



Shadow Run at Canyon Lakes HOA

Board of Directors Meeting Minutes November 3, 2015 – Kennewick library

Board members present: Mark McKechnie, Anita Overton, Tami Ottley, Ben Swita, Marie Swita and Brenda Schuhmacher

Guests: Larry Towner – Board President of the Creekstone Subdivision. See notes on the second page of these minutes for Larry's comments

Call to order: The meeting was called to order by President Mark McKechnie at 6:35p.m.

- There was an e-mail record of votes taken **10/17/2015** to hire a new HOA Attorney which will be the office of Pody and McDonald from Seattle.
- There is an e-mail record of votes taken **11/5/2015** to have the new law office draft a Collection Policy Resolution for the HOA. This will be voted on next meeting.

Secretary's Report:

- October minutes were distributed to members. Mark made the motion to accept the minutes and Tami seconded. The motion carried.

Treasurer's /Financial Reports:

- Financial reports handed out: *Profit and Loss Budget vs. Actual, Balance Sheet, Check Detail and Customer Summary.*
- Referring to the *Customer Balance* sheet Marie went over those residents with liens and fines. Marie sent 7 residents liens to the Butterworth attorney's office to file.
- The foreclosure notification has been mailed out to another homeowner by the law office of Pody & McDonald, PLLC.

Welcoming Committee:

- No report. Tami was given the address of new residents at 3313 S. Buntin St. She will take them a poinsettia or other holiday welcome gift.

Landscaping and Community Enhancement Committee:

- Bid letters will be mailed out in January for April commencement of services by the new landscaping company.

ACC/Rules and Regs Committee:

- No new business for this month.

Old Business:

- The Ice cream social was fun. About 48 people came to visit and have ice cream. Tami heard later that the neighbors would have liked to talk and asked questions of the board but they thought we were too busy scooping ice cream. We will do our best to have some more help next year. They can always make our Annual Meeting at the library or come to a regular monthly meeting too.

New Business:

- Due to the length of Mr. Towner's conversation with the Board, some of the new business and votes were tabled due to the late hour and pending library closure.
- Marie, Anita and Brenda will meet before the end of the year to do the budget for 2016. This will be approved by the board and then taken to the Annual meeting for vote by members attending.

Adjourn: The meeting adjourned at 8:35 pm.

Next meeting: Wednesday, December 02, 2015 at 6:00pm at the Kennewick Public library.

Respectfully submitted:
Brenda Schuhmacher, Secretary

Comments are from Larry Towners discussion with the Board regarding their relationship with Crown Property Management and what they do for them.

Creekstone (CS) has hired Crown Property Management to manage their subdivision of 600+ homes. Crown PM is CAI certified and the CS board would not consider another company unless they belonged to CAI.

New CS board members complete a \$39.00 webinar from CAI so they become familiar with HOA policy and WA law.

Board's duties include:

- ACC
- Check common areas
- Violations – complaining resident takes picture of violation, and turns in paperwork to Crown PMC who then sends it onto the board for action. Then Crown sends out correspondence to violating homeowner to fix the violation or be fined.
- Liaison to Landscaper
- Maintains correspondence, logs and e-mails
- Any Resolutions made to go through their attorney
- Notifying a credit collection agency of monies owed to Association

Crown PM Company's duties include: All these incur an extra and different cost

- Drive-by property inspections once a month
- Survey common areas once a month
- All bookkeeping services
- All duties and correspondence that come with violations, communications, (letter writing, follow up etc.) or anything the Board wants them to do.

Larry invited the Board to attend their board meeting that is held the second Monday of the month at the Crown PMC office on Colorado Street in Kennewick.