Keanland Park HOA

Board Meeting (Via Zoom)

02/27/2023 – 6:30PM

Board Members Present:

Kevin Ruoff Mike Ard Jim Huentelman Scott Jarman

Danielle Sullivan

Board Members not attending:

Chuck Klamm

Zoom meeting was started at 6:15 by Kevin Ruoff

Zoom Meeting started at 6:31 by Mike Ard

Mike Ard, Board President reviewed the agenda and discussed recent activity:

* Chuck Klamm took care of the dead porcupine.
* Danielle Sullivan handled a recent realtor request for information.

There was a discussion regarding implementation of a transfer fee of $300.00 on the sale/purchase of homes in Keanland park.

* Kevin Ruoff discussed the purpose and goal of the transfer fee.
	+ It is common among many HOA’s.
	+ Funds collected can be placed in the reserves to try to offset any future increase in dues.
	+ Danielle stated that there were six home sales last year.
	+ The Board stated that if this were to go through, we would like the buyer of the home to be responsible for the transfer fee.
	+ The board took a vote to approve the transfer fees if it is allowable under the CC&R’s. This vote was 4 to 1.
* Kevin will do a review of the CC&R’s to determine if the board can take this action or if it will require a full vote of members.
	+ A review of the CC&R’s after the meeting by both Danielle and Kevin shows that to implement the transfer fee will require a super majority (67%) vote by members. This will be further discussed at the next community meeting.

Danielle shared with the board an excel spreadsheet on estimated earnings for reserve funds over the next 20 years. Based on the current amount in reserves, approximately $151,830 plus about $11,000 per year added, in 20 years the reserve amount will be approximately $350,000.

There is a largest expense the board sees coming for road maintenance. Scott Jarman is currently working with a contractor to get a bid on seal coating the roads, which is estimated to be needed every 3-4 years. Crack repair needs to be completed annually to keep the road in good condition.

* Last year crack repair ran $2,700.
* Seal coat will also include repainting of the lines in the roadway.

The board discussed the 2023 budget.

* Invoices for the 2023 dues of $450.00 have been sent.
	+ To date 25 of 106 homeowners have paid.
* The budget draft has two open line items, roadway maintenance and septic inspections.
	+ We are awaiting bids for both.
* Seal Coat on the roads may need to be split – one section of Keanland Park this year and the other next year, as invoices have been mailed and we may not have enough funds without dipping into reserves.
* Balance sheet and P&L has been shared with the board and will be provided to members at the meeting on 02/15/2023.
* Danielle will handle the taxes for 2023 and will share with the board when completed.
* Danielle has renewed HOA status with the Secretary of State for $20.00.
* There was discussion on if we needed a 3rd party audit of the accounts.
	+ It was verified that if funds collected from the members exceeds $50,000 per year then there will have to be an independent 3rd party financial review. 2023 funds collection will be $47,700.
	+ The board will look to see if someone in the community is a CPA that can do a review/audit.

Jim Huentelman and Mike discussed the current situation with septic inspections.

* Current service provider RJ Trends has submitted the new contract with an inspection increase of 44% to $216.00 per system for the first year and then an inspection increase of 67% to $250.00 the second year. To keep within our budget, we need this cost to be $200.00 or less per system.
	+ There are hard costs of $165.00 for nitrate testing for 31 homes, Sampling fee of $25.00, filing fee of $12.00 and 8.1% tax.
* Jim and Mike are getting bids from 3 other providers.
	+ Bids must be in by 3/1 so that we can make the decision to cancel our contract with RJ Trends.
	+ Any provider must be certified by Biomicrobics, the vendor of our Septic Systems.
	+ Thurston County has recommended one of the providers we are seeking a bid from.
	+ Jim and Mike continue to work with the county on the requirements and fees.
	+ To get our costs down as much as possible Jim will work with vendors to ensure:
		- Only one point of contact from the HOA, not different members calling them.
		- Use of door hangers to notify members of when the inspection will take place and when complete.
		- Require a summary of the results for the HOA.
		- 80/20 payment – 80% up front and 20% at completion to ensure proper completion and reporting.
* There was discussion on septic pumping.
	+ Due to nature of the Biomicrobics system, pumper must understand them.
	+ The county suggested having just one pumper.
	+ Jim suggested having a list of qualified pumpers for members to choose from.
		- This would need to be updated annually.

There was no ACC update for this meeting.

Maintenance report discussed that the 2023 contract for grass cutting will remain the same as prior year and road maintenance was discussed earlier in the meeting.

Mike reported that we are still looking for one more board member and will reach out to a few people. We will have elections following the 2/15/2023 meeting and then the board will determine who is in what role.

Mike discussed the proposed agenda for the 2/15/2023 meeting and it was approved.

The meeting was adjourned at 7:44pm

Kevin Ruoff

HOA Secretary