

**VILLAS AT BIG TROUT CONDO ASSOCIATION - REGULAR BOARD MEETING**

**Wednesday, May 22, 2024 - 6:30 PM - 8:00 PM**

**HELD IN-PERSON**

**\*\* Liberty Lake Municipal Library  
23123 E. Mission Avenue, Liberty Lake, WA 99019**

**AND VIA ZOOM MEETING**

<https://us02web.zoom.us/j/8092495974?pwd=WlQ3S1A5OVlWcG1sMH1VUjFGWTdNdz09&omn=85420754150>

**Meeting ID: 809 249 5974 - Passcode: 22855**

1. **CALL TO ORDER - 6:30 PM**
2. **ROLL CALL (1 min.)**
3. **PRESIDENT'S ANNOUNCEMENT - Decorum (1 min.)**
4. **MANAGER'S REPORT/ANNOUNCEMENT/STATEMENT (6 mins.)**
  - a. Review Proposals of companies interested in performing the 2023 Audit.
  - b. Review Proposals of companies interested in performing the 2024 Reserve Study
5. **DIRECTOR REPORTS**
  - a. Board Members (12 mins)
  - b. Treasurer's Report (5 mins)
  - c. President's Report/Updates /Discussions (5 mins)
    - Re. Winter conditions, Hail Damage progress & Phase II
    - Concrete Curb Repair – 2022-2023 Board Decision
6. **GENERAL BUSINESS - Consent Agenda (3 mins)**
  - a. Approve April Board Meeting Minutes.
7. **GENERAL BUSINESS - Action Items (5 mins)**
  - a. Vote on selected 2023 Auditor
  - b. Vote on selected Reserve Study Consultant
8. **CITIZEN COMMENTS**
9. **NEW BUSINESS (3 mins)**
  - a. Pool Opening – Memorial Day Weekend
  - b. Parking Permit / Visitors Pass Proposal / Towing Notices
  - c. Pool Use: Owner v. Outside Friends and Guest – Sign in Roster
  - d. Proposed Areas for BBQ, Parking Permits
10. **OLD BUSINESS (2 mins)**
  - a. BBQ Grill Ban Policy –
  - b. Garden Committee Progress

- c. Roberts Rules of Order Workshop Schedule – Date:
- d. Review Proposed Code of Ethics

- 11. **NEXT MEETING DATE: July 2024 (1 min.)**
- 12. **ADJOURNMENT \* 8:00 PM**

**IMPORTANT: PLEASE READ**

**CITIZENS COMMENT PERIOD PROCESS**

Citizen Comments 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.

Villas at Big Trout

Liberty Lake, WA 99019

**05/11/2024**

**Re: Removal of Grills, Barbeques and Other Cooking Devices from Decks and Patios by midnight May 31, 2024**

**This letter supersedes any previous notices regarding the use of BBQ's on patios.**

Dear Villas at Big Trout Owners

As part of our ongoing commitment to safety and compliance, we would like to inform you of an important update regarding the use of barbeque grills and other cooking devices on decks and patios within our community.

After careful consideration and consultation with relevant authorities, the board has decided with the authority vested in them **to prohibit the use of cooking devices on decks and patios. The storage or use of combustible propane tanks is also prohibited.** To be clear, **the storage or use of combustible propane tanks is or on the property, even outside, inside carport storage areas, or in garages is prohibited.**

This decision also comes on the heels of an arduous renewal process with our insurance company and seeking proposals from other organizations. While details of the insurance underwriting process cannot be shared with us, one of the guidelines for writing new business is that insured properties are free of grills, barbeques, or open fire pits. This is because grills and barbeques tend to be close to or touch the siding which can then melt or worse catch fire. So not only is this inhibiting the community from seeking other options for insurance, but it is also a clear and present danger for all owners within our community.

Effective at midnight on May 31, 2024, ALL grills, barbeque grills, and other cooking devices must be removed from decks and patios within our community. This decision is not taken lightly, but it is necessary to ensure the safety and well-being of all residents.

