



## **Rainbow Springs Community Club, Inc.**

P.O. Box 388 Granite Falls, WA 98252 (360) 691-2683

Board of Directors Meeting Minutes

**May 15<sup>th</sup>, 2024**

**Meeting called to order by: Jacob Bruce at: 6:03 pm**

**Minutes taken by: Maelissa Knobel**

**Roll Call:** (Virtual Meeting on Zoom: Recurring Meeting ID #758 7388 5543)

1. **President:** Jacob Bruce – Present
2. **Vice President:** Marty Schoos - Present
3. **Secretary:** Maelissa Knobel – Present
4. **Treasurer:** Chanel Lagerwey - Present
5. **Trustee:** Greg Nelson – Present
6. **Trustee:** Kyle Knobel – Present
7. **Trustee:** Steven Young - Approved Absence
8. **Trustee:** Dalton Lagerwey – Present
9. **Trustee:** OPEN – Select Option

**Homeowners Present: Liz Schoos and Chanele Lagerwey**

### **Special Requests from Homeowners:**

1. Two requests from homeowners if monthly payments are acceptable?
  - a. Payment plans are accessible to all homeowners by request and approval of the board.
  - b. We need to have a signed agreement from the homeowner with their payment commitment.
2. Request from homeowner to review and provide approval for an extension of a culvert pipe on their property.
  - a. The homeowner needs to provide the engineered and approved proposal of the culvert pipe.

### **Treasurer report:**

1. Review and Approval of March Financials – provided to board electronically
  - a. Greg motions to approve, Dalton seconds, all in favor, none opposed.
2. Review and Approval of April Financials – provided to board electronically
  - a. Maelissa motions to approve, Marty seconds, all in favor, none opposed.

### **New Business:**

1. Approval of March Meeting Minutes
  - a. Marty motions to approve, Greg seconds, all in favor, none opposed.
2. Discussion and review of the engagement letter and fee schedule for updating HOA documents in preparation for adoption of RCW 64.90. The estimate provided would be around \$2000 to review current governing documents and provide a review for adherence to WUCIOA.



- a. Marty motions to approve up to 3,000 to have the review/assessment completed, Greg seconds, all in favor, none opposed. Marty will sign and send the completed form back.
3. Reserve study discussion and next steps. The proposal provided would be a \$3000 flat fee per year over a three-year period for an ongoing review or a one-time charge of \$6000 for the 8-week review.
  - a. Because this will be a requirement in the new RCW 64.90 moving forward, Maelissa motions to accept the 3-year contract, Greg seconds, 5 agree, 1 opposed, vote passes. Marty will sign and send the completed form back.
4. Discussion and review of the RFP Financing options for the dam repair from the lender. We will set a budget meeting to begin the work and get the ratification and adoption process started. Marty will get started on permitting and “do not exceed” amounts for contractors, Jake will talk to the construction company and engineers, and Maelissa will connect with Michelle to discuss budget and meeting steps/templates. Maelissa will also check and see if she can be available by phone for the budget meeting. The board will meet 5/22/24 at 6:30pm for a budget meeting. We plan to hold the community meeting at the lake park, tentative date of 6/8/24, to be determined. One payment option would be monthly payments over 3 years for homeowners or a lump sum payment. Once the budget is ratified, we will send out an assessment to homeowners and proceed forward with the loan from the bank.
5. We need to research a new collection attorney. Maelissa will compare cost differences between existing attorney and proposed attorney.
6. Maelissa will reach out to Michelle to see if we can lien on the property, we received a foreclosure notice on or what the next steps are.

