

MINUTES of the MEETING of the BOARD OF DIRECTORS OF THE WHITEHAWK RANCH TOWNHOME OWNERS' ASSOCIATION

June 12, 2023 (approved 09-07-2023)

1. Call meeting to order.

A regular meeting of the Board of Directors for the Whitehawk Ranch Townhome Owners Association was held at the Community Center at Whitehawk Ranch and also via ZOOM teleconference on Monday, June 12, 2023, beginning at 1:00 p.m. pursuant to the written Notice of Meetings. Directors Jean Bonander and Bob Danielson were present at the community center. Penny Popken and Nancy Johnson participated via ZOOM. Joleen Cline served as the recording secretary. Jean Bonander called the meeting to order at 1:02 p.m.

2. Public Comment (for items not listed on the agenda – limit 5 mins each)

3. Minutes – Regular Meeting of May 10, 2023

After review, upon motion duly made, seconded, and unanimously carried, the minutes of the May 10, 2023, meeting were approved as submitted.

4. Financial Reports

Joleen provided financial reports to the Board members via email prior to the board meeting.

Joleen reported as of 05/31/2023 the total balance in the reserve accounts was \$341,278.00. Overall, the TOA is on budget. Members have paid dues in advance which has added to the association's strong cash position.

5. Contracts/Services Discussion for 2023

a. Status Report – Landscape Maintenance Agreement

Penny reported the weather has been a challenge for Lowell and his crew. They have less than half of the back yards to complete. They are also working on removing pine straw and debris from the roofs and gutters.

b. Status Report - Driveway Repair/Driveway Resurfacing Project

Bob reported the cracks have been sealed in the driveways. The contractor is scheduled to come out and make repairs this week in preparation for the slurry sealing which is scheduled for the end of the month. Depending on the weather, we expect to see the crews on site Wednesday or Thursday.

Jean sent an email asking members who have white paint on their driveways not park on their driveway or in their garage while the pavement repair is going on to allow crews to have full access to the blacktop. The crews will be making repairs on the streets for the HOA at the same time.

c. Status Report – Deck Re-Staining Project

Bob reported we have two bids to review later today in closed session. We have one additional contractor who stated they are interested in the job but has not provided a written bid.

6. ARC Report and HOA/TOA Update on TOA Guidelines

Lisa reported there is a landscape renovation request that has been turned over to the HOA ARC. There is also a landscape application that was approved for 55 Bridal Path. Finally, there is a request to install stairs at 182 Deer Creek, and the committee is working with the master HOA ARC.

Lisa reported we are in a transition phase. Jean is working on updated guidelines for the TOA. The current TOA CC&Rs refer back to ARC guidelines which are not existent in the TOA. We have owners who are moving forward with changes and installations without approval. She reported Bob had to call and ask the owner to stop installing plants because they had not submitted an application. The fire codes are changing, and those changes will need to be incorporated in any guidelines the Association may adopt.

Jean reported she recently participated in a meeting which included a member of the master HOA and a Hawk Ridge Board member to work together to find common ground and begin developing a protocol that will serve all of the Whitehawk Ranch development. The HOA ARC has gone back to look at the foundational documents. Looking forward, the TOA is in a maintenance position. According to the foundational documents, major changes within the TOA are not allowed. Jean reported the group is working to clarify for the TOA and Hawk Ridge specifically what is allowable and what is not. Jean reported the Board has communicated every year in newsletters and other communications that nothing outside of the foundation of the townhome can or should be started without prior approval. It is clear that we have owners who have not read those communications or are not willing to follow the policy.

Jean reported the HOA ARC Guidelines are for all owners within the Ranch. Those guidelines also state that nothing is to be added to outside landscape without an approved application.

7. Planning for Whitehawk TOA Annual Meeting on Saturday, August 19, 2023

a. Introductions and Introductory Comments

Jean provided an outline for the report she plans to give at the annual meeting on August 19.

b. CC&Rs/Bylaws Discussion

Jean reported she plans to speak about the CC&R/Bylaw Revision project at the annual meeting. She reported the annual meeting may be a good opportunity to encourage community members to help with the Governing Document ballot project.

Penny suggested that the Town Hall meeting be scheduled prior to the Annual Meeting so that Jean can report on the results of that meeting. Jean agreed.

c. Joint TOA/Hawk Ridge Shared Services Discussion

Jean reported the Hawk Ridge Board is interested in continuing a conversation with the TOA about sharing resources to potentially hire staff (instead of contractors) to complete the landscape and snow removal responsibilities for the two associations. The Boards of the two associations would supervise that employee, and potentially payroll and benefits could flow through the Mutual Water Company. They also have started a discussion to see if there would be a benefit in working together with insurance coverages.

d. Future Planning/Reserves, Strategy, Long Term Capital Discussion

Jean reported Bob Danielson has been instrumental in the paving and deck refinishing projects. Jean reported we need to continue to have discussions regarding the long-term plan for our association.

Bob reported he is in favor of the Board committing to a long-range plan so that we don't find ourselves in a place of needing to borrow funds again. Jean reported once the current loan is paid off, we will have funds available to begin planning and saving for future major projects.

e. Announce Election Results

8. Directors Reports/Announcements – Information Only

No report

9. Future Agenda Items

Nancy reported prior Board members have been diligent in the past to plan for future maintenance with the information that was available. She asked if we had a collection of decisions the Board had made in the past.

Joleen reported all minutes she has taken for the association are saved and backed up as digital files. The minutes Carol Yeater took are in hard copy in the community center office. Joleen reported she could make an index of decisions made to help us understand our history, however, it would take some time to search and index all of the minutes. Joleen reported policies after being duly noted and adopted stay in place and are posted to the website for all owners and potential owners to review.

10. Adjournment of Meeting to Closed Session to Discuss Contract Negotiations

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 02:24 p.m.