



HOA Board of Directors Meeting – February 10, 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 |
| E | 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 |
| E | Lynn Mack, Joyce Stewart | Newsletter | Committee |
| | Ryan Heiberg | | Advisor |
| | John Rydell | Past President | Advisor |

Quorum? Yes

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, Approve 1/13 Board Minutes – Frank Yandrasits

7:05 Plan for the Annual General Meeting

☐ Agenda and Logistics

7:20 Chair reports

☐ Secretary - Donna Whitehead

☐ Treasurer – Jay Willenberg

☐ 2020 Actuals vs. Budget,

☐ Status of Reserve study

☐ Landscaping – Judy Norman

☐ 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

8:25 Other Topics & Homeowner Input

8:30 Review Action Items, Next Meeting

2021 Annual General Meeting

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

Annual General Meeting Agenda

Draft

7:00 Welcome, Introduce the 2020-2021 Board – Frank Yandrasits

7:05 Chair reports (2 min each)

- ☐ Secretary - Donna Whitehead (Last AGM meeting minutes approved...)
- ☐ Treasurer – Jay Willenberg (2020 Summary)
- ☐ Landscape – Judy Norman
- ☐ 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

7:30 Present the 2021 Budget for ratification

7:40 2021-2022 Board of Directors – Positions, Nominate Candidates, Voting Process

7:50 Open Forum, Q&A

2021 Budget Summary

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

| | |
|-------------------------------------|---|
| Income | 2 |
| Dues ¹ | |
| Other ² | |
| Total Income | |
| Expense | |
| Accounting & Legal ³ | |
| Bad Debts | |
| Insurance | |
| Landscape & Irrigation ⁴ | |
| Social ⁵ | |
| Utilities ⁶ | |
| Misc. Expenses ⁷ | |
| Taxes | |
| 'Capital' Expense ⁸ | |
| Total Expense | |
| Total Net⁹ | |

This information was mailed to all homeowners with the 2021 Annual General Meeting invitation.

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

FY2021 Budget Summary

8. \$5,000 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.

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.

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 prohibit voting by mail for election of the Board of Directors, Governor Inslee's Proclamation 20-51 gives us an exemption during the pandemic.

2021-2022 Board of Directors Ballot



Any nominations
from the floor?

Officers

President
Joyce Stewart

Vice-President:
Connie Hanson

Treasurer:
Jay Willenberg
Frank Yandrasits

Secretary:
Donna Whitehead

Directors

**Architectural Control (ACC)
& Native Growth Protection
(NGPE):**
Jerry Mack

**Covenants, Conditions &
Restrictions (CC&R's):**
Carrie Blanton

Landscape:
Judy Norman

Government Affairs:
Susan Glicksberg

Social:
Hamid Koohpai

Waterfalls:
Jerry Lilly

Past President, Ex-Officio
Frank Yandrasits

2021-2022 Board of Directors Ballot



Any volunteers
from the floor?

Committee Positions

These are not elected positions but participate as non-voting members of the Board. **If you are interested in helping in any of these areas, please contact hoa.montreux@gmail.com. Thank you!**

Communication – Website

Cristian Gal

Communication – Newsletter

Lynn Mack

Ponds & Stormwater

Frank Yandrasits

Landscape - Irrigation

Landscape – Special Projects

Electrical

[Voting Process: 2021-2022 Board of Directors Ballot](#)

Board Meeting Agenda

7:00 Welcome, Attendance, Approve 1/13 Board Minutes – Frank Yandrasits

7:05 Plan for the Annual General Meeting

- ☐ Agenda and Logistics

7:20 **Chair reports**

- ☐ Secretary - Donna Whitehead
- ☐ Treasurer – Jay Willenberg
 - ☐ 2020 Actuals vs. Budget,
 - ☐ Status of Reserve study
- ☐ Landscaping – Judy Norman
- ☐ Waterfalls & Electrical – Jerry Lilly
- ☐ Architectural Control Committee (ACC) – Jerry Mack
- ☐ Native Growth Protection (NGPE) – Jerry Mack
- ☐ Covenant, Conditions & Restrictions (CCR's) – Carrie Blanton
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8:25 Other Topics & Homeowner Input

8:30 Review Action Items, Next Meeting

Treasurer's Report

Jay Willenberg

2020 Actual Income & Expenses vs. 2021 Budget – reported January 17, 2021

| Income | 2021 Budget | \$ Change from 2020 | 2020 Actual | |
|-------------------------------------|-------------|---------------------|-------------|----------|
| Dues ¹ | | | | |
| Other ² | | | | Memorial |
| Late fees | | | | |
| Interest & Dividends | | | | |
| Total Income | | | | |
| Expense | | | | |
| Accounting & Legal ³ | | | | |
| Bad Debts | | | | |
| Insurance | | | | |
| Landscape & Irrigation ⁴ | | | | |
| Social ⁵ | | | | |
| Utilities ⁶ | | | | |
| Misc. Expenses ⁷ | | | | |
| Taxes | | | | |
| 'Capital' Expense ⁸ | | | | |
| Total Expense | | | | |
| Total Net ⁹ | | | | |

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.

