

VILLAS AT BIG TROUT CONDO ASSOCIATION - REGULAR BOARD MEETING

Wednesday, June 26, 2024 - 6:30 PM – 8:00 PM

HELD IN-PERSON

*** PENTAGON Bistro Restaurant (In Liberty Lake – Upstairs Event Room)

1400 N. Meadowwood Lane, Liberty Lake, WA 99019

AND VIA ZOOM MEETING

<https://us02web.zoom.us/j/8092495974?pwd=WlQ3S1A5OVlWcGI1MH1VUjFGWTdNdz09&omn=85420754150>

Meeting ID: 809 249 5974 - Passcode: 22855

1. **MINGLE W/YOUR NEIGHBORS** – 6:00 PM
2. **MEETING BEGINS – CALL TO ORDER** – 6:30 PM
3. **ROLL CALL** (1 min.)
4. **PRESIDENT’S ANNOUNCEMENT** - Decorum (1 min.)
5. **MANAGER’S REPORT** (10 mins.)
 - a. Update on 2023 Audit and 2024 Reserve Study
 - b. Lawncare Service Update
6. **DIRECTOR REPORTS**
 - a. Secretary (5 mins.)
 - b. Treasurer’s Report (5 mins.)
 - c. Vice President (5 mins.)
 - d. Member-at-Large (Misc.) (5 mins.)
 - e. President (5 mins.)
 - Re. Hail Damage Progress
 - Insurance Update – Winter Pipe Breaks
7. **CITIZENS COMMENTS** (10 mins.)

IMPORTANT NOTE: This is your opportunity to address the Board, however, the Board will not act but will listen to your comment or statement and take it under advisement or schedule it for a future Board meeting agenda.
8. **GENERAL BUSINESS** – Consent Agenda (6 mins.)
 - Lawncare – Authorize Board to Make Determination on Services
 - Authorize President, Vice President and Manager to Consult with Attorney Re. Interim Agreement
9. **GENERAL BUSINESS** – Action Items (5 mins.)
 - a. Approve May 22, 2024, Board Meeting Minutes
 - b. Review and Approve Amended Villas at Big Trout Condo Association’s Code of Ethics
10. **NEW BUSINESS**
11. **OLD BUSINESS** (10 mins.)
 - a. BBQ Grill Ban Policy Status
 - b. Pool Resurfacing Status
 - c. Pool Use – Specified Use Days (Owners, Visitors, Family Days) Survey Proposal

d. Unauthorized Parking Warning Notices – Parking Permit / Visitors Pass /Towing Survey Proposal

12. **CITIZEN COMMENTS** (10 mins.)

IMPORTANT NOTE: This is your opportunity to address the Board, however, the Board will not act but will listen to your comment or statement and take it under advisement or schedule it for a future Board meeting agenda.

13. **NEXT MEETING DATE** (Unless warranted earlier): **August _____ 2024** (1 min.)

14. **ADJOURNMENT** * 8:00 PM

IMPORTANT: PLEASE READ

CITIZENS COMMENT PERIOD PROCESS

Citizens Comment Period: If you wish to provide oral public comments during the Board meeting, you may do so only upon invitation by the Chair or Acting Chair. The Chair will invite the citizen comments during the appropriate section of the agenda, at which time you will be limited to one question or statement per individual for no more than 1 minute. Please do not interrupt another speaker's opportunity to address the Board. This is your opportunity to address the Board, however, the Board will not act but will take your comment or statement under advisement or schedule it for a future Board meeting agenda.

