

Montreux Homeowners' Association Meeting Minutes

Date: April 14, 2021, 7 p.m. – 8:53 p.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 Koohepai – Social |
| Carrie Blanton - CC&Rs | Cristian Gal-Website |
| Jerry Mack - ACC + NGPE | Judy Norman – Landscaping |
| Lynn Mack-Newsletter | |

Absent

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| Anthony Vilante – Past President | Donna Whitehead – Secretary |
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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 reviewed the meeting protocols.

Frank reminded board members he sent the ballot results on April 13 that were provided by Blyth Claeys, Montreux's bookkeeper. The 2021-2022 Board of Directors was elected by majority vote of the 131 homeowners (54%) who cast their ballot following the Annual General Meeting on March 10, 2021. The results will be posted on the website.

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| President | Joyce Stewart | Officer |
| Vice-President | Connie Hanson | Officer |
| Secretary | Donna Whitehead | Officer |
| Treasurer | Frank Yandrasits | Officer |
| Architectural Control (ACC) & Native Growth Protection Easements (NGPE) | Jerry Mack | Director |
| Covenants, Conditions & Restrictions (CCR's) | Carrie Blanton | Director |
| Government Affairs | Susan Glicksberg | Director |
| Landscaping | Judy Norman | Director |

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|-------------------------|---------------------------|---------------------|
| Waterfalls & Electrical | Jerry Lilly | Director |
| Social | Hamid Koohpai | Director |
| Past President | Frank Yandrasits | Director |
| Ponds and Stormwater | Frank Yandrasits (acting) | |
| Website | Cristian Gal | Committee |
| Newsletter | Lynn Mack, Joyce Stewart | Committee |
| Electrical | | Committee |
| Bookkeeper | Blyth Claeys | (non- board member) |

Frank thanked Richard Labrecque for volunteering to run for the landscape position and Jay Willenberg for his many years of service.

An individual reached out to Judy Norman to volunteer to help with the electrical work. Jerry Lilly will get the homeowner's contact from Judy Norman and connect with the volunteer.

Frank displayed the February 10, 2021 board meeting minutes. Judy Norman moved to approve the minutes and Jerry Lilly seconded the motion. There was no discussion, and everyone agreed with approving the minutes.

Frank displayed the March annual meeting minutes. Jay Willenberg asked about the last line in the minutes, "Concerns about the use of personal email information for private advertising. The Board now has provisions in place to maintain a homeowner directory, protect access to that directory, and only use it for distribution of HOA information to homeowners." Jay stated he did not remember that information being discussed at the annual meeting. Frank reminded the Board a couple homeowners shared the concern at the annual meeting. The concern expressed was the former social chair was using the directory to advertise her real estate activity. When Joyce and Frank were made aware of the concern, the concern was immediately addressed. Frank changed access to the HOA email account and Joyce contacted the social chair, informed her of the complaint, and asked her not to use the homeowners' email addresses. Frank clarified the language in the March minutes by writing, "Concerns about the use of personal email information for private advertising. The Board now has provisions in place to maintain a homeowner directory, protect access to that directory and only use it for distribution of HOA information to homeowners. There was a homeowner request to send a cease-and-desist notice to the previous social chair. No action was taken during the meeting." Jay Willenberg moved to approve the minutes and Jerry Mack seconded the motion. Jerry Lilly asked to add "previous social chair" to the language. The motion was approved.

Treasurer

Jay Willenberg sent board members the profit and loss statement prior to the board meeting. Joyce Stewart emailed her concern that there was not a line item for NGPE expenses and it had been included in the landscape line item. Jay said it was easy to fix. Frank displayed the balance sheet and showed the Association has \$124,507.29 in capital reserves and \$85,467.01 in the regular checking account (US Bank). A capital reserve study draft report was provided by RCL and Jay suggested moving some monies from the checking account to the capital reserve account. Susan Glickberg proposed to postpone any decision about moving funds until there is a reserve study meeting. Frank and Jay supported waiting until the sub-committee meets. Frank will send the reserve study **draft** to everyone after the sub-committee meets.

Jay shared he closed the savings account. Frank clarified the Association has a checking account and money market capital reserve account. Jerry Lilly asked what service fees were being charged to our accounts. Frank is going to check into it.

Frank reported at the end of 2020, there were nine homeowners behind in paying their dues. In 2020, we waived (due to Proclamation 20-51) \$1,850 interest and late fees. Frank will follow up with homeowners who asked the question at the annual meeting.

