

Cambridge Estates Homeowners Association Board of Directors Meeting

6 p.m. Tuesday, March 18, 2025 Video/Telephone Conference Call

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

Directors Present: Steve Stevenson, Rich Sanzari, Ross Collins, and Craig Bradley (joined at 6:25 p.m.)

Directors Absent: Hillary MacLean (joined at 6:47 p.m.)

Others Present: Eva & Krys Ostrowski, Adriana Bermudez – Inspector of Elections, and Kim Sperlin – CAMCO

Call to order

The meeting was called to order at 6:03 p.m.

Introductions of attendees

Introductions were made.

Inspector of Election begins counting ballots

Adriana began counting the ballots for the redo Board election.

Owners' comments on items not on the agenda

No comments were made.

Approval of Minutes

January 15, 2025 Board of Directors meeting

January 15, 2025 annual membership meeting

Rich moved to approve both minutes, with the condition that the full President's report be included with the annual minutes since it is currently missing most of the document. Steve seconded, and the motion carried unanimously.

Financial Report

Review December 2024 (year-end) financial statements

Kim presented the year-end financials, noting the Association finished close to budget.

Insurance

Kim reported that the insurance renewed with a \$5 increase.

Architectural Control Committee

Variance process discussion to better outline

It was asked of Kim to provide the Board with any examples of variance checklist options, or something similar.

Guidelines Amendments/Fences (fire requirements)

One member of the committee provided feedback on amending the guidelines to allow for fire resistant materials. It was recommended that owners submit plans for whatever material they prefer and the committee can make approvals as needed. It was also noted that an amendment would not require current fences to update the materials. Kim was asked to provide any language from the Fire Department the Board can consider adopting as guidelines.

Appoint new members

Members have yet to volunteer.

Old Business

CC&R violation update

Kim reported two additional trailer violations that are ready for a hearing. The Board decided to schedule the hearings for the end of the next meeting.

Bear boxes

Craig spoke with Dean Headley about the Board's next options for the unclad bear boxes receiving fines. Craig informed that the Board cannot place a lien on the property but could pursue a judgment in small claims court. The Board agreed to draft a letter to the owners informing of the possible small claims action, with options to remove or clad before proceeding. Kim will provide a draft of the letter to the Board.

Common area ownership

Craig reported that the letter he drafted to the original developer did not get sent. There was a miscommunication on who was to send the letter. Dean Headley will review again and consult with Craig. After any edits, Craig will send the letter ASAP. Kim will provide a CE letterhead form to Craig as well. Ross added that permission from the owner will be needed for the Firewise grant work, which can be also used as leverage to get the transfer completed.

Governing document restatements/Survey follow-up

Craig reported he is still updating the converted word document files.

New Business

Election Rules

During the recent election, it was found that there are no requirements written in the Election Rules for candidates to be in compliance with the governing documents. Additionally, a new law allows the Association to have electronic voting. The Board discussed updating the rules for these new changes. Craig will review the new electronic voting requirements and talk with Dean about updates to the rules.

Craig also suggested having a standard form for Board candidates. He will provide a draft for the Board to review.

Kim informed that electronic elections would have to be handled by a third party due to the tracking and privacy requirements for the electronic voting.

Firewise/MOU – discussion of special assessment

Kim reported that Glenshire updated the Memorandum of Understanding. Hillary moved to approve the new MOU. Rich seconded, and the Board discussed the agreement and the possibility of a special assessment for defensible space work. The Glenshire Firewise group are submitting a grant application for all combined HOA properties. If approved, each group will be responsible for 25% of the total cost for their respective common areas. The total share for Cambridge Estates will be \$21,000, which would be \$170 per lot to be special assessed. The Board will also start funding towards defensible space annually.

After discussion, the motion to approve the Memorandum of Understanding with Glenshire was called and passed unanimously. Next, Ross moved to approve a special assessment vote of \$172 per lot for Cambridge Estates' participation in the Firewise Committee grant application

and work to be done. Craig seconded, and the Board discussed how to present to the membership. The motion was called and carried unanimously. Ross will provide a draft cover letter for the assessment.

Results for the 2025 Board of Directors election

Adriana reporting receiving 57 ballots received and disqualifying 4. 2 were unsigned, 1 was only a check enclosed, and 1 was an old ballot from the first election. 53 ballots were counted and Adriana announced the results as follows

Craig Bradley	36 votes
Ross Collins	37 votes
Brady Corr	13 votes
Jordan Waiwaiole	18 votes

Election of Officers

Ross moved, Rich seconded, and all carried unanimously to elect officers to the same positions as follows:

President	Craig Bradley
Vice President	Hillary MacLean
Treasurer	Steve Stevenson
Secretary	Rich Sanzari
Director at Large	Ross Collins

Review Action Items

Kim draft variance checklist of sorts, draft fire resistant material language from Fire Department information, send violation letter to trailers again before hearings, draft letter to unclad bear boxes about moving to small claims court, and send Craig electronic voting information. Craig talk with Dean about updating letter to original developer and Election Rules. Ross work on cover letter for special assessment ballot.

Schedule next Board of Directors meeting – May 13 Proposed

The next meeting was scheduled for Wednesday, May 14 at 6 p.m. via video/telephone conference.

Adjournment

There being no further business the meeting was adjourned at 7:58 p.m.

Executive Session

Member hearing

The Board met in executive session and adjourned at 8:02 p.m.

Prepared by,

Kimberly Sperlin
Property Manager