Big Trout Condominium Association Board of Directors Resolution to Adopt a Code of Ethics

WHEREAS the Code of Ethics is a set of standards that guide the professional conduct of the Big Trout Condominium Association, per its Bylaws Article IV, which imposes a duty of care and loyalty upon the Board of Directors to make good business judgment decisions on behalf of the Association and its membership;

WHEREAS in every Code of Ethics the laws that govern condo associations in the State of Washington, RCW 64.34, imposes an obligation of good faith in the execution of all duties or contracts covered under that chapter;

WHEREAS the Code of Ethics is the guide and reinforcement tool for Board Members to follow in the manner it is intended;

WHEREAS the Code of Ethics provides an overview of the main functions when dealing with ethical issues as a Board member;

WHEREAS the Code of Ethics represents broad principles, and core values, to inform the behavior and to guide decision-making throughout the everyday conduct of Board members, regardless of their specific role, title, or position;

WHEREAS the Association's paid management professionals support the adoption of a policy to set forth expectations of Board Members;

WHEREAS the Board endeavors to meet its duties with openness and transparency to ensure no real or perceived conflicts of interest exist and where open, and fair elections are consistent with Open and Public meetings;

WHEREAS the Code of Ethics maintains the element of responsibility and respect by each Board Member toward their fellow Board Members to ensure the obligation to maintain respect without any real or perceived attacks on their colleagues, residents, vendors, or contractors;

~~WHEREAS the Code of Ethics requires that each director discharging their duties, shall act in good faith;~~

~~WHEREAS the Code of Ethics requires that each director in discharging their duties shall disclose, or cause to be disclosed, to the other Board or Committee members, information not already known by the other directors to be material to the discharge of their decision-making or oversight functions;~~

WHEREAS the Code of Ethics always strive to ensure that the Board Members work to serve the community and do so in a way that promotes the best interests of the community regardless;

LET IT BE RESOLVED that the Board of Directors hereby adopt the principles of the outlined Code of Ethics for the Community Association and themselves;

Deleted: WHEREAS the Code of Ethics requires that the Board maintain a non-harassing, or threatening posture, by any means, to control or instill fear in any Board Member, owner, resident, or contractor;

Big Trout Condominium Association
Board of Directors Resolution to Adopt a Code of Ethics

This resolution is made by unanimous written consent of the Board, setting forth professional values, ethical principles, and standards to which Boards aspire and by which their actions can be judged as designated by each Director's signature below, upon execution, this Resolution shall be immediately effective.

Deleted: by all Directors

Dannetta "Dg" Garcia Date

Dale Robbins Date

Cindy Troxel Date

Terry Fogle Date

William Roger Liermann Date

May 22, 2024

Big Trout COA Regular Board Meeting

Meeting Called to Order: DG Garcia

Type of Meeting: Regular Board Meeting

Note Taker: Cindy Troxel, Secretary and

Time: 6:35 PM

Christina Ross, Community Manager, Ops

Location: In-Person and Zoom – Liberty Lake Municipal Library

In Attendance: Directors in person, present - DG Garcia, Terry Fogle, Roger Liermann, Cindy Troxel, Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW. A quorum was achieved.

Residents: In-person Teena & Gary McDonald, Colleen Warn, Mary Manley, Terry Olsen, Frieda Berkinbile, via Zoom Linda Schneider, Barbara May, Chris Lowe.

Dale Robbins – Absent. Not in attendance, traveling back from Portland.

Minutes

DG – Roll Call

Roger – Asked if he could record the meeting. DG reminded Roger that a resident requested there be no recording and that the secretary would be taking the minutes.

DG – Reminded the Board and Residents of Decorum.

DG – Made motion to move pool item 9a, Pool, to General Business section 6b.

Cindy – Seconded, no discussion, no opposition.

Motion passed unanimously.

4. MANAGER'S REPORT

- a. Proposals for the 2023 Audit – Presentation on website (Homepage)

Christina – Reached out for Audit proposals and only received.

- Newman, CPA \$3800 – has done our audits for years.
- DeCora, Blair & Teague did not respond.

No discussion.

b. Proposals for the 2024 Reserve Study – Presentation on the website (Homepage)

Christina – Advised that she had received proposals from two organizations, Advanced Reserve Solutions, and Accurate Reserves Professionals.

- Advanced Reserve Solutions had served Big Trout for years and had performed the previous reserve study in 2021.
- Accurate Reserve Professionals offers a three-year Budget Stabilization Plan, automatically renewing the annual contracts for the same fee each year, an educational piece, slides and possibly the ability to record the classes to share with the community.

Discussion - Board:

Roger – Asked who had done it for us in the past? Christina advised Advanced Reserve Solutions.

