Mack / Joyce Stewart
- ☐ Website – Cristian Gal

8:15 Other Topics & Homeowner Input

- ☐ Plan for the Annual General Meeting in March

8:30 Review Action Items, Next Meeting

# Treasurer's Report

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.



# Treasurer's Report

Jay Willenberg

Insert

FY2020 Profit and Loss Statement...

2020 Actuals vs Budget...

# 2021 Reserve Study

Level 1 Reserve Study in compliance with RCW 64.90.550 Reserve Study-Contents  
(with Level 3 Reserve Study update in year 2 and 3)

<u><a href="#">Association Reserves</a></u>	<u><a href="#">RCL</a></u>	<u><a href="#">Reserve Data Analyst</a></u>
This information removed from material posted on the unsecure Montreux HOA website.		

Previous Reserve Study conducted in 2017 (Reference [Montreux HOA Audit of FY2018 Financials](#))

# Landscaping Report

Joyce Stewart

## Goal 2: Enhance property's curbside appearance

Action: Work with City of Issaquah to address safety concerns on sidewalks and other areas





# Landscaping Report

Joyce Stewart

## Goal 1: Increase Operational Effectiveness and Efficiency

Action: Negotiate and possess a thorough understanding of the overall landscape maintenance scope of work

	2017-2020	2021	Increase
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This information removed from material posted on the unsecure Montreux HOA website.

The monthly cost stated in the 2017 contract was [REDACTED]. You can see the actual monthly cost has been less.

# Landscaping Report

Joyce Stewart

## Goal 1: Increase Operational Effectiveness and Efficiency

Action: Negotiate and possess a thorough understanding of the overall landscape maintenance scope of work

Topic	2021 Changes
Edging	Include both sides of the sidewalk
Seasonal Color Locations Listed	Lakes, Montreux Drive (3), Cambridge, The Ridge, Falls Pointe, and waterfall
Irrigation Spring Startup	All sprinkler heads will be uncovered and required repairs documented
Removal of Seasonal Plants	Plantscapes will notify the landscape lead at least one week in advance
Clarification of Common Areas and Scope of Work	Lake E, H, and F, and Oberland Cul-de-sac added (mowing, trimming of trees and bushes, and clean-up (spring, mid-summer, and fall) All shrubs trimmed at least three times a year by the big and small waterfalls
Mutual Understanding of Respect	All persons will refrain from cursing, name-calling, intimidation, and /or threats. If conflict arises, it should be immediately be brought to the attention of the HOA President and Plantscapes Division Manager.

# Waterfalls & Electrical

Jerry Lilly

# Architectural Control Committee (ACC)

Jerry Mack

# Native Growth Protection (NGPE)

Jerry Mack



# Covenants, Conditions & Restrictions (CC&R)

Carrie Blanton

# Government Affairs

Susan Glicksberg

Comcast/Xfinity Internet upgrade – Complete!

# Social Report

Hamid Koohpai

## Directory update and suggestion-Joyce

- Board use only directory
- GIS information in newsletter for homeowners

## Directory Update Form to Homeowners - Hamid

Welcome/Informational packets - Hamid

- Creating packet (In Work – Date: TBD)
  - Editing Welcome Letter – In Work
  - \$25 Gift Card (i.e., Lowes, Home Depot, Starbucks...)
- Will distribute to new homeowners (TBD)

## Holiday lights - Hamid

- Lights were removed Wednesday Jan 13
- Looked at ways to improve next year
  - Will Propose ideas to the Board, next year Prior to Holiday Season



# Ponds & Stormwater

Frank Yandrasits

## **Ponds**

- Lake F South Fountain Lights – T2 Construction reinstalled LED lights on 12/13/20 and is scheduled to return in January to adjust them higher so they illuminate the fountain.
- Lake F North Fountain Lights - Halogen lights on the north fountain are still out. We are waiting for an estimate for a new Otterbein-approved LED system (or replacement halogen bulbs).

## **Stormwater System**

- Evan Brumfield, City of Issaquah Environmental and Regulatory Program Administrator, has been contacted (again) to conduct an inspection of the stormwater system in Montreux. This will take place in the spring of 2021.
- The drainage work in Div II, Tract J (between NW Varese Ct and Oberland Pl NW) completed last fall has been working effectively.



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- ☐ [Newsletter](#) – Lynn Mack / Joyce Stewart
- ☐ [Website](#) – Cristian Gal