We understand that this may cause an inconvenience for some residents who enjoy cooking outdoors. However, the safety of our community must take precedence. We encourage residents to utilize approved designated cooking areas, separated from combustible materials by a minimum of 10 feet (3048 mm), and are equipped for safe cooking practices. Additionally, the Board will be considering alternatives to help owners & residents have a safe, clean cooking environment for their outdoor grilling, beyond just the pool area.

To facilitate compliance with this policy, we will conduct inspections after the May 31, 2024, removal date to ensure that all cooking devices have been removed from decks and patios. Signs will also be posted in conspicuous locations throughout the community to remind residents of the prohibition on cooking outside designated areas.

We appreciate your cooperation and understanding in this matter. If you have any questions or concerns regarding this policy, please do not hesitate to contact the Operations Solutions NW team at [Christina@opssolutionsnw.com](mailto:Christina@opssolutionsnw.com).

Thank you for your attention to this important matter.

Sincerely,

Villas at Big Trout Board of Directors

In Partnership with Operations Solutions NW

April 12, 2024

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## Big Trout COA Regular Board Meeting

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**Meeting Called to Order:** Dg Garcia

**Type of Meeting:** Regular Board Meeting

**Note Taker:** Christina Ross,

**Time:** 6:31 PM

Community Manager Ops

**Location:** In-Person and Zoom

**In Attendance:** Directors - Dg Garcia, Dale Robbins, Terry Fogle, present in person, Cindy Troxel, present via Zoom, Christina Ross, CMCA, AMS, Community Manager, Ops Solutions NW, Residents: Ten (10) present and three (3) via Zoom. A quorum was achieved.

Roger Liermann – Absent.

### Minutes

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**Dale** – Made an opening motion to excuse Roger, seconded by Terry – discussion:

**Dale** – Stated that he believed this was Roger's 2<sup>nd</sup> or 3<sup>rd</sup> absence and noted that a Board member was joining the meeting all the way from Florida, which is three hours ahead. He stated that a personal invitation had been extended to Roger.

**Dg** – Stated the importance of attending the Board meetings by directors, however, occasionally they might miss. However, a Board members cannot expect that another Board director should want to speak on their behalf to count as an excused absence.

**Cindy** – Agreed that many missed meetings is just not logistically right.

A vote was taken to excuse Roger, all opposed. None in favor. Roger was not excused from the meeting.

**Manager Discussion** – Decorum and Election – Director and Officer enumeration:

#### **Nomination results and appointments:**

Treasurer – Terry Fogle

Secretary – Cindy Troxel

Vice President – Dale Robbins

President – Dg Garcia

Member at Large – Roger Liermann

**Dg** – Extended thanks to Roger for all his work as treasurer and stated that Roger was very passionate about his position as treasurer. Dg was thankful that he continues to be involved on the Board.

**Dale** – Stated that he was very grateful and extended a round of applause in appreciation of Roger and all his work.

**Dg** – Motioned to accept the meeting minutes. Christina offered an edit to the March 27, meeting minutes to add Alec Guzman as the resident who asked about, the decks. Dg motioned to accept items A through D, which included amending the question about decks to reflect Alec Guzman. Seconded by Dale. The motion passed unanimously. All minutes presented on the agenda were approved unanimously.

## Agenda items

### BBQ Grills –

**Dg** – Mentioned that perhaps allowing grills until Mother Day or May 30, after Memorial Day.

**Lola** – Commented on storage/use of BBQ Grills and mentioned that there should be no BBQ Grills.

**Gary McDonald** – Commented that people might be out of town, so they will need time to get rid of their grills.

**Terry Olson** – (Regarding the timeline) Stated, don't even let people start grilling. Get rid of them asap.

**Gary McDonald** – Asked what about cooking with the electric top on the concrete?

**Christina** – Provided no answer but stated that the language is clear and provided a handout.

**Dg** - Reinforced that the language and that it will be a requirement by the insurance carriers for condominiums, referencing our insurance policy.

