

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 (HOA), held at Spokane Indian Trail Library, Spokane, WA at 5:15 p.m. on the 14th day of December 14, 2023.

Notice was provided via email to Homeowners on November 1, 2023.

Guests: Nathan Perri, Lauri Atchison, Bill Butler all of WEB Properties, Inc. (WEB)

Homeowners Present: Sue Welberry, Sharif Mosallaei, Erin Fernandes

Topic

- I. Call to Order 5:15 p.m. by Troy Fernandes, President
- II. Verification of Quorum: in attendance were Troy Fernandes (TF), Pam Parr (PP), Nissa Gibbs (NG) and Cody Hewson (CH). A quorum was present (3 required). Chris Chung joined the meeting at 6:35 p.m.
- III. Reading and Vote to Approve Previous Minutes. Motion to approve as presented the minutes of the November 16, 2023 meeting was made. The Motion was Approved by consent of the Board of Directors.
- IV. Agenda Changes/Approval: No changes were made to the agenda, though subsequently the meeting was adjourned without completing the Unfinished and New Business due to time constraints.
- V. Homeowner Forum
Homeowner Forum began at 6:20 p.m.

Homeowner comments:

Sharif Mosallaei – presented concerns regarding the berms left by the snowplow vendor in front of driveways after the last snow. He had sent an email to Nathan at WEB, too.

Response given: Size of berms and other comments were discussed with vendor by WEB.

The unique weight of this snowfall did result in higher berms than desired. Per contract berms will be up to 12". To accommodate lower berms results in higher expense.

Mr. Mosallaei also presented concerns specific to Courtesy Notices regarding garbage cans sent to his home. Representatives from WEB were able to answer his questions and concerns.

Sue Welberry – How does parking violation (parking on street) notification work? Response given: Parking violations are given notice similar to any CC&R or Rules violation as outlined in the Rules.

Erin Fernandes – How does a resident inform WEB of a possible violation, such as for parking. Response given: by email to windhaven@wpispo.com.

Sharif Mosallaei – Asked about making Windhaven a gated community. Response given: The Safety Committee to be established will research this as part of their charter to maintain and improve safety of the neighborhood.

WEB will be sending a Winter Tips document which will include reasons for berms created by the snowplow. It will also include how street parking may result in a homeowner causing berms and incurring a Courtesy Notice. Also included will be confirmation that garbage cans should not be exposed and that the BOD will not waive over the winter any Rules regarding storing garbage cans.

VI. Executive Session

a. WEB/Manager's Report, Bill and Nathan

i. Transfer Fees

The transfer fee in the WEB and Windhaven HOA contract is different from the prior management contract. The Board of Directors agreed by consent to amend the contract to the prior amount.

ii. WEB presented a discussion item and formal complaint for one home regarding parking in driveways by residents that impedes sidewalks. CC&Rs state one cannot impede sidewalk.

- The BOD agreed by consent that the notice to the Homeowner will request that the tow hitches be removed and the vehicles be parked as close as possible to the garage door. This will allow the sidewalk to only be partially impeded.
- The BOD intends to adopt a Rule that will allow vehicles that are not RVs to park in driveways and impede the sidewalks between November 1 and March 31. This would keep the larger vehicles off the streets that would impede plowing. These vehicles must have any tow hitches removed and park as close as possible to the garage door to minimize the impediment of a sidewalk.
- The BOD agreed by consent that Rule and Regulation 3.f. regarding the prohibition of parking where there are posted "No Parking" signs is to be enforced.
- Homeowners will be reminded that they are to park their vehicles in their garages or driveways. Street parking is temporary and reserved for visitors, for a period no longer than 72 hours. Also, Homeowners will continue to be expected to keep to the published CC&Rs, from Apr. 1 through October 31st, and not park a vehicle in their driveways that

impedes the sidewalks. Finally, it is noted that the CC&Rs do not permit recreational vehicles, to include motorhomes, to be parked in driveways or on the street except for temporary periods of loading and unloading.

- iii. WEB has received written complaints about barking dogs in fenced yards. WEB indicated their procedure is to provide a notice to the Homeowner that day. Then on drivebys, management checks for another violation. With a second notice, SCRAPS is also notified. The BOD agreed by consent that education of Homeowners of the CC&Rs and Rules regarding pets will be a priority this winter.
- iv. WEB presented a nuisance complaint regarding a trampoline that originated with Ponderosa Community Management. The BOD agreed by consent that the situation as described is not a Nuisance as defined in the CC&Rs 10.2.10 or the Rules. As such there is no action to be taken.

b. Directors' Reports

- Secretary Report, Nissa Gibbs: Discussion regarding how to increase the speed at which minutes are approved and published occurred. The BOD agreed by consent to amend the process such that all BOD meeting minutes are approved by email before the next meeting. The BOD agreed by consent to adopt a Rule that will allow the BOD to approve minutes of HOA meetings.
- Treasurer Report, Chris Chung: CC reminded the BOD that he had distributed via email a draft 2024 budget. Action to approve the budget was not recommended as some questions about specific items remain. Upon receipt of the answers, CC will provide a second draft.

c. Contracts – no report given

d. ACC Committee Report – Cody Hewson: No BOD action taken as a result of the report.

VII. Adjourn-6:50 pm

Next Meeting: January 18, 2024

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary: _____



Date: January 3, 2024