

## **Cambridge Estates Homeowners Association Board of Directors Meeting**

6 p.m. Tuesday, November 14, 2023 Video/Telephone Conference Call

Meeting URL: <https://anymeeting.com/lduelrqpmlqoqp>

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

**Directors Present:** Craig Bradley, Steve Stevenson, Rich Sanzari, Rob O'Keefe, and Ross Collins

**Others Present:** Laura Brown and Kim Sperlin – CAMCO

### **Call to order**

The meeting was called to order at 6:02 p.m.

### **Introductions of attendees**

Introductions were made.

### **Owners' comments on items not on the agenda**

No comments were made.

### **Approval of Minutes**

September 27, 2023 Board of Directors meeting

Steve moved to approve the minutes as presented. Ross seconded, and the motion carried unanimously.

September 27, 2023 executive session meeting

It was reported that the Board decided to adhere to the fine policy and issue monthly fines to the non-complying owners if not in contract by October 31. Steve moved to approve the minutes as presented. Ross seconded, and the motion carried unanimously.

### **Financial Report**

Review September 2023 financial statements

Kim Sperlin presented the financials for the Board to review. It was noted that legal invoices will be in by the end of the year, anticipating to be on track with budget.

Review and approve 2024 budget

Kim provided the Board with two budget options with different assessments. Kim reviewed the two options and the Board discussed. Rich moved to approve the budget with no increase in assessments and the one edit in estimated actuals for legal. Steve seconded, and the motion carried unanimously.

### **Property Manager's report**

CC&R violation update

Kim reviewed the violation update, noting multiple trailers but all violations have been resolved.

Bear box cladding status

Kim reported that one property is in contract for the cladding and the other has still not responded. A fine was issued and sent to the second property per the Board's approval at the hearing. The Board discussed an estoppel policy for the future to ensure compliance for any properties in escrow with violations.

## **Legal**

### CAMCO management agreement status

Kim reported that all parties have agreed on the management agreement and just need to execute signatures. Kim will inform whether docusign is possible after speaking with Eric Wicks, the owner.

### Common area ownership

Craig reported that Dean Headley informed the previous developer is still not answering phone calls or emails. Dean confirmed there is no assessment value on the lots. He spoke to an investigator with the State Real Estate Board about filing a complaint, prompting a letter from the State to the owner. If nothing happens following this letter, the next step will be a quiet title action.

### Governing document restatements

Craig reported that Dean is still working on the restatements with the same goal to have the drafts complete by the end of the year.

## **Architectural Control Committee**

### Review active projects

Kim reported on the active projects, noting most items are closed for the season. Paul Bradshaw added that all current construction projects have been approved. It was also asked of Kim to solicit for another member to join the committee in the vacant position.

## **Membership**

### Survey

Rob reported that 54 owners have provided responses so far and the survey is still open. He added that 104 owners started the survey. Rob intends to knock on doors to encourage owners to submit. It was also asked of Kim to send another email to those who have not responded yet. Rob will provide the current responses to the Board.

Laura inquired about the end goal with the survey. It was commented that the Board was looking to understand what the current membership is looking for with the governing document updates and changes.

## **Confirm date of next Board of Directors & annual meetings – January 9 at 6 & 7 p.m. (5 minutes)**

The next meetings were confirmed.

## **Adjournment**

There being no further business the meeting was adjourned at 7:05 p.m.

## **Executive Session**

An executive session was not held.

Prepared by,

Kimberly Sperlin  
Property Manager