

**SALISHAN HILLS OWNERS ASSOCIATION
MINUTES FOR BOARD MEETING OF MAY 23, 2020**

PRESENT: Terri Parker, President; Chuck Feist, Vice President; David Bigelow, Treasurer; Teresa Baron, Manager/Board Member; Beau Horn, Board Member; Joe Peragine, Board Member; Mark Sanders, Acting Secretary

President Terri Parker called the teleconference meeting to order at 10:03 a.m. Quorum was present.

Discussion ensued to amend bylaws to declare that the SHOA Board can use teleconferencing for board meetings. Motion made by Board Members Joe Peragine and Chuck Feist to amend Article 4, Director's Management, Section 9, to include verbiage "meetings may be conducted telephonically, when required". Motion passed unanimously.

Motion made, and seconded, to approve, as written, the minutes of February 21, 2020. Motion passed unanimously, without comment. Motion also made, and seconded, to approve, as written, the minutes of the July 6, 2019 Annual Meeting. Motion passed unanimously, without comment.

PRESIDENT REPORT

- SHOA's Secretary, Webmaster, and Bookkeeper positions are currently vacant. Community members have stepped in to assist while pending options for vacant position responsibilities.
- Terri Parker explained the process of how the conference call will work for the meeting.
- Clarification provided for SHOA Master Contractors/Annual Maintenance
 - Bylaws require three bids for each contractor/responsibility. Recommendation was made that Teresa Baron contact each contractor and ask to be put on their respective calendars for review, ensuring that all responsibilities are completed per the contract(s).
 - Buena Vista/Arborist – Ron Childs spoke to the fact that there are other arborists who may have limited capabilities, thus available for limited responsibilities. Buena Vista is the only full-service company.
 - Dan Price/Roads
 - Lakeside Landscape Maintenance Inc./Landscape
 - Metro/Privacy Gates
 - Contracts will be reviewed by the Board annually. This is considered a 'redundant' process for the community.

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MANAGER REPORT

- Landscape/lot letters: We have been lax about keeping homeowners on track. Two homeowners have lots in non-compliance.
- Rhododendron enhancements to common spaces: Purchased rhododendrons in bulk from Thompson Rhododendron Farm. Discussed with landscape committee and Thomas with Lakeside Landscape. Purchases were made based on a dollar amount budgeted in the SHOA landscape annual budget. Lakeside Landscape will pick up Rhododendrons, transport to their property and care for them until planting season.
- Road repair: discussed areas which need to be fixed. Teresa has asked for a slurry bid for specific areas, which will come out of next year's budget.
 - Question raised about fixing Salishan Hills Drive, which may not have been repaired properly. Teresa will contact Dan Price, there are strong feelings that this should be included in the original bid. Teresa will update as to Spruce Burl asphaltting, and will provide two weeks notice.
- Tennis court: Surfaces are scheduled to be cleaned in June. Restrooms will remain locked due to covid-19. Basketball hoop is being repaired. Estimated cost is \$100.00.
- Pond update: Proposed to wait until next spring to see what is there and what we can to enhance. Dan price to remove gravel and do general cleanup. Steps (slices of timber) are dangerous when wet or covered with moss. Landscape recommendation was to have these 'disks' removed. While this is a designated evacuation area, need approval from lot owner to maintain as access area. Recommended direction: take "disks" out, to remove liability issues and table 'escape-route' opportunities to another time. Resident suggested that benches be placed throughout the community. These could be donated or tagged as a memorial.
- Signed contract with CPA firm. They just received the annual bills to be mailed.
- Gate: Please do not give out "1111" or "4444". Residents should be giving out their home code. Lot number preceded by a "0". Spectrum and landscape person knocked down gate-arm two consecutive days. Please tell your visiting guests that "one vehicle per gate-up".
- No action taken by the Board.

TREASURER REPORT

- Board has received new financial report, general ledger.
- Balance sheet compared to same time last year. Biggest change is assets from Synchrony bank. Proceeds have been moved to Bank of the West. Looking for another bank to split dollars as to not exceed FDIC insurance.
- P&L report, accrual basis. Comparing current year to last year. July – April.
- Outstanding items, on the revenue side, no new builders this year. Income, variances on expense. Managers expense being higher than last year due to bonus. Accounting expenses being higher due to audit. Legal expenses are lower. No funds being expended for emergency preparedness, though may be some at year end. Landscape expense in the budget, common area, total being \$21,000* over budget. *this overage was due to budgeted line items in other than the identified, proper area. Other expenses, Maintenance, being over budget. Total expenses coming in under budget.

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- Capital items: road repair assessment, pond repair. Nothing spent as of yet on the gate (entrance) and emergency exit road.
- Need to identify a bank which has a higher interest rate to benefit our association. This needs to be a savings account.
- Two lot owners are in collections, this is down from five.

