

Windhaven PUD First Addition Homeowners Association

Annual Meeting Minutes

Minutes of the Annual 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 18th day of January 2024.

Board Members Present: Troy Fernandes, Pam Parr (via Microsoft Teams meeting), Chris Chung, Nissa Gibbs, Cody Hewson

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

Homeowners Present: See attached

Topic

- I. Meeting was called to order at 5:15 p.m. by Troy Fernandes, President
- II. Roll Call and Verification of Quorum – A quorum of members was not present.
- III. Proof of Notice – Notice was given via email on January 5, 2024.
- IV. Reading and Vote to Approve Previous Minutes – November 1, 2023 – The approval of the minutes was deferred until the Board of Directors meeting February 15, 2024.
- V. Reports of Officers
 - a. President, Troy Fernandes:
 - i. Report
 1. Homeowners should review BOD minutes which will be posted in advance of meetings. Posted on WEB website
 2. Education/Awareness: Homeowners should refamiliarize themselves with CC&Rs. CC&R Highlights from WEB sent with meeting announcement used as education/alignment.
 3. Statement re: CC&R enforcement
 - a. Homeowners agreement upon closing
 - b. Compassionate education and enforcement, understanding previous agreement
 - c. Waivers will be exception, not norm; please don't anticipate them.
 - ii. Board Members continue to impress while working incredibly hard towards helping build an inclusive and stable community.
 - iii. Contracts
 1. CPA Audit in-work
 2. Insurance (renew in June 2024)
 3. Landscape – rebidding
 4. Dog Park/Poop – under discussion, obtaining copy of contract as previous was an RFQ
 5. Water/Waste updates – City of Spokane Bill will have itemizations of extra garbage bags or pickups. The extra fees will be billed to the Homeowner at the next available bill.
 - iv. CC&R Compliance
 1. To ensure equity/fairness to all homeowners, notices will be addressed frequently so those homeowners that do comply also receive equitable treatment compared to those needing Correction
 - b. Vice President, Pam Parr

- i. joined via Teams, and introduced herself
 - c. Treasurer, Chris Chung: No report
 - d. Secretary, Nissa Gibbs: No report
 - VI. Reports of Committees
 - a. Architectural Control Committee (ACC), Cody Hewson
 - i. Board continues to review documentation of prior approvals
 - VII. Manager's Report, WEB
 - VIII. Unfinished Business
 - a. Answers for 11/1/2023 Questions; Questions and Answers from Homeowners will be posted periodically on the WEB website wpispo.com/windhaven
 - IX. New Business
 - a. 2024 Budget ratification
 - i. Chris Chung, Treasurer, presented the budget to the Association.
 - ii. Ratification will occur by ballot submitted to WEB. Members could vote by completing and submitting a ballot at the Annual Meeting, responding to the Jan. 16, 2024 email from WEB by Jan. 18, 2024; or could designate a proxy to vote for them.
 - iii. WEB received 3 votes of 275 possible to reject the budget. Pursuant to RCW 64.90.525, the budget was ratified.
 - b. Rulemaking presentation
 - i. The two rules provided in the Notice of Rulemaking dated January 4, 2024 were presented.
 - c. Open Nominations for Committees by February 1, 2024
 - i. Four possible committees are proposed: ACC, Safety, Social/Welcoming and Communication
 - ii. Members can self-nominate themselves for a committee via email to WEB by February 1, 2024
 - X. Homeowner Forum
 - a. John Hobson – Q: Has DR Horton agreed to fix the sidewalks? A: Yes, towards end of construction will fix cracks greater than ¼ inch.
 - b. Christina Winfrey – allocation of utilities. Water usage allocation, water is on one meter. Can we have separate meters? A: It has been discussed but would be an enormous cost to the homeowners via special assessment. Expense greater than savings. Be mindful of water usage.
 - c. Josh Androtti – What is the fine breakdown? A: the Process for Fines for Violations is contained in the Rules and Regulations
 - d. Brian Clouse – Please confirm that waivers to CC&Rs or Rules that were approved during Declarant Control have been grandfathered. A: We have some waivers against city ordinance. We are reviewing all of them that are against city ordinance.
 - e. Charlie Harrington commented that he has observed other HOAs have a disclosure contained within their "ACC" request forms that approval of the request does not absolve the Homeowners to comply with Governmental regulations and/or zoning requirements.

- f. John Hobson commented that the natural gas instant hot water heaters make it difficult to conserve water as the water cools when momentarily shut off, requiring water to be run until up to temperature.
- g. Krista Clouse commented that she has observed a security company driving through the neighborhood. A: If it is Go Joe, that is a security contractor hired by Declarant for security of their ownership.
- h. Brad Levine – Asked for confirmation of homeowner responsibilities for maintenance and watering of swales.
- i. Brooke Sackman – What accounting firm is completing the audit? When is it expected to be complete? A: Firm is Wayne Vinson CPA; WEB will provide expected completion to Troy Fernandes to post of Facebook.

