

## Montreux Homeowners' Association Meeting Minutes

**Date:** October 12, 2022 (7:00 – 8:15 p.m.)

**Venue:** Union Bank

### Attendees from Board:

Joyce Stewart - President	Jerry Lilly – Waterfalls, Electrical
Susan Glicksberg - Government Affairs	Judy Norman – Landscaping
Hamid Koohpai – Social Chair	Al Dimakis – ACC and NGPE

### Committee Chair Attendees

Warren Hansen – Irrigation Chair	Christian Gal – Website
Suresh Kumar – Co-chair of electrical	

### Absent from Board

Jan Rogers – Vice President	Mona Khanuja – CC&Rs
Donna Whitehead - Secretary	Larry Crews – Treasurer

### Homeowners Attendees

Jay Willenberg	
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### **Secretary – Al Dimakis submitted minutes for Donna Whitehead**

The Board reviewed the September 14, 2022 minutes.

Approval was motioned by Judy Norman and was seconded by Al Dimakis. The September 14, 2022 minutes were approved unanimously by the Board.

### **President's Report – Joyce Stewart**

Joyce focused her discussion on three topics:

- **Communication with City of Issaquah Regarding Permitting**

- Received response on October 6, 2022

City's response included:

- "Determined there were NO code HOA violations"
- "Could do a two-year maintenance plan with one permit application"
- "Failure to obtain permits in the past does not constitute a blanket waiver for having to obtain permission in the future"
- "No evidence to show that the City was even aware work was being performed within the NPGEs"

*On the final point, referring to the City not being aware of work performed within the NGPE grounds, Susan challenged the City's response having contradicting evidence.*

- **Increase of salary for bookkeeper**

- Starting salary in 2015 was \$35/hr
- Last salary increase was in 2020
- Current salary is \$55/hr

To maintain consistency with previous raises, Al suggested a \$5/hr raise with the new charge rate being \$60/hr and recommended to stay at this level for three years.

Jerry motioned to raise the bookkeepers rate to \$60/hr. until December 31, 2025. Susan seconded the motion. The salary increase for the bookkeeper was approved unanimously by the Board.

- **Transfer \$14,300 (tree revenue) from Operating Budget to Reserve Fund**

- Joyce explained that these funds were unexpected and not budgeted. Thus, it is fiscally responsible to transfer these funds to Reserve Account for future unforeseen expenses. Monies, required by the City to replant trees, are budgeted for tree replacement in November.

Joyce made the motion to transfer \$14,300 to Reserve Account. Judy seconded the motion. The transfer of \$14,300 to the Reserve Account was approved unanimously by the Board.

Al commented that the 2022 Reserve Report has been finalized but for the purpose of communication with the homeowners adding these funds to the Reserve Account raises the 2022 total to \$49,700 from the RCL recommended \$35,400. The net effect is an increase to the "Percent Funded Balance" by 4% (increases to 51% from 47%).

#### **Treasurer's Report – Joyce reported for Larry Crews**

- Joyce reported that notices were sent to homeowners having delinquent accounts – as of September 30, 2022 there were eight of them.
- Joyce prepared the Treasurer's report directly from the P/L statement and went over its content.
  - The professional expenses were split between Accounting and Legal and reported as such. The Legal expenses this year are higher than budgeted. Consultations with our legal counsel on matters such as "who pays for removal of high-risk trees from NGPE grounds", addressing and resolving issues with homeowners, hiring a land use attorney to clarify policy and advise the Board on the best option in dealing with the city, etc., all contributed to the increase in legal expenses this year.
  - There was discussion on what is included under "Landscape and Irrigation". Al commented that there is confusion on how expenses under this heading are allocated, such as expenses related to irrigation maintenance reported under the common area expense – room for improvement.
  - Joyce recommended to have a stand-alone irrigation line item with realistic funding in the 2023 operating budget (reserve fund plus whatever else is needed).
  - The social expense this year is below the budgeted amount due to change of venue (catered food in the Newport Hills Swim and Tennis Club) instead of the annual street BBQ eliminating expenses related to outdoor setting. The great efforts by the social committee coordinating the event kept expenses at a minimum.
  - Joyce explained why the reimbursed expenses under the "Misc. Expenses" heading are higher than actual expenses after consulting with the bookkeeper.
  - Water and electric expenses are under budget thanks to great job by the irrigation team monitoring for leaks and fixing problems as they come up.
  - There was discussion related to Reserve Fund expenses. Reserve funds were used this year for irrigation and streetlights upgrade (not included in last year's reserve funding under the assumption they will be covered under warranty).
  - Joyce commented that she will be meeting with several individuals to update the budget displays and alignment of reports.
- **Landscape Report – Judy Norman**
  - We had an extremely hot and dry summer. The landscape team and volunteers continued watering the Gift a Trees and new color plantings – all are in good shape.
  - Warren, in answering a Board member's question on water usage at Montreux Dr, prepared a graph that shows the correlation between observed water consumption

and the number of zones served at each meter. With one exception, water usage based on his meter readings corresponded well with the City's for the same period.

