



## Minutes

May 19, 2011

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Location: Selkirk Lodge Apartments: 9295 Coursier Ln, Spokane, WA 99208

Meeting called to order: 6:05 PM

In attendance: Joe Frank, Board Member

Gil Pierce and Katherine Funk (note taker) Rockwood Property Management  
17 Homeowners

### Budget Review 2010

- Income: Total income for 2010 was \$117,979.
  
- Landscape Expenses: Reviewed landscape expenses with special attention to the following
  - Snow Removal: Snow removal for the end of 2010 was \$1647.75
  - Turf Spray: No turf spray was done last year.
  - Landscape Labor: This is for maintaining the sprinkler system. Budgeted \$2,500 but spent \$4,417.97. This occurred because one of the master meters in the private section that supplies water to the common area and houses needed to be worked on.
  - Question/Comment on Tree Replacement: There are some trees missing on Barnes. We will look at how many are missing and replace them. If needed will stagger replacements over a few years so that we don't go over budget.
  
- Other Expenses:
  - Community Event: The Community Party for 2011 will be August 25<sup>th</sup> and then a movie will follow courtesy of Greenstone.
  - Accounting: Even though we are a not for profit we have to file a tax return
  - Insurance: This cover the liability insurance as required by the CC&R's
  - Water expense: We are going to focus on watering this year. Please only water yards when they need water. We are installing moister sensors on sprinklers in the common areas to reduce water usage. The City of Spokane gives money back if a homeowner installs sensors but only if they have an account with them. We will look into getting the homeowner's eligible since most of the association is on a master water account.
  - Refuse 1.5%, electricity 7.2% 15% for sewer if we get later in the year we may have to increase dues for Private lots to cover the increase in cost of water, sewer and electricity

- Supplies/postage: \$1.25 per letter covers postage and supplies. In January we will send your payment slips for the year to save postage and mailing cost. We will send out reminders via email.
- Question: Why can't we have auto pay for dues? We are working on getting a system, but we have not got a response yet.
- Lost \$6,163 last year: will work on being more efficient in the landscaping expenses (water consumption) and monitor the utility expenses this year and will review at the end of the year to see if dues will need to be increased.

### **Budget Review 2011**

- Income: Projected sales for 2011 is 24 homes, and we are expecting a total income of Total income: \$123,600
- Landscaping Expenses:
  - Snow: We have already spent \$2,100 this year and have \$1,500 left for November and December.
  - Mowing/Fertilize/Turf Spray: Ryan Mattison will be doing the mowing/landscaping, and Greenleaf will be doing the fertilizing and turf spray
  - Master Tree Program: \$1,500 budgeted for master tree. All the street trees got a systemic drench for fertilizing and insect control. We will not do the evergreen trees, but will do other trees in the common area. The developer provides the street trees. Question: Do we need to run irrigation to the street trees? Yes. Once the tree is planted the care and maintenance of that tree is the adjacent property owners responsibility.
  - Sprinkler Turn On & Blow Out: Sprinklers will be turned on this weekend.
  - Misc. Landscape (planter beds & swales): Planter beds at the monuments do not look good now but will be adding geraniums, and mulch soon. Question: Has it been discussed to add lights to the sign. We can look at that but will have to check power availability. Swale maintenance covers cleaning out debris from the splash pads.
  - Question: Do you for see this water control thing to see meters on private household? Probably not
  - Repairs and Maintenance (hardscape): dogi pot bags and maintenance of the monument itself. Does that include sidewalk repair? There is a section on Creston that has buckled. That will be a builder cost and are working with them on that.
  - Question: Is there any reason we can't get the budget out earlier so that we can have input? We try to wait for all the actuals to come in January and February. We also had a transition this year from Vesta to Rockwood. We can work on posting a preliminary budget on the website.
  - Why is the fiscal year a calendar year? We can't share with you until the last of the year bills come in even if we did it in July it would not be ready until September.
  - Question about hiring independent vendors, in particular snow removal: Who decides who we hire? Gil decides who we hire, but all the vendors have to have insurance and do repairs if they do damage
  - Is it illegal to move snow out of driveway? They are leaving a berm in front of driveway. We can address with the vendor in the contract.
  - August 25<sup>th</sup> for the picnic and movie.

**2011 project update:** We have re-platted the undeveloped portion of the project. We are down to nine lots and will develop 17 more lots. Then decide how many we need for next spring. Currently we are working in the Melrose Rosebury area.