XI. Meeting was adjourned at 6:52 p.m.

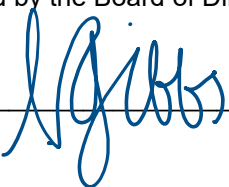
Fiscal Year Budget

Property: Windhaven First Addition PUD HOA
1/1/2024-12/31/2024 Profit & Loss

	JAN 24	FEB 24	MAR 24	APR 24	MAY 24	JUN 24	JUL 24	AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	TOTAL
INCOME													
4100 INCOME													
4101 HOA Dues	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	15,400.00	184,800.00
4110 Reserve Assessments	4,000.00	4,000.00	4,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	0.00	29,500.00
4100 Total INCOME	19,400.00	19,400.00	19,400.00	18,900.00	18,900.00	18,900.00	18,900.00	18,900.00	15,400.00	15,400.00	15,400.00	15,400.00	214,300.00
4300 Utility Income													
4301 Water & Sewer	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	28,015.00	336,180.00
4303 Yard Waste Container	2,653.00	2,751.00	2,850.00	2,948.00	3,034.00	3,120.00	3,206.00	3,292.00	3,378.00	3,378.00	3,378.00	3,378.00	37,366.00
4300 Total Utility Income	30,668.00	30,766.00	30,865.00	30,963.00	31,049.00	31,135.00	31,221.00	31,307.00	31,393.00	31,393.00	31,393.00	31,393.00	373,546.00
TOTAL INCOME	50,068.00	50,166.00	50,265.00	49,863.00	49,949.00	50,035.00	50,121.00	50,207.00	46,793.00	46,793.00	46,793.00	46,793.00	587,846.00
EXPENSE													
5000 EXPENSES													
5001 MAINTENANCE EXPENSE:													
5022 Maintenance Miscellaneo	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
5001 Total MAINTENANCE EX	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
5100 LANDSCAPING													
5107 Grounds Contract	2,000.00	2,000.00	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	2,000.00	2,000.00	38,000.00
5110 Landscaping Other	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
5100 Total LANDSCAPING	2,300.00	2,300.00	2,300.00	4,300.00	4,300.00	4,300.00	4,300.00	4,300.00	4,300.00	4,300.00	2,300.00	2,300.00	41,600.00
5150 PARKING													
5152 Snow Plowing Contract	8,000.00	6,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	8,000.00	30,000.00
5150 Total PARKING	8,000.00	6,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	8,000.00	30,000.00
5300 UTILITIES													
5301 Common Area Electric	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
5304 Water	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	8,900.00	106,800.00
5305 Sewer	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	180,000.00
5306 Refuse	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	69,600.00
5300 Total UTILITIES	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	30,250.00	363,000.00
5400 TAX & LICENSES													
5404 Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
5400 Total TAX & LICENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
5600 ADMINISTRATIVE													
5601 Property Management Fe	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	2,828.00	33,936.00
5603 Accounting Fees	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00

	JAN 24	FEB 24	MAR 24	APR 24	MAY 24	JUN 24	JUL 24	AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	TOTAL
5606 Other Admin Exp	500.00	500.00	500.00	500.00	500.00	1,776.00	500.00	500.00	500.00	500.00	500.00	500.00	7,276.00
5600 Total ADMINISTRATIVE	7,828.00	3,328.00	3,328.00	3,328.00	3,328.00	4,604.00	3,328.00	3,328.00	3,328.00	3,328.00	3,328.00	3,328.00	45,712.00
5650 INSURANCE													
5651 Liability & Multi-Peril	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
5650 Total INSURANCE	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
5000 Total EXPENSES	48,878.00	42,378.00	40,378.00	38,378.00	41,378.00	39,654.00	38,378.00	38,378.00	38,388.00	38,378.00	40,378.00	44,378.00	489,322.00
TOTAL EXPENSE	48,878.00	42,378.00	40,378.00	38,378.00	41,378.00	39,654.00	38,378.00	38,378.00	38,388.00	38,378.00	40,378.00	44,378.00	489,322.00
NOI	1,190.00	7,788.00	9,887.00	11,485.00	8,571.00	10,381.00	11,743.00	11,829.00	8,405.00	8,415.00	6,415.00	2,415.00	98,524.00
N/O EXPENSE													
6000 NON-OPERATING EXPENSE													
6002 Funds Transf. to Res. from C	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	68,400.00
6000 Total NON-OPERATING EX	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	68,400.00
TOTAL N/O EXPENSE	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	68,400.00
NET INCOME	-4,510.00	2,088.00	4,187.00	5,785.00	2,871.00	4,681.00	6,043.00	6,129.00	2,705.00	2,715.00	715.00	-3,285.00	30,124.00

These minutes were approved by the Board of Directors

Nissa Gibbs, Secretary:  Date: February 15, 2024

Attendance via Teams (strikeouts are duplicates or attendees that were at physical meeting):

1. Summary

Meeting title Windhaven Annual HOA Meeting
 Attended participants
 Start time 1/18/24, 4:54:33 PM
 End time 1/18/24, 9:35:33 PM
 Meeting duration 4h 41m
 Average attendance time 1h 19m 35s

11

2. Participants

Name
 Nissa Gibbs
 Erin
 Jeremy Wilson

Marivic Mendoza

~~Cody Hewson~~

Pamela Parr

Jackson Redline

Lucia 5714 W

Yorktown Lane

~~Lucia 5714 W~~

~~Yorktown~~

~~Hewson, Cody~~

Jeremy Wilson