- **Irrigation Report –Warren Hansen**

- After running each controller checking for sprinkler issues, Warren proceeded to shutdown all 11 central controllers along with the 14 "node" controllers. The controller that powers the waterfalls stays on. The landscape team asked Warren to turn on the sprinkler systems that waters the landscaped area at the entry monuments until rain returns to Northwest (never thought I say this in late October!). Winterization/blow-out that is included in the PlantScapes contract will take place around the end of the month.
- Joyce requested and Warren prepared a written irrigation maintenance plan for the 2023 season that describes the various activities and timing from start-up to winterization. The document was reviewed by committee members providing feedback. This is an excellent document providing a well defined process for Irrigation maintenance and will help the Board allocate appropriate funding for Irrigation in the 2023 operating budget and beyond.

- **Waterfalls report – Jerry Lilly**

- Jerry reported that both waterfalls are working fine. He applied another course of ECOBLAST granular algaecide on the rocks in late August to minimize the onset of algae.
- Jerry also reported that much more water was used this year than same period last year due to record hot weather. Although the average daily water usage was around 3000 gal/day the average monthly water bill for the two summer months (7/13/22 to 9/13/22) was only \$171 due to inexpensive water rate for the waterfalls (\$0.10/gal). The electric bill was \$925/month.

- **ACC/NGPE Report – Al Dimakis**

Al reported that last month he received three requests from homeowners for house painting using existing colors, one request for roofing (CertainTeed Presidential TL shade of Grey color), one for tree removals to make room for new landscaping and one for landscape changes in front yard – all positive improvements. Al also reported that construction on lot 32 is in its second week. Good progress is made in removing the existing concrete – the good weather helps. Finally a Rim Lot owner in Division I wanted to trim back overgrown vegetation to regain her view. Joyce and Al visited the site and provided the homeowner a notarized affidavit allowing her to apply for a City general permit on behalf of the Association.

Hamid mentioned that the two ongoing house remodels along Montreux Dr. have created unsafe traffic conditions having vehicles parked on both sides of the street. He asked if the homeowners received HOA approvals. It is not clear if HOA approvals are required since the remodeling is taking place inside the house but cutting and other activities are conducted in the front yard. Joyce and Al will visit the sites.

- **CC&R Report – Joyce for Mona Khanuja**

Joyce reported one yard maintenance violation, one lamp post being nonoperational, and a request by the Association for the removal of a green tarp attached to the NGPE iron fence along VPD visible from the street.

- **Government Affairs Report – Susan Glicksberg**

Susan made the Board aware of a class sponsored by the Community Emergency Response Team (CERT Program) that starts in January 2023. The class educates volunteers about disaster preparedness for hazards that may impact the community. More to come from Susan in the November newsletter. Board members were encouraged to take the class. Board members should e-mail Susan if interested to attend any of the classes.

- **Electrical Report – Suresh Kumar**

Suresh reported on the progress made last month as relates to replacement of defected lights at the monuments/waterfalls area and installation of new ones. At the time of the Board meeting all lights that illuminate the streets, monuments (small and large) and those illuminating the waterfalls are working. Tremendous progress under the leadership of Suresh.

The upgrade of the second batch of streetlights is targeted for next year. Warren asked if the work can be delayed until the sprinkler system is turned on to make sure the problems we experienced last year with broken laterals will not be repeated. Between now and then we expect a small number of lights on the upgrade list to fail. Al reported that currently three streetlights have lens condensation. Suresh and Al will get together in the near future to develop a maintenance plan for the lights on the upgrade list that show signs of failure.

- **Social Report – Hamid Koohpai**

Hamid reported that the social in September was a success and thanked his team and the volunteers. Hamid mentioned that about 130 participated, including children.

The holiday lights will be installed at the entry monuments in November prior to the Thanksgiving holiday. Hamid asked the landscaping team to make PlantScapes aware of the lights so not to damage them as they clean up around the area. Joyce also mentioned that welcome packets will be mailed to new homeowners.

- **Ponds and Stormwater Report – Joyce Stewart for Carrie Blanton**

Joyce reported that we received a quote to clean the lakes but cannot proceed until we resolve the conflict with the City. She also made the Board aware of our responsibilities under CC&R Section 6.27. Al commented that it will be helpful for Board members to understand what maintenance is needed/required for stormwater ponds to function as intended and what additional maintenance is desired by the homeowners that live on the "lakes". Some of the items listed in Section 6.2.7 will require sizable funding from Reserves to implement.

- **Newsletter – Joyce Stewart for Kay Gosse**

Inputs for the newsletter are needed by November 2. The newsletter will be distributed to homeowners November 18. Please email information and pictures to Kay Gosse (kay175@comcast.net).

**Next meeting:** November 9, 2022