

## Heights at Meadow Springs Board Meeting

August 26, 2024

### Minutes

The meeting convened at 3:30 pm.

Board Members present: Jack Weissner, Wally Rutherford, Michael Hughes, Chris Wilson, Laurie Williamson, Kerri Manterola

#### ***ARCHITECTURAL CONTROL COMMITTEE***

Jack discussed the ACC and said he would take on the role as chair.

Wally stated that the CC&Rs indicate at least two people need to be on the ACC.

Wally proposed that Jack should have the authority to make independent decisions based on the CC&Rs and past practices for approval. Future requests most likely would be exterior painting or sheds, and those decisions are typically straightforward. There was a discussion as to who would serve on the committee, and it was suggested that the committee should consist of all Board members. Jack can consult with other Board members regarding any issues that are in question. The motion was made and approved that the ACC will consist of all Board members, and Jack will be the chair.

Kerri presented a draft of a revised ACC form that will streamline the process for homeowners to make requests to the ACC. Kerri will make changes to the website to highlight the ACC, a link to the form, and include Jack's email and phone number. The process will be that the homeowner will email Jack the form, and Jack will contact the homeowner to discuss the proposed project.

Kerri will research the website dues and whether we will need to renew the Office 365 subscription.

#### ***BOARD MEMBER POSITIONS***

The Board made motions and approved the following Board positions:

Jack Weissner – President

Michael Hughes – Vice President

Wally Rutherford - Treasurer

Laurie Williamson – Secretary

Kerri Manterola – Member at Large (Website)

Chris Wilson – Member at Large

## ***TRAFFIC CALMING OPTIONS AND THE CITY OF RICHLAND'S NEIGHBORHOOD TRAFFIC SAFETY (NTS) PROGRAM***

Kerri received a response from John Deskins, Traffic Engineer for the City of Richland regarding questions about future projects and data collection. The Board agreed that we should continue to work with the City's NTS program and reapply for next year. We agreed that Anthony Catalano will continue to be the point of contact.

Laurie posed the question as to whether we can install solar radar signs (approved at Annual Meeting 2022). The City had put a pause on traffic calming installations while they were in the process of revising their policies and standards.

Chris asked the question that if solar signs are allowed, can we put them on light poles?

Jack will contact City to ask about radar signs as well as the sharp curve sign that was promised by the City to be located at the curve of Meadows Dr S coming from Steptoe.

The Board agreed that we will email our homeowners the email from John Deskins regarding the results of our NTS application and the scoring matrix.

## ***HOMEOWNERS LIST AND EMAILS***

Laurie reported that she and Kerri updated the homeowners list for the Board in July. However, a few email addresses are still missing. Laurie suggested sending postcards to homeowners, inviting them to provide their email addresses. These postcards will be mailed out in mid-September. The Board agreed that Laurie will maintain the homeowners list and update as needed.

## ***ANNUAL DUES AND CHANGE IN BILLING MAILING DATE***

Wally suggested that we check with our CPA firm to see if they can mail annual dues notices to our homeowners on November 1 instead of late November. He will call the CPA firm to see if they can make that change.

If the change in billing is approved, Kerri and Laurie will review and update the HOA homeowners list by October 1. Wally will then provide the updated list to the CPA firm before the billing process begins.

Currently, the annual dues are \$190 per home. After reviewing the quarterly statement from the CPA firm, it appears that our income and expenses are nearly balanced for the year. Considering the potential costs of traffic calming installations and the need for tree removal and replanting, the Board voted and approved to keep the annual dues at \$190.

## ***GREENBELT MOWING AND ASSESSMENT***

Laurie addressed the issue of the Greenbelt mowing. Based on information from homeowners who live on the Greenbelt and the landscaper who mows the Greenbelt, it appears that the Greenbelt mowing frequency has been cut back for the majority of the 2024 mowing season. We do not believe that the 2024 billing reflected this adjusted schedule. Laurie proposed that we mail a certified letter to MEHA asking (1) about a refund to homeowners to reflect the adjusted mowing schedule, (2) request a financial or expense statement related to the Greenbelt billing as this had been provided previously by MEHA, (3) ask what is the proportional rate being used for the irrigation/electric City of Richland bill, and (4) explain the purpose and payments made to an Irrigation Committee—an expense that has been included in the Greenbelt billing.

Wally suggested we also ask about the 2025 billing and if that will reflect changes to mowing frequency.

There was a discussion about whether we should continue our efforts to communicate with MEHA. Chris suggested that we should at least send the letter to document our concerns and our commitment to provide accurate information to HMS homeowners regarding the Greenbelt billing. Laurie will draft a letter for Board approval.

The meeting adjourned at 5:30 pm.

Respectfully,

Laurie Williamson, Secretary