

In Attendance:

Gil Pierce, HOA Manager, RPM
Melissa Owens, HOA Admin, RPM
Dori Ramsey, Field Inspection Specialist, RPM
Dan Mencke, Director
Sharon Halstrum, Director
Jeff Marsh, Director
Ben Phillabaum, Director
Pat Butler, Director

With a Quorum represented with 4 of the 5 Board member present, the meeting was called to order at 1:14pm. Ben Phillabaum joined meeting around 1:45 pm

Minutes of the 11/4/19 Board Meeting and Financial Reports through September 2020 were unanimously approved.

Gil presented a draft 2021 Budget for the Board's consideration. Assessments are expected to remain the same next year. Significant budgeting factors and variances are as follows:

- Until the current state of emergency is lifted, late penalties (charged on delinquent dues) are stayed under Governor Inslee's order dated 4/17/20. The income loss is inconsequential to the budget and the expected income has been cut in half in 2021.
- Landscaping will increase by 10% next year. Covid has impacted labor pools such that it's difficult to maintain a full staff and thus all landscapers and similar industries are struggling to stay afloat. Gil is bidding out certain services but doesn't expect better pricing for comparable work.
- The 2020 annual party was cancelled due to covid leaving the budget unspent. The 2021 budget will remain the same with the hopes that restrictions will be lifted sufficient to host the party in August.
- No special projects are planned for 2021 but just the same, a budget of \$2k is set aside in the budget.
- Website fees were increased slightly in reference to expanded services provided at www.ponderosaridgehoa.com. Specifically, the ARC request form can now be completed and submitted via the website rather than printing and mailing/emailing the form to RPM. Additionally, RPM is working on expanding online payment options for members.

At the conclusion of the proposed 2021 budget discussion, the Board unanimously approved its adoption as written. A copy of the Board approved 2021 Budget will be submitted for ratification by the membership and included with the annual meeting notice.

The Board reviewed the 2021 Annual Meeting materials submitted for its consideration. In compliance with the Governor's stay home order, the meeting will be held via Zoom. Moving forward, the annual meeting will be scheduled closer to the beginning of the year so the budget isn't approved after the fact. Gil will send a poll to the Board for scheduling the 2021 Annual Meeting. The Call for Candidates will be sent out immediately along with the Bylaws Amendment Resolution and the Annual Meeting notice will go out mid-December.

To allow the Association to conduct voting by mail and online indefinitely, the Board unanimously approved the following Bylaws amendments. Amended text is denoted by bold red text.

Article 2.2: Voting Requirements. Any action by the Association which must have the approval of the Association membership before being undertaken shall require the vote of a majority of the votes entitled to be cast by the Members **represented by electronic or mail-in ballot or** present or represented by proxy at the meeting at which a quorum is present,... (The remainder of this section will remain unchanged.)

Article 2.3: Quorum. The presence **by written or electronic ballot or** in person or by proxy of at least twenty-five percent (25%) of the voting power, both classes combined (and the presence of the Declarant, where the Declarant owns at least 15% pf the Lots in the Project) shall constitute a quorum...(The remainder of this section will remain unchanged.)

Gil will schedule a property inspection with Pat Butler to review irrigation system and other HOA assets.

The Board unanimously approved a motion to engage the updated RPM contract. No changes were made aside from necessary updates to Board Member names, dates, etc.

With no other business rightfully brought before the Board, the meeting was adjourned at 2:22pm

Respectfully submitted,
Melissa Owens, CMCA, CAMP
Association Admin, Rockwood PM