**Questions:**

- Request: We live on Sundance Ln and it's a dead end. There will be 10 to 15 vehicles come there a day and then turn around and come out fast. Can we put up a dead end/not through street sign? The developer will put up a sign.
- One of the houses is running a boarding house. There is a car that blocks us in. Who do we call? Call the HOA and we can have the car towed. Call the emergency phone. Also, call the 893-0800. Leave a message because it goes to Gil's email.
- Larry Cook: why is there not a consistent application of the covenants? There is a lot of traffic on Creston and some homeowners are parking on the street. We can take a look. If it is licensed and registered there is less we can do. We can send a letter saying we have received complaints and ask that they move the car. We do enforce the CC&R's. If someone calls and says they are getting a boat or RV ready for the summer or a trip we will give them some time. Rockwood Property Management is contracted to do inspections twice a month.
- Yards: New homeowners have up to a year to install the backyard. We do have the authority to go on the property and install landscaping, but then it is an expense to the HOA. We sometimes get our contractors to give bids and try to get them going. We will be looking at yards and sending out letters.
- The CC&R's are online at the [www.ponderosaridgehoa.com](http://www.ponderosaridgehoa.com)
- Can you send the billing out by email? We are going to send one bill by mail and then reminders by email. So you will just get one bill instead of four. The CC&R's do require we send out at least one bill.
- Are the dues going to remain the same the rest of this year? Yes. We will review how expenses are doing in October and November and make a decision if dues need to be increased for the 2012 budget.
- There is a streetlight with the lens knocked out. We will call Avista to fix it. We pay a monthly fee and Avista maintains them. There is no street light at the end of our cul-de-sac, Barnes. We can check on.

Meeting adjourned: 7:00 PM



## Cottages & Townhomes Minutes

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May 19, 2011

Location: Selkirk Lodge Apartments: 9295 Coursier Ln, Spokane, WA 99208

In attendance: Joe Frank, Board Member

Gil Pierce and Katherine Funk (note taker) Rockwood Property Management  
3 Homeowners

Meeting called to order: 7:05PM

### Questions:

- Who do the trees belong to? The HOA maintains the lots, but the trees belong to the homeowners.
- Can we get private drive signs at both ends of the alley? We do get a lot of people breezing through there. Gil will look into it.
- People are still walking through the swale even though Able put up the signs.
- The mowers are not edging along the sidewalks and still leave tall grass. If the lawn mower is not getting it then they need to go back, but they only do hard edge twice a month.
- Do the same people weed the planter beds? Yes they weed the beds. They did a pre-emergent treatment already this year. There is a tree ring full of weeds and no mulch.
- Dan Gaffney came through and looked at some things. Will he look at the trees that Spokane Boys put up? There are some trees that are sick. Chad just refuses to deal with trees that are sick. I have a red leaf maple that only has two leaves, but others are in full leaf. Gil will look at the trees in a few weeks to see how they are doing.

### 2010 & 2011 budget

- Snow removal we are already over budget for next year.
- We don't like to schedule sprinkler turn on and blow out and prefer it be done by the individual homeowners because of scheduling problems. Do the sprinklers have to be blown out? It depends on the set up. It is a precaution thing. Joe had his sprinklers blown out and still had them freeze because a section did not get done. We had the situation come up that someone went south before the schedule blow out and their system did not get blown out.
- Electricity & gas covers lights and sprinkler timers
- Homeowners pay for their own sewer and storm water so we did not budget anything for this.

- There are three units left to sell and then we will start the last building.
- They will fertilize the yards and the commons 4 times this year. And will do a lawn weed spray as well.
- Is there any chance someone else besides Chad can do the trees? Not right now because we are trying to hold him to the warranties.
- How do the homeowners feel on blow outs? It cost \$25 to \$45. We can send a reminder card that it is time to blow out your sprinklers and give you three options. We will send something out and ask what the homeowners prefer. Even if the HOA keeps doing it, we will give Ryan's number and the homeowners are responsible to schedule. Comment: Spokane Boys laid the drip lines against the foundation and did not bury them.
- Planter beds get pre-emergent treatment. Planter beds get two applications of pre-emergent and 3 hand weeds a year.
- Total landscape for 2010 was \$4, 021.73 and estimated to be \$8,964.42 for 2011.
- Besides landscape expenses and electricity for lights and timers there is a water bill and the management fees. Other expenses for 2010 were \$2795 and are estimated to be \$3,787 for 2011 (increases in both electricity and water).
- Ending cash balance for 2011 is estimated to be \$1,932.

Meeting Adjourned: 7:30 PM