

Windhaven PUD First Addition Homeowners Association

Board of Directors Meeting Minutes

Minutes of the Board of Directors (BOD) Meeting of the Windhaven PUD First Addition Homeowners Association, Spokane, WA, held at the home of Troy Fernandes at 6:00 p.m. on the **16th day of October, 2023**.

This meeting was considered a continuation of the organizational meeting of the Board of Directors called to order on October 11, 2023 and per Section 3.8 of the Bylaws no Notice was necessary to legally call the meeting.

Topic

- I. Call to Order, 6:09 p.m. by Troy Fernandes, President
- II. Roll Call of Officers and Verification of Quorum
 - a. Present: Troy Fernandes (TF), Pam Parr, Nissa Gibbs and Chris Chung
 - b. Absent: Cody Hewson
 - c. A quorum was present (3 required)
- III. New Business
 - a. Meeting Processes
 - i. Board of Directors Meetings: The Board of Directors of the Windhaven HOA agreed by consent to meet monthly until June 2024 and then re-evaluate frequency.
 - ii. General Homeowners Meeting: TF proposed and it was agreed by consent to have an informational meeting of the Homeowners Association on November 1, 2023. Topics of discussion would be the property management firm, audit, financial status of HOA, and snow plow contract. Ponderosa Community Management to provide notice via email to Homeowners.
 - b. DR Horton communication
 - i. TF noted that it is important for the BOD to maintain communication with DR Horton, especially regarding their schedule of builds and the status of parks.
 - c. Property Management Transition:
 - i. The BOD agreed by consent for TF to attempt to set up a call with DR Horton, Ponderosa Community Management, and WEB Properties Inc regarding a transition plan for property management.
- IV. Adjournment
 - a. The meeting was adjourned at 7:23 p.m.

These minutes were approved by the Board of Directors



Nissa Gibbs, Secretary: _____

_____ Date: _Nov. 16, 2023_