#### **Ongoing Business:**

1. **Gate:**
  - a. Maintenance recurring discussion
    - i. (Kyle) Gate maintenance inspection update, Kyle will take this own as we move forward.
  - b. Discussion on the gate cameras needing internet access and the quote from zipley to get internet at the cameras.
    - i. Jake motions to add internet at the gate through zipley fiber, eliminating the discontinuation of the call feature as previously communicated, Kyle seconds, all in favor, none opposed. Jake will contact Zipley to complete.
2. **Property Management**
  - a. (Jake) Gate Remotes
    - i. No action required at this time
  - b. (Maelissa) Delinquency Update and Next Steps
    - i. Liens have not been filed as of May 13<sup>th</sup> – Maelissa, Michelle and Emily to schedule a phone call to get this process finalized
  - c. Homeowner Welcome Baskets
    - i. (Jake) One new basket was already delivered in April, Div 2 lot 66.



d. (Marty) Community Violation's

- i. Follow up on status of letters sent to 7 homeowners out of compliance with a remediation date of 3/20.
  1. Follow up due on 6/1/24 for the approved extension of compliance for tenants needing additional time to vacate property
  2. Third letters have been mailed out to the remaining violations not brought into compliance.
  3. 7 first notice letters have been mailed out in May for over roadway violations.
- ii. Monthly reviews for compliance will be completed prior to monthly HOA Meetings.
  1. Maelissa needs copies of the notices that were resent.

3. **Board Members:**

- a. Gafoor Siddique resigned from the board effective 3/18/24, website and McPhersons updated.
  - i. Discussion needed on who will take on treasurer activities.
- b. Chanel Lagerwey would like to join as the treasurer on the board
  - i. Maelissa motions to accept, Kyle seconds, all in favor, none opposed.
- c. Any pre-planned absences for the June Meeting
  - i. All will be in attendance

4. **Dam/EAP:**

- a. (Marty/Jake) Gregco was contacted and confirmed our intent to move forward while we await final financing options.

5. **Amenities**

- a. Parking Passes
  - i. Distribution to begin in June following receipt of payments. Marty/Liz will complete the monthly mailing process for passes as dues are paid.
    1. Maelissa will train Liz on the monthly distribution process and prepare the in person pick up list.
- b. River Park
  - i. We will get restrooms ordered this weekend and set up for community members.
  - ii. Maelissa will send the approved parking passes to the reserved parking scheduled 7/20.
  - iii. Maelissa will send the construction workers a parking pass while work is being completed.
- c. Maintenance
  - i. We need to do a lake clean up to skim the vegetation off the top of the lake. Dalton will mow around the exterior of the lake.
    1. Maelissa motions to approve the purchase pf up to \$350 equipment to attempt a skim of the lake, Kyle seconds, all in favor, none opposed.
  - ii. We have a few potholes and a dip in the roadway that needs repaired. Jake contacted a company to come out and provide a quote for road repair. Once received, we will review and decide on the next steps.
  - iii. A few tables down at the river need to be replaced. Jake found replacement tables for \$150 per table, we would need 3 tables.



1. Jake motions to purchase 2 tables not to exceed \$300, Marty seconds, all in favor, no opposed.

**6. Communications and Follow-up**

- a. (Maelissa) Email
  - i. Follow up emails pending board decision on special requests
- b. (Maelissa) Website
  - i. Everything is up to date – Maelissa will add Chanel to the site
- c. (Marty) Calls
  - i. No action required at this time
  - ii. Board members now can contact homeowners from the community phone line vs personal phone numbers.
- d. (Maelissa) Document Retention
  - i. All files have been uploaded to Dropbox
  - ii. All current board members have been provided access. Discussion to review monthly file on drop box vs email attachments.

**Items needing reviewed at a later meeting:**

- Second Gate programmer training
- Emergency access road
- Bus Shelter Installation
- Upgrade the shed to accommodate community items or a community building in track B
- Additional camera installation
- Movie night
- NEXT MEETING Install new signage and playground installation – Spring 2024
- Painting of the speedbumps and Cleaning of community signs
- Possible cell tower installation in Track B

**Meeting adjourned by: Jacob Bruce at: 8:35 pm**