

## SPYGLASS RIDGE HOMEOWNER'S ASSOCIATION

### February 2022 Meeting Minutes

The meeting called to Order by Don Carlson at 5:33 on February 9, 2022.

Introductions to new Board Members and positions on the Board were given. Don Carlson is President, Alissa Wise is Vice President, Pam Romig is Secretary and include Mike Cleary (Treasurer) absent to due to health reason.

Tom Beckwith has applied for the board position replacing Earl and introduced himself at the meeting.

Board Member quorum with the following Board members present:

Don Carlson, Alissa Wise, Pam Romig, Brent Smith, and Scott Ryder.

Clarifications of Meeting Motions:

1. Point of Order
2. Question on the Motion
3. Motion to Table
4. Motion to Table Indefinitely

#### **Board President report – Don Carlson**

**ACC application changes.** The Application fee is \$275 and the landscape portion (which is refunded) is \$2,000. Proposed that the Landscape Deposit is returned once both the ACC Checklist and Inspection of the Landscape can be determined completed correctly.

1. Amount due at time of submission - \$2,275.00
2. Inspection requirements – ACC Guidelines Checklist on Page 10 with additions need to made; include the Landscape checklist with this in future.
3. \$2,000 fee will be returned once the checklist is inspected and agreed upon by ACC. 4. A revised checklist will be made. This checklist will apply to new applications that are submitted going forward from this date.

Motion to revise ACC application approval checklist made by Pam and Alisa seconded. Motion carried.

#### **Review of Past Due Assessment Collection Policy and Procedures**

Late Fee for current assessment nonpayment is \$25/month. Proposal to increase late fee after April 1<sup>st</sup> to \$50 or \$100/month. After six months a delinquent payment could be sent to collections. Liens can be put on a property after 30 days. You do not need an attorney to send to collections though. Further discussion will be done through email for a later time, and vote within 30 days. We do not want to make this punitive. Motion to review this policy was made by Alissa and seconded by Brent. Motion carried.

#### **BOD Meeting(s) being suspended for summer months?**

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Board members will look at this. If there are not a lot of issues to discuss we can vote to suspend that month if needed. We will look at this month to month during the summer.

### **Treasurer Report – Tom Harkin presented due to Mike Cleary Board Treasurer being absent due to health reason .**

Review of January 2022 financial statement. Late payment fees are being charged for 19 lot owners for the annual assessments. Second payments are due March 31st..

### **Committee Reports**

#### **Landscape Committee – Pam Romig**

Per written update presented with Agenda. We will post the update on the website. Quote for removal of dead trees of \$1,000. Motion by Pam, Brent seconded. Motion approved.

Discussion on Dog Park – moving to triangle area or adding some water to current dog park. To be reviewed later.

#### **Community Manager – Jennifer Mangan**

Update on Lot #2 (unpaid dues for 2021 & 2022). Lien is on this property. Demand letter was sent by Attorney on Feb. 9<sup>th</sup>. We can either go through foreclosure or send to small claims and get a judgment or send to collections. Collection will cause a judgment on their credit. The current policy states that this does not need board approval.

Change of using lawyer or collection agency. Motion by Alissa, seconded by Pam. Motion carried. We will investigate candidate or agencies.

Update on 2022 assessment payments. Information on collection being sent to those who still owe.

Presented using Deb Smith (QBooks Pro Advisor) to ensure QB is accurate and set up properly. Charge is \$45/hour to review our current QBooks. She can also answer questions and train going forward. Motion for consultation and approved \$2,000 to clean up QBooks was made by Pam, seconded by Alissa. Motion approved.

#### **Other Business - Does Treasurer need to be a Board member?**

For future discussion presented by an HOA resident for the next Board meeting

Agenda: 1. Dog park or Pickle Ball court? (Julie Kruger)

2. Opening pool one month early and keeping it open one month later? Or put opening hours earlier, say at 10:00am instead of 11:00am. (Julie Kruger and Joan Carlson)

Motion to move into executive session meeting. Alissa made the motion, Pam seconded. Motion approved.

PAM ROMIG  
2/9/22

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### **Executive Session**

Discussion of 90 day review of Community Manager from last November 2021

Discussion was for increasing hours for 3 days a week to 7 hours (possibly M, W, F) and Proposed an hourly increase of \$1.00/hr. Motion made by Pam and seconded by Scott to increase workweek to 33 hours a week and a \$1.00 increase to her current hourly wage. Motion carried.

Community Manager will have another review with the Board in June/July 2022

Review of Board Vacancy Applications – Two bios – Kari Kjersted and Tom Beckwith were reviewed by the Board

Motion made by Alissa and seconded by Scott. to fill the vacancy with Tom Beckwith. Motion approved.

It was moved / seconded by Pam/Alissa to end the executive session . Motion Carried.

It was moved / seconded by Pam/Alissa that the meeting be adjourned. Motion Carried. The meeting was adjourned at 7:38?

The next Board meeting is scheduled to be held Wednesday March 9, 2022.

Respectfully submitted,

Pam Romig

Secretary