Cindy – Mentioned that she appreciated the educational piece.

Roger – Asked if he could ask a lot of questions.

DG – Explained why questions need to be limited because everyone needs to have an opportunity.

Roger – Asked what criteria did they use for the prior reserve study?

Christina – Stated criteria use: CC&R's and the Bylaws.

No further discussion.

5. DIRECTOR REPORTS

a. Cindy – Nothing to Report

b. Terry – TREASURER'S REPORT

Terry provided information about banks in the area where we could move our money closer to the community. The Board is considering moving our funds from First Citizens to a bank or credit union in Liberty Lake. Terry visited the following banks to check on options for our funds. This information is also included on the VBT website: U.S. Bank, Umpqua Bank, Banner Bank, Bank of America, Spokane Teacher's Credit Union, Horizon Credit Union and an Investment firm broker regarding Treasury Bills (T-Bills). She also advised that the broker she contacted was her broker (just for advice) who said there would not be a charge for their services.

Chart and Tables are available on the Website (Homepage): [Presentation: May 2024 Board Meeting](#)

c. Dale – Absent

d. Roger – Nothing to Report

e. DG – PRESIDENT’S REPORT

DG Provided an update on Phase 1 of the Insurance Claim, which is now complete. Phase I included work on siding of building 15, both sides and rear where the most damage from the hail occurred; a number of window snap beads and repairing/replacing the vents that were damaged from the storm. Phase II is up next.

She mentioned that the concrete curbing repair, and dryer vent cleaning projects, which were approved by the previous Board, have also been completed, these were stand-alone projects and not part of the insurance claim in phase I.

DISCUSSION – Board / Community:

DG – Stated that with Treasury Bills (T-Bills), while they are great, we need to note that a T-Bill is subject to federal taxes.

Terry O. – Asked Terry Fogle if banks get treasury bills?

Terry F. – Said that we haven’t looked at that, but she will bring information back to the next meeting.

Roger – Had questions about the Reserve accounts specifically section 6.8 in the CC&Rs. Reference: Working Capital Funds. He was concerned as to the current handling and had questions.

DG – Commented that currently what happens with the Working Capital Fund is that a deposit in the amount of at least \$250 is paid by the seller and \$250 is paid by the buyer with an additional amount paid by the buyer that is equal to one month’s regular assessment and that those funds are paid during the closing period. She stated that the funds are working capital funds, which are paid into the reserves and **are not** advance payments of the monthly regular assessments. She took the information directly from the CC&Rs, section 6.8.

6. GENERAL BUSINESS – CONSENT AGENDA

- a. DG** – Motioned to approve the April Board Meeting Minutes. Cindy seconded. No further discussion.

Cindy, DG, Terry all in favor. Roger abstained. Motion passed.

- b. PRESENTATION: Pool Resurfacing**

Pool Presentation was submitted by Chris Lowe (see presentation / information on website, Homepage). VBT Pool built around 1997 and resurfaced in 2017.

Chris – Volunteered to support the pool vetting based on his vast areas of expertise, one including pools and pool maintenance. With 15 plus years of experience; oversees

20 community pools; and currently supervises 6 pool replastering projects. He received two out of three requests.

- The Pool Service Company \$45,080.047 – Scheduling 2 to 3 weeks out to begin.
- Barefoote Pools \$27,878.40 – Scheduling 2 to 3 weeks out to begin.

DG – Motioned to accept Bid from Barefoote Pools. Cindy Seconded.

Terry F., Cindy, DG, all in favor. Roger abstained. Motion passes.

7. GENERAL BUSINESS – ACTION ITEMS

DG – Motioned to accept Newman, CPA proposal. Cindy seconded. No discussion.

Cindy, Terry, DG, Roger all in favor. Motion passed unanimously.

DG – Motioned to accept the three-year bid from Accurate Reserves Professionals. Terry seconded. No discussion.

Cindy, Terry, and DG all in favor, Roger opposed. The motion passed.

8. CITIZEN COMMENTS

Resident – Asked about HOA fees and how they relate to the Working Capital contributions. Christina advised CC&Rs Section 6.8.