8:15 Other Topics & Homeowner Input

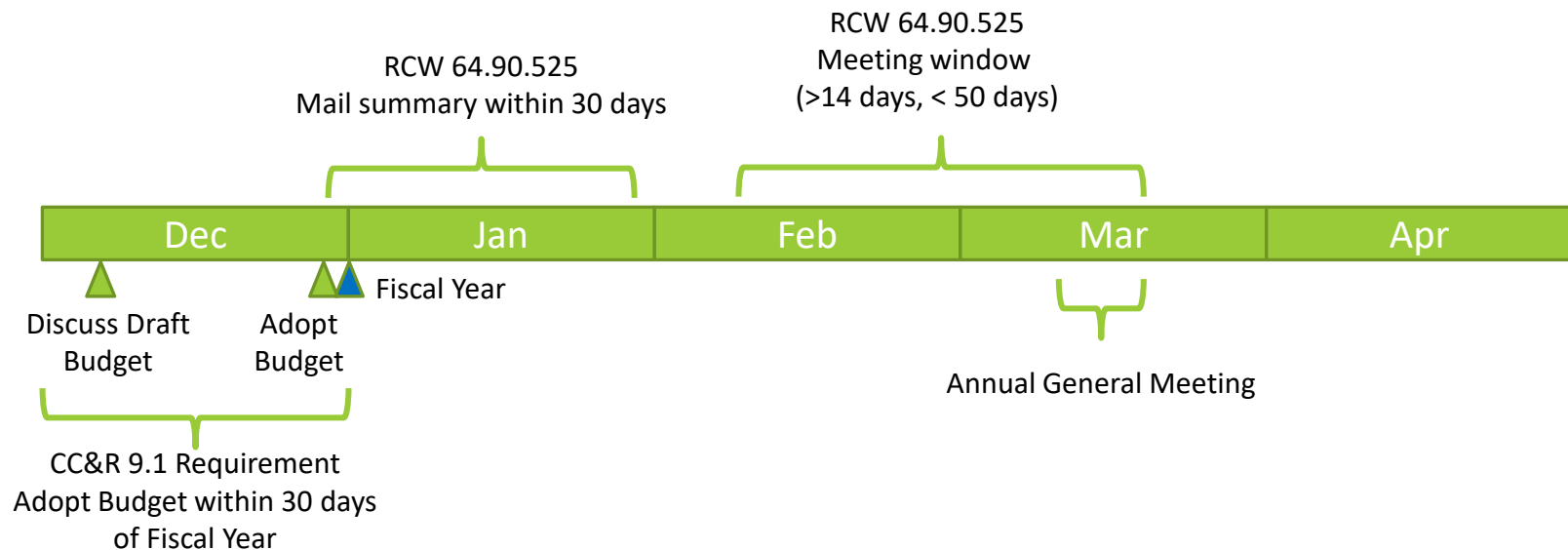
- ☐ Plan for the Annual General Meeting in March

8:30 Review Action Items, Next Meeting

# Plan for Annual General Meeting (AGM) in March 2021

December 9, 2020 Decision:

Adopt the 2021 budget on 12/30/20. Change the Annual General Meeting to March to better align with the current Fiscal Year (which is the calendar year).



# 2021 Annual General Meeting

## Proposal for Discussion

**Day/Time:** Wednesday, March 10, 2021 7:00-8:00 pm (in place of our monthly Board meeting)

**Location:** Virtual, via Zoom. Registration required, with meeting login information sent to those that register (same process used last year).

**Purpose:** Summary of 2020 accomplishments and 2021 plans; Ratify the 2021 Budget; Nominations for 2021-2022 Board of Directors

### **Draft Agenda:**

- Introductions (including changes to the Board since the 2020 Annual General Meeting)
- Chair Reports
- Present the 2021 Budget for ratification
- 2021-2022 Board of Directors – Positions, Nominate Candidates, Voting Process
- Open Forum, Q&A

# 2021 Budget Summary

**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.

# 2021 Budget Summary

Fiscal Year 2021 Budget: Projected Income and Expense by category.

Income	2021 Budget	\$ Change from 2020
Dues		

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

This will be mailed to all Montreux homeowners prior to the Annual General Meeting

1. \$270 quarterly dues
2. Interest, Fees, Penalties
3. Accounting & Legal includes: bookkeeping, legal, audit (or review), reserve study
4. Landscape & Irrigation includes:
  - Mowing, edging, turf treatment, seasonal plantings, bed maintenance, fall clean-up, etc
  - NW Village Park Drive hillside maintenance
  - Maintenance of common areas and shrubs (includes arborvitae but not street trees)
  - Irrigation system maintenance and repairs
5. Social includes:
  - Garage Sale (not planned for 2021)
  - Annual Fall BBQ (if social gatherings are deemed safe)
  - Holiday Lights
6. Utilities include: Water and Electrical
7. Misc. Expenses includes unforeseen minor maintenance
8. 'Capital' Expense includes:
  - Street Trees (Phase 2, Phase 3 and Phase 4 of the 5-year plan)
  - Electrical repairs
  - Water fall maintenance
  - Native Growth Protection Easement (NGPE) maintenance
9. Total Net: remaining budget at the end of the Fiscal Year will be added to the Reserve Account.

FY2021 Budget Summary (Draft)

# 2021-2022 Board (Draft)

Discuss

Name	Position	Roll	
Joyce Stewart	President	Officer	4 Officers
	Vice-President	Officer	
	Secretary	Officer	
	Treasurer	Officer	
	ACC & NGPE	Director	7 Directors
	CCR's	Director	
	Government Affairs	Director	
	Landscaping	Director	
	Waterfalls & Electrical	Director	
	Social	Director	
Frank Yandrasits	Past President	Director	
	Ponds and Stormwater		
	Website	Committee*	
	Newsletter	Committee*	
		Advisor*	

\* non-voting members

# 2021 Annual General Meeting

In order to comply with our bylaws section 4.3, we need to provide for nominations for Board of Directors from the floor during the annual meeting. Once nominations, if any, are made, we have two options:

1. Update the ballot during the meeting and vote electronically.
2. Mail an updated ballot to all homeowners following the meeting. Give homeowners 30 days to cast their ballot. Tally and report the final 2021-2022 Board of Director positions during the April 14, Board meeting. The new Board would then be effective following the April board meeting.

Selected

Option 2 would be easier to administer in compliance with our bylaws section 4.4 which requires election be by 'secret written ballot'. While our bylaws section 3.6 normally prohibits voting by mail for election of the Board of Directors, Governor Inslee's Proclamation 20-51 gives us an exemption during the pandemic.

# 2021 Annual General Meeting

## Next Steps

Finalize [Invitation](#) – Frank Yandrasits

Mail meeting information to all homeowners the week of January 25, 2021 - Blyth Claeys

- Invitation
- [FY2021 Budget Summary](#)

Email the same meeting information to all homeowners the same week - Joyce Stewart

Dry-run of the AGM process/agenda during the February 10<sup>th</sup> Board meeting.

Send a reminder email a couple days prior to the AGM.



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