COMMITTEE REPORTS

- Bluff Drive clean up. Firewise and fire department were called for their analysis. Determined that this is a safety issue. Lakeside Landscape was called. Bid received to clean entire road was \$5,000. Needs recommendation to approve from Landscape committee and approval by Board.

UNFINISHED BUSINESS.

- Budget
 - David Bigelow presented: Income side, couple of changes. Big change, 5% increase in annual dues. Past three years, PPI has grown by 5.9 percent, \$740.24 will be new annual dues. Total lots were 218, down to 216 due to owner joining lots. \$159,894 in expected dues. Small discount for paying all dues in July.
 - Manager salary carried forward at current rate.
 - Secretary expense being carried over at \$3,000 per year
 - Bookkeeping at \$4,000 per year.
 - \$53,433 total administrative costs.
 - Carried forward Lakeside Landscape as our contractor.
 - \$4,500.00 requested from Landscape for rocks/landscaping for common areas.
 - Continue tree removal at \$10,000.
 - Budgeting \$15,000 to common area maintenance, tree removal, etc.
 - Clearing \$4,500.
 - \$26,000 + Net income.
 - Road repair, remainder \$5,000 for Spruce Burl, \$22,000 contingency item; berms and road seal.
 - Carrying \$5,000 into next year for Fairway pond
 - Reserve study calls for retaining walls, budgeted \$10,000
 - Gates budgeted at \$25,000, under \$30,000 in assessment
 - \$10,000 for emergency access road
 - Motion required to adopt proposed 2020 – 2021.
 - Motion made by Chuck Feist to adopt the 2020-2021 proposal and Teresa Baron seconded. Motion passed unanimously.
 - Terri addressed future budget and funding. Tennis Court gazebo structure, safety issues. Budget committee suggested that this be deferred and addressed later.
 - Open suggestions for “what do we do with the tennis courts?”

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- Newsletter Status
 - Beau Horn is working on a newsletter. Needs some help on the technology piece.
 - Terri Parker discussed the addition of hiring a secretary. Going forward, a better idea of what is required for the position. How can we best align the duties to an administrative assistant, helping with identified areas?

NEW BUSINESS

Amendment to Bylaws

- Requirement for the 2020 election process
 - Specific to annual meeting and upcoming election.
- 2020 Annual Meeting
 - With the uncertainty of the annual meeting at the lodge, proposal to adopt an amendment to the bylaws to allow meetings and voting under section (2) and that the paragraph read as follows:
 - *“An annual meeting is not required to be held in a year where a global public health pandemic has been declared by the Center for Disease Control (CDC) and the SHOA board determines there is no public benefit to hold a meeting”.* Article 3, section 2.
 - Requested a motion and second. Joe Peregrine made motion; Chuck Feist seconded. All approved. The 2020 Annual meeting will not be held at the resort.
 - Board elections: Recommendation made not to mail out ballots as all board members are incumbents.
 - Recommendation to adopt new language for, Article 4, section 1; *“The SHOA board is not required to follow the election process outlined in this article, in a year that a global public health pandemic has been declared by the Center for Disease Control (CDC) and the SHOA Board has determined no owners/public members are harmed by this exemption”.*
 - Chuck Feist and Joe Peragine would continue as board members.
 - Terri Parker made motion; Teresa Baron seconded. Motion approved, with Joe Peregrine and Chuck Feist abstaining.

Community Survey Townhall

- “Town Halls are a wonderful way to get feedback to gain insight from the community about what they feel is important”. Looking into dates in early/late fall 2020.
- Going forward, perhaps an outside meeting at the tennis courts and/or sending out information to gain community commitment.
- Suggestion made to have residents participate by phone teleconference in a town hall meeting. Utilize the newsletter to outline the big issues in which input is required from homeowners to help board prioritize direction, importance, and share practices.

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Gate(s)

- Need a new access and control panel. With new technology we can program our vehicles, change code monthly and store resident information.
- Eliminate tiger-teeth or not. Wing-gates will not work in current location.
- Two arms or one, just for the entrance?
- Terri received about 10-emails from community members, voicing opinions in every direction.
- Teresa believes we need the technology of a new gate so it can be adjusted for length of vehicle with trailers, etc., to reduce breaking the arm off.
- Open communication about the proposed diagram, esthetics and indicative of the image of our community.
- Terri Parker asked for feedback from the Board, having heard from the online community members.
- We have agreement on the new keypad. Still no resolution on teeth vs. no teeth and one or two lift-gates. Need to obtain bids for potential new entrance structure.

Meeting Adjourned at 12:07 p.m.

Next meeting is scheduled for August 7, 2020 at 4:00 p.m.

Respectively submitted, Mark Sanders, Acting Secretary