

Montreux Homeowners' Association Meeting Minutes

Date: February 10, 2021, 7p.m. – 8:53p.m.

Venue: Zoom meeting

Attendees from Board and Committee Chairs

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| Frank Yandrasits – President | Jay Willenberg Treasurer |
| Joyce Stewart – Vice President | Susan Glicksberg Government Affairs |
| Jerry Lilly – Waterfalls, Electrical | Hamid Koohpai – Social |
| Carrie Blanton – CC&Rs | Cristian Gal-Website |
| Jerry Mack – ACC + NGPE | Judy Norman – Landscaping |

Absent

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| Anthony Vilante – Past President | Donna Whitehead – Secretary |
| Lynn Mack – Newsletter | |

Welcome and Approval of Minutes

President Frank Yandrasits called the recorded meeting to order at 7:00 p.m. and took roll. A quorum (a minimum of five is required) of the board of directors was present. Frank showed the protocol slide and reminded everyone nothing was new with the protocol.

Frank displayed the January 13, 2021 board meeting minutes and incorporated the board members' responses by highlighting the responses in yellow (Judy Smith to Judy Norman, adoption of 2021 budget process and moving the annual general meeting that aligns with State Statutes and Montreux CC&Rs, motion not to exceed \$3500 for the reserve study, and verbiage to the Landscapes contract). Judy Norman moved to approve the minutes and Jay Willenberg seconded the motion. There was no discussion and the motion was approved.

Annual General Meeting

The March 10 annual meeting purpose and agenda were reviewed. Frank emphasized board members' agreement to keep the meeting to one hour (7-8 pm) but ensure there is time for homeowners' questions. After discussion from board members on how to keep the meeting relevant, but concise, it was decided to send concise committee input (accomplishments, issues, and future work) to Frank by March 3, 2021.

The budget topic will be presented at the end of the meeting to transition naturally from 2020-2021. Frank explained guidance we've received from legal experts regarding requirements of RCW 64-90-525. Jay Willenberg stated he needed to read the language again because he was not sure that was how the law was written. Frank presented the FY2021 budget for **ratification** that was mailed to homeowners.

Board of Directors Ballot

Frank displayed the ballot that was mailed to homeowners. Jay asked Frank if he had read by-laws section 3.6. related to voting by mail. Frank explained guidance we've received from legal experts regarding provisions in the Governor's Emergency Proclamation (20-51) that allows for remote meetings and voting by mail and how state law takes precedence over the by-laws. Jay stated that he will read the proclamation again. Frank explained the process of taking nominations from the

board, updating the ballot, and having homeowners return the ballot to Blyth Clays, Montreux bookkeeper, by April 9, 2021. Since Frank and Jay are both candidates for treasurer, Jerry Lilly asked that Frank and Jay write a brief statement for the ballot. Susan suggested sending out a candidate statement, too. Frank and Jay agreed to prepare a statement. Jay suggested a few sentences. Susan addressed her concern that the president position in this homeowners' association is only one year. She said it seems disruptive because each individual has to learn the job and worried about finding homeowners to fill the position each year. She suggested the board address her concern at a future meeting.

Treasurer's Report

Financial summary for FY2020 was reviewed. Frank explained the importance of showing accurate descriptors/details in the areas of landscaping and capital expenses. Frank asked if the net \$20,344 from fiscal year 2020 should be transferred to the reserve account. Depending on the results of the reserve study, the board may have to track expenses differently from capital expenses to reserve account expenses/withdrawals based on a long-term plan. Board members provided Frank feedback related to make the "at-a-glance" display summary more easily understandable.

Reserve Study

Jay Willenberg facilitated a reserve study sub-committee with three other board members (Susan Glicksberg, Frank Yandrasits, and Jerry Lilly). After extensive review of three firms' credentials and work, the subcommittee reached consensus to recommend RCL to the board for work over the next year and the intention to add years two and three.

Frank displayed a supplementary information page on Future Repairs and Replacement from the December 31, 2018 audit. A statement reading *"The Association's board of directors, in conjunction with a reserve study expert, conducted a reserve study dated December 31, 2017"* was questioned. Jay Willenberg commissioned this audit, and admitted he did the assessment himself - no reserve study professional was used.

Landscape Report

The bench memorial for John Bryon was installed and meets the requirements of the City of Issaquah. The project was completed with funds donated by homeowners.

The tree committee met in January to discuss implementation of Phase 2. The committee is deciding what species of trees to replant along Village Park Drive.

Plantscapes completed a comprehensive assessment of the Montreux's irrigation system (11 controllers, 118 zones, and 2,146 sprinkler heads) in January. The lump sum estimate was significant and work will be prioritized over time. This assessment will be included in the Reserve Study. The landscape committee will discuss next steps.

Waterfalls and Electrical

Jerry Lilly reported the waterfalls and controls are working. When the temperature drops below 38 degrees, the controllers shut off the fountain and that has been happening during this cool weather. In January, even though it was a very wet month, the falls used over 80,000 gallons of water.

Jerry Lilly is still working with a contractor to resolve the issue related to moisture in the light fixtures and burned-out lights on Village Park Drive.

Native Growth Protection Easement and Architectural Control Committee

Jerry Mack shared recent work related to yards and NGPE approvals. All requests have been communicated to the board and City of Issaquah.

A NPGE tree risk assessment was completed in February 2018 by American Forest Management. Eleven trees were identified as high risk and, in mid-2019, 10 out the 11 were removed (one could not be found) by Davey Tree Service. Twenty-two other trees were identified as moderate risks. Since it is the board's responsibility to manage the NGPEs, Jerry got a proposal for American Forest Management to come back, complete an assessment of the entire area, and update the report. This will inform future work that needs to be completed in the NGPE areas. The cost would be \$5200 and Jerry Mack recommended we move forward with the proposal. Frank Yandrasits moved to hire American Forest Management to proceed with the work but the contract should not exceed \$5,200. Jay Willenberg seconded the motion. Motion was passed unanimously. The expense would come from the current capital category. Frank reminded the group that this assessment is another example of work that needs to be rolled into our reserve study.

CC&Rs

Carrie Blanton shared the number of yard issues that she addressed or plans to address. She asked for guidance regarding garbage/yard waste containers being left out for extended periods of time. The board will discuss next steps at a future meeting.

Government Affairs

Comcast has not removed the flags from December 8. Susan Glicksberg communicated with her contact. Joyce Stewart will monitor when they are removed.

Social

Hamid Koohpai updated the welcome information/resources for new homeowners. He asked board members to provide him input related the materials. A welcoming bag was discussed for new homeowners. In addition, Hamid suggested emailing the newsletter. Joyce shared that the summer newsletter was distributed but the November newsletter was emailed. The topic of having food trucks come to the neighborhood was introduced. More research will be completed over the next few weeks.

Ponds and Stormwater

Frank reported on-going work to address fountain issues on Lake F.

At the HOA's request, The City of Issaquah is planning to inspect the stormwater system in Montreux. This has been impacted by COVID restrictions.

Newsletter

The next newsletter will be emailed before the March 10 annual meeting.

Compliance Concern

Frank raised a concern about one Board member's vague accusation via email that the Frank was not following our CC&R's or State Law. The Board member declined to comment or raise any specific concern. Frank said he takes this very seriously, and any accusation of violation will be put on the Board of Directors agenda for formal discussion and resolution.

Action Item

Each board will submit their committee's report for the annual meeting to Frank Yandrasits by March 3, 2021.

The meeting was adjourned at 8:53 p.m.

The next meeting will be the Annual General Meeting of members on March 10, 2021 at 7:00 p.m.