Landscape Report

Joyce Stewart reported twenty-three arborvitae were removed and 72 were planted. Organic soil was added to each hole. The arborvitae died because of one of the following reasons: twine and burlap had still been attached, overhanging trees blocked rain or sunlight, or fungus was present in the soil. The plan is to finish planting 34 more during the third week of April. Joyce asked Plantscapes to reimburse the HOA for 11 of the arborvitae that were covered in burlap and twine.

Judy Norman reported Sean, from Plantscapes, spread castor oil granules. Judy seems to think the mole holes have decreased.

Frank Yandrasits reported the tree sub-committee entered a consultant agreement with Jim Barborinas from Urban Forestry Services for recommendations on alternate species and site preparation specifications for trees along Village Park Drive. Phase 2 replanting will be delayed until Fall 2021. Requests for estimates to prune for phases 3 and 4 are moving forward.

The assessment completed by Plantscapes of Montreux's irrigation system will be included in the reserve study for multi-year funding. The priority repair work for 2021 will be based on potential for wasted water. Frank is holding off on starting the irrigation system as long as possible because the HOA spends a lot of money on water.

Warren and Anne Hansen (volunteers) cleaned 23 mailboxes. In addition, they put together a map of the locations of the mailboxes and the metric of issues of what needs to be addressed. What a great example of volunteering to help make the community better! Board members praised their efforts!

Waterfalls and Electrical

Jerry Lilly reported the waterfalls are working but the timer needs to be adjusted because of Daylight Saving Time. Jerry checked the water charges and the meter. The cost and water usage align. Jerry suggested the rocks at the waterfall need to be pressure washed and he is going to get estimates.

Jerry Lilly said the contractor is still working with the company regarding the failing light fixtures. He will also ask about the warranty for the lights.

Architectural Control Committee and Native Growth Protection Easement

Since the last meeting, Jerry Mack had two requests for fencing, four requests for tree removals on homeowners' property, and two requests for landscape work. A homeowner requested to replace an existing tree with a palm tree and Jerry asked board members for input. There are a couple other homes that have palm trees in their front yards. Board members shared support for the decision to allow the palm tree.

Joyce Stewart is working to address the lack of landscape maintenance on Division 1, lot 31. She will have an update at the next meeting.

A NPGE tree risk assessment was completed in February 2018 by American Forest Management. An update of the report is in progress and should be available in early May.

One tree was cut down in Division 1. The homeowner received approval by the City of Issaquah and HOA last winter. A resident on Lake H also removed trees with HOA approval.

There was a question about who is responsible for sidewalks. Various "opinions" about who is responsible were shared. The landscape committee will discuss how to remove the moss from the sidewalks.

CC&Rs

The question about garbage can notices will be discussed offline.

Government Affairs

No report.

Social

Hamid Koohpai contacted several food truck vendors. Hamid secured Saturday, May 8 (4-7 p.m.) for Pecos Pit BBQ, Friday, July 16 (4-7 p.m.) for Polish Cuisine on Wheels, and TBD for The Ultimate Melt. Frank, Susan, and Joyce will coordinate the communication and monitor the event. The food trucks will be parked by the new bench along Lake H.

Hamid finalized the welcome letters and gave them to Blythe Claeys.

Ponds and Stormwater

The lake focals met in mid-March. The fountains on all three lakes have issues. Lake E is off due to a malfunction. One Lake F fountain is currently off and the other has issues with the lights. Currently, our fountains are anchored. The focals agreed to change to mooring the fountains to shore so they can be accessed more easily and safely.

Still waiting for an inspection of our Stormwater system by the City of Issaquah.

Newsletter

The next newsletter will be emailed around June 1. Board members gave Lynn suggestions for the newsletters. Lynn reminded everyone we agreed to provide 3-4 newsletters per year.

Board Only Directory

Joyce Stewart has access to the email addresses and they are only used for emailing messages (Bcc) approved by the HOA president/vice president. The HOA president, vice president, and website chair have access to the email. Frank Yandrasits recommended putting our safeguards into writing.

Jay Willenberg shared his appreciation of serving on the board. Board members shared their appreciation for his longtime service.

Board members thanked Frank Yandrasits for serving as the 2021 HOA President.

Jerry Lilly shared an idea about advertising in the newsletter. Frank suggested the topic be discussed at a later date.

A homeowner suggested the Board of Directors document a code of ethics. This suggestion was discussed, and the Board agreed it would be useful. Frank took the action to prepare a draft for review at the next Board meeting.

Action Item

Email newsletter topics to Lynn Mack.

The meeting was adjourned at 8:47 p.m.

The next board meeting will be May 12, 2021 at 7:00 p.m.