Terry O. – Asked about visitor permits. She asked a question about parking. How long can her daughter visit if she comes over? For or an hour? Where does she have to park? She will save her larger question for the next meeting.

No further citizen comments. Citizen Comment period closed.

9. NEW BUSINESS

Pool Opening on Memorial Day Weekend, Parking Permits, Visitors Pass Proposal, Towing Notices, Pool Use, and Proposed Alternative Areas for Outdoor Cooking Devices.

DG – Informed the owners/residents/tenants that many in the community are bothered and concerned about a few major issues relating to inadequate parking, authorizations, non-resident usage, guest and VBT overflow parking location(s), signage; SPA and pool privileges, access, authorization, availability and alternative cooking locations. (re. Grills/Cooking Device Ban)

She advised that there would be more information and a broader discussion at the next Board meeting. And, then motioned to extend the meeting for 10 additional minutes. Terry seconded.

All in favor, motion passed unanimously.

10. OLD BUSINESS

- BBQ Grill/Cooking Device Ban Policy Update
- Garden Committee Update – Teena and Gary McDonald did a great job with the recent planting; the community is looking up.
- Volunteer Roberts Rules of Order Workshop Committee – Schedule Pending
- Reviewed and Approved the Proposed Code of Ethics, with conditions.

Christina – Advised Board that she had received an email from Dale Robbins, the Vice President, regarding a line on the Code of Ethics that he thought needed to be clearer and asked for it to be rewritten – specifically: (See highlighted section below) Note: Original COE

DG – Read the proposed Code of Ethics aloud, in full.

DG – Motion to allow Dale's, email request for clearer language on COE, to be rewritten and then move COE document forward for signatures. Cindy Seconded.

All in favor, no opposition, No abstentions. Motion passes unanimously.

11. NEXT BOARD MEETING

Tentatively scheduled for June 26, 2024, at 6:30 PM.

12. ADJOURNMENT

DG – Motion to adjourn the meeting, Cindy seconded.

No discussion.

All in favor. Motion passes unanimously.

Meeting adjourned at 8:10 PM.

These meeting minutes have been respectfully submitted by Cindy Troxel, VBT Secretary, and Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW.

Big Trout Condominium Association
Board of Directors Resolution to Adopt a Code of Ethics

WHEREAS the Code of Ethics is a set of standards that guide the professional conduct of the Big Trout Condominium Association, per its Bylaws Article IV, which imposes a duty of care and loyalty upon the Board of Directors to make good business judgment decisions on behalf of the Association and its membership;

WHEREAS in every Code of Ethics the laws that govern condo associations in the State of Washington, RCW 64.34, imposes an obligation of good faith in the execution of all duties or contracts covered under that chapter;

WHEREAS the Code of Ethics is the guide and reinforcement tool for Board Members to follow in the manner it is intended;

WHEREAS the Code of Ethics provides an overview of the main functions when dealing with ethical issues as a Board member;

WHEREAS the Code of Ethics represents broad principles, and core values, to inform the behavior and to guide decision-making throughout the everyday conduct of Board members, regardless of their specific role, title, or position;

WHEREAS the Association's paid management professionals support the adoption of a policy to set forth expectations of Board Members;

WHEREAS the Board endeavors to meet its duties with openness and transparency to ensure no real or perceived conflicts of interest exist and where open, and fair elections are consistent with Open and Public meetings;

WHEREAS the Code of Ethics maintains the element of responsibility and respect by each Board Member toward their fellow Board Members to ensure the obligation to maintain respect without any real or perceived attacks on their colleagues, residents, vendors, or contractors;

WHEREAS the Code of Ethics outlines the professional conduct of its Board Members and serves as a reminder of what Boards should not do;

WHEREAS Board Members should not, harass, threaten, or attempt through any means to control or instill fear in any Board Member, owner, resident, employee, or contractor;

WHEREAS the Code of Ethics always strive to ensure that the Board Members work to serve the community and do so in a way that promotes the best interests of the community regardless;

LET IT BE RESOLVED that the Board of Directors hereby adopt the principles of the outlined Code of Ethics for the Community Association and themselves;