

The Ridge at Rock Creek Homeowners Association
Regular Meeting Minutes
9/4/12

Call to Order - President

The meeting was called to order at 6:40pm.

In Attendance - Director/President: Allen Smith

Director/Vice President: Brian Goldsmith

Secretary: Unexplained Absence

Treasurer: Mark Poplasky

No homeowners attended

Approval of Last Meeting Minutes – None.

Treasurers Report - Treasurer - Distributed for Director/Board review prior to meeting.

An accounting and reconciliation of moneys paid to Harbour Homes by homeowners was presented, reviewed and approved.

A ledger of all bank transactions was presented and was in line with expectations

Directors Report -None

Committee Reports - None

Old Business –

- Job descriptions for the officers were adopted.
- Allen was still awaiting feedback from web designer and will follow up in time for the next meeting.
- Brian had overviewed information provided by an HOA management company. Left package with Allen for his review. The Board decided to self-manage at least until we assess our experience of collecting annual dues in January.
- Allen to review option/rates for late fees on past due amounts.
- Brian to make contact with lawyer recommended by John Baringer of Harbour and to assess the terms and scope of engagement.

New Business –

- Brian to call Amazon NW to confirm if they maintain the irrigation schedule.
- The issue of fence staining was revisited. Originally, it was agreed that the Association would maintain fence staining facing 83rd Ave NE. There was further discussion on other areas for consideration. Issue is tabled for next meeting.
- Mark to obtain plot layout of RC project.
- Mark to create strawman dues invoice for Board review.
- Allen to determine how accounts should look for Board review. Brian provided samples from HOA management company package.
- Mark to discuss audit costs with Jan.
- Allen to check on requirements for setting billing due dates.
- Board agreed on Board meeting conduct when homeowners attend:
 - Homeowner attendees receive an abbreviated agenda when they walk in.
 - The agenda will not be modified.
 - The first 15 minutes will be allocated to open discussion with homeowners.
 - After 15 minutes, the Board gets down to its business.
 - Homeowners may observe, but shall not participate.
- Mark to provide info on Officer/Director liability insurance coverage and ensure current carrier includes such coverage.
- Allen to check with friend on which bank enforces dual signature policy.
- Annual dues will become due 1/1/13. Board to determine appropriate billing date.
- Board to set amount of dues (factoring in reserve study which is to be conducted).
 - Brian presented reserve study cost of \$1,195. Will look to an alternative provider to potentially reduce cost.
 - Before reserve study can be complete, Board need to reach conclusion on fence maintenance policy.
- Checks under \$100 do not require 2 signatures.

Adjourn – Meeting adjourned at 8:30 PM. The next meeting will be held on 9/25/2012 at 6:30 PM