Treasury Report

| | 2020 Budget (Ratified) | 2020 Budget (Revised) | 2020 Actual | 2020 Actual vs. |
|------------------------|---------------------------|--------------------------|-------------|--------------------|
| Income | | | | |
| JB Bench | | | | |
| Dues | | | | |
| Other | | | | |
| Total Income | | | | |
| | | | | |
| Expense | | | | |
| Accounting & Legal | | | | |
| Bad Debts | | | | |
| Insurance | | | | |
| Landscape | | | | |
| Social | | | | |
| Utilities | | | | |
| Water | | | | |
| Electrical | | | | |
| Misc. Repairs & Maint. | | | | |
| Taxes | | | | |
| 'Capital' Expense | | | | |
| Tree Maintenance | | | | |
| Electrical Repairs | | | | |
| NGPE | | | | |
| | | | | |
| Lake Utilities | | | | |
| Lake Fountains | | | | |
| | | | | |
| Total Expense | | | | |
| | | | | |
| Total Net | | | | |

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FY2020 Financial Summary



Treasurer's Report

Jay Willenberg

YTD Profit and Loss

YTD Expense Detail

2021 Reserve Study

Selected RCL for Level 1 Reserve Study in compliance with RCW 64.90.550
Reserve Study-Contents

Association Reserves

RCL

Reserve Data Analyst

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Report includes “powerful software”

Very detailed proposal with report examples

National Firm with a local team

Local firm; Appeared to have better credentials

National Firm with a local office (one person)

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

Landscape Report

Judy Norman

New Bench Honoring John Bryon



Landscape Report

Judy Norman

Street Trees

- Tree Committee met in January to discuss Phase 2: NW Village Park Drive Tree Replacement.
- Diversify the species and make use of alternate planting space.
- This work is behind schedule.



Norway Maples

| Activity | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--|------|------|------|------|------|------|
| Site Analysis | | | | | | |
| Phase 1 - Village Park Dr. Removal (20 trees); Pruning | | | | | | |
| Phase 2 - Village Park Dr. Replanting (20 trees) | | | | | | |
| Phase 3 - Village Park Dr. Pruning (126 trees) | | | | | | |
| Phase 4A - Pruning (75 trees) Lac Leman | | | | | | |
| Phase 4B - Pruning (23 trees) Montroux Dr | | | | | | |
| Phase 5 - Removals & Replanting (11 trees); Pruning | | | | | | |
| Recurring Remove & Replace (est. 10 trees/year) | | | | | | |
| Recurring Pruning (est. 100 trees/year) | | | | | | |
| Annual Budget | | | | | | |

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



Armstrong Maples

Include in the Reserve Study for multiyear funding

Landscape Report

Judy Norman

Irrigation System

- Landscapes completed an assessment of Montreux's irrigation system.
 - 11 Controllers,
 - 118 Zones,
 - 2,146 Heads
- Sprinkler heads were uncovered; Maintenance recommendations documented.
- Include in the Reserve Study for multiyear funding.
- 2021: Prioritize repair activity based on potential for wasted water.

Waterfalls & Electrical

Jerry Lilly

Architectural Control Committee (ACC)

Jerry Mack

Exterior painting

none

Roof replacement

none

Fencing

2 homes – one in Division 1 and one in Division 2 – approved

Tree removals (on owner's property)

3 homes – one in Division 1 and two in Division 2 - approved

Landscape work

One home (front yard) in Division 1 - approved

Native Growth Protection (NGPE)

Jerry Mack

- Tree down on fence – December windstorm (Division 2)
 - HOA paid for repair and debris clean-up
- “Hazard” trees cut down (Division 2)
 - Removed 4 trees (3 dead Alder and 1 dead Hemlock) and trimmed back another Hemlock that was extending onto a homeowner's deck.

Native Growth Protection (NGPE)

Jerry Mack

- Need to update Tree Risk Assessment from February 2018.
 - 11 Trees identified as “High” risk needing attention within 3 months.
 - 10 of these were removed by Davey Tree in 2019 (one couldn’t be found)
 - 20 Trees identified as “Moderate” risk needing attention within 2 years.
 - Also, 2 “moderate” risk trees on owners’ property were identified – no record of owners being notified.
- HOA is at risk until we have more comprehensive data and can show an action plan.
- Proposal for update received from American Forest Management company – not to exceed [REDACTED]
- **Recommend: Board approve proposal.**

Covenants, Conditions & Restrictions (CC&R)

Carrie Blanton



Government Affairs

Susan Glicksberg



Social Report

Hamid Koohpai

New Welcome Letter – please review and provide input to Hamid

Ponds & Stormwater

Frank Yandrasits

Ponds

- Lake F Fountain issues persist. South fountain currently not working (except for the lights). North fountain is working (but not the lights).
- Anchoring of the fountains has been an issue lately. Shore mooring is being considered to enable more efficient access by Chris Sutton (Backflows NW/T2 Construction).

Stormwater System

- Evan Brumfield, City of Issaquah Environmental and Regulatory Program Administrator, has added an inspection of the stormwater system in Montreux to their “queue”. This has been delayed due to COVID.

Newsletter

Lynn Mack

Input for the Montreux newsletter has been coming in.

If you have something to contribute, please send it to Lynn at mackhome@comcast.net by February 17, including pictures.

All submissions will be edited and formatted so that the newsletter can be distributed before our annual general meeting on March 10.

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Back-up Charts