

**BOARD MEETING MINUTES**  
**ASPEN SHORES HOMEOWNERS ASSOCIATION**

Monday March 5, 2018

**Present:** Sharon Sherwood (President), Pat Boynton (Treasurer), Brandon Parker (Vice President), Leslie Bigos (Secretary), George Juarez

**Homeowners in Attendance:** Gary Francois, Laine Lasker, Sue Baker, Suzette Chaparro.

**Time of Meeting:** 7:07 pm, Home of Leslie Bigos - 2810 Akamai Way

**Minutes:** Minutes Approved from February board meeting.

**Open Discussion**

- Sue Baker posed question regarding Septic set aside and dues. She asked if homeowners w/no installed septic systems (lot only) are required to pay into septic set-aside. The answer was, "Yes. All lot owners are required to pay into the septic set-aside."

**Financial:**

- Approve Bills:
  - 3-5-18 Wenatchee Reclamation....\$142.60.... annual fee for street plantings
  - 3-5-18 Douglas County Irrigation fee....\$115..... annual fee for Park
  - 3-5-18 Frontier.....Drainfield phone line...\$55.72  
Frontier provides phone line used at the septic dosing tanks to alert Keyhole Security when an alarm is going off in a dosing tank. Pat Boynton to investigate if we can obtain this service at a lower rate with a different provider.
- **Usual & Customary Bills.** The board voted and agreed that Treasurer will pay usual and customary bills that are in the budget (i.e., Keyhole Security, Frontier, PUD). Treasurer will not require a vote to pay these bills to insure timely payment. Treasurer will "flag" any bills not deemed "ordinary" or "expected." Confirmed that two signatures are required on all checks written (i.e., the Treasurer and one other board member.)
- **Financial Reports.** Discussion of which financial reports generated by QuickBooks are most beneficial to the board and homeowners. Reports with the asterisk (below) are the ones the board prefers and has asked Treasurer to provide at each Board Meeting..
  - Profit & Loss Previous Year Comparison Jan 1 thru March 5, 2018. George Juarez recommended including % used year-to-date in Profit & Loss report.
  - Profit & Loss Budget vs Actual January through December 2018,
  - Balance Sheet as of March 5, 2018,
  - Income Statement January 1 through March 5, 2018 - Send out with the Minutes
  - Discussed checks & balances on bank statement. Angie (Accountant) will review bank statement and balance it.
- **Budget Revisions.** Lengthy discussion regarding Balance Sheet vs. the Budget. Upon comparing the two, we recognized some inconsistencies in the Budget due to some

math errors. Treasurer to correct these errors in revised documents after consultation with the accountant.

- **Balance Sheet.** At length, discussed revisions to the budget to insure there are sufficient funds in Septic Expenses (Maintenance & Repair) to pay for routine annual repairs. This line includes items such as line leaks and replacement of minor parts as well as labor. The repair on Gracie Lane is an example..
- **HOA Laws.** Discussed laws governing HOAs pertaining to accounting practices.
- Voted to instruct Accountant to add \$21 (per lot owner) to Dues General fund to account for math error identified on Budget. This correction will provide accurate invoices. Note: Dues are not increasing; this is an accounting change only.
- Voted that the Treasurer is the point of Contact with Linder and Goetz Accounting and our designated accounting contact - Angie.

### **Review Lot #19 (2990 Blue Heron Lane) Home Plans for Mr. & Mrs. Huth**

Reviewed house plans submitted by the Homeowners' architect and determined that they were within the scope of our Covenants. Voted unanimously to approve the plans. Within the approval we did remind the homeowners that their lot should drain towards the street and storm drain to avoid draining to the river-side slope, thereby preventing erosion.

### **Status of property 2825 Apen Shores Drive -- Lein**

We have been informed that the home has a buyer; property is currently in Escrow. Sharon Sherwood working with bank to insure past-due HOA dues are paid before the Lien is removed.

### **Cottonwood trees cut down in Cove area**

It has come to the Board's attention that some Cottonwood trees have been cut down in the PUD-owned area of the "cove" which is a Habitat Mitigation Area and controlled by the PUD. This is specifically against our Covenants and the HOA could potentially face a fine from the PUD if this was discovered. The Covenants state:

"All existing vegetation and standing or down dead wood shall be retained within the Habitat Mitigation Area. Plant cutting, disturbance or removal of planting shall be prohibited unless a standing dead tree constitutes a threat to persons or property."

The Board voted to remind Homeowners of prohibition of cutting down any native vegetation or mitigated plantings in this area.

### **Future Meeting**

George Juarez to introduce meeting protocols.  
Agenda for May meeting

Next Board Meeting: April 9, 2018 @ 7:00pm at 2810 Akamai Way.

Meeting Adjourned 9:00pm