**Terry Olson** – Included information about if you had BBQ Grills on the decks you needed to have sprinklers on the decks.

**Dale** – Asked the community for feedback on what is a reasonable timeline, and he will work with residents to come up with information for the policy decision.

**Cindy** – Stated that since we're under the gun, we need to do our due diligence on working on the language and getting the information out to the community.

The Board agreed to get a policy decision out ahead of our next meeting.

**Investments** – (Citizen Comment period was opened.)

The community suggested moving funds that are in savings at First Citizens Bank to STCU or ICCU to get a better rate.

**Teena McDonald** – Said she had concerns with GESA closing locations where she had banked for over 35 years.

**Terry** – The new treasurer is going to investigate options and report back.

### **Director Reports** –

**Dg** – Covered the treasurer reporting. She discussed the pending insurance claim, etc. and the reserve studies and that she considered the previous reserve contribution to be too aggressive. She mentioned that the former treasurer had previously pointed out that the 25% funding is still weak and Dg said that he is right. But it's a huge step up from the 7.8% or so from the previous reporting in September, as money's have been spent to cover projects from the reserves, which we will be reimbursed once the projects are completed and then she noted that the Reserve study update will be profoundly helpful.

**No other Director Reports were provided.**

### **Updates – New Business**

**Dryer vent cleaning** – Scheduled for May 13 – 17<sup>th</sup>, owners do not have to be home. If someone wants to have their inside vents cleaned, it will be an additional \$30, paid by the condo owner, not the association. Contact Dg for more information.

**Entry Garden Committee** – This will be picking up on May 13.

**Teena McDonald** a condo owner is well versed in landscaping/gardening because she operated her own company and has volunteer to be Chair. Her husband is very helpful, and she mentioned that if anyone is interested in assisting then they can reach out to her via email [glmtpbam@hotmail.com](mailto:glmtpbam@hotmail.com) for more information. Teena mentioned that the shrubs at the main entrance need to be removed.

### **Radon Inspections** –

**Dg** – Mentioned that we will need to get the radon systems inspected – don't know how many there are but they have not been inspected in some time.

## **Governing Document Committee – Focus**

Refer to the RCWs, CCR's and Bylaws to see what should fit or be amended outside of any policy decisions. Referenced smoking in units (marijuana and cigarettes) becoming a nuisance to nearby neighbors.

## **Rentals –**

Are there too many rentals? Can we limit the number? General updates.

## **Board Members on Website –**

To identify the Board members in the community the Board voted to add the director's names /information to the website so that the community knows who their Board members are. Motion passed unanimously.

## **Audit and Reserve Study –**

**Dg** – Made a motion to authorize Christina to seek Request for Proposals (RFPs) to conduct the 2023 audit and preform a new Reserve Study for the association and bring the company names to the next meeting. Motion passed unanimously.

**Dg** – Made a motion (based on the numerous winter storm emergencies that needed immediate attention by management) to authorize Christina to act in the event of fire, flood, or blood type of emergency to get emergent issues stopped, but not move forward after that without the Board being notified. Motion passed unanimously.

The Board voted to allow bids for pool replacement/work as the pool is in much need of repairs. There is some funding currently in our reserves for the pool.

## **Old Business –**

**Draft Code of Ethics** to be signed at the next meeting and scheduling a **Roberts Rules of Order workshop** for those wishing to participate.

## **Citizen Comments –**

**Chris Lowe** – Stated that the replastering of the pool could be close to \$30k from reserves.

**Jeanne Galvano** – Said she watched Dg with the Sprinkler Team and thanked her for doing so much for the community.

**Board voted to Adjourn the meeting.** Motion passed unanimously.

Meeting adjourned at 8:02 PM.

*These meeting minutes have been respectfully submitted by Christina Ross, Community Manager, OPS*

## Handout Excerpt:

- Cooking shall be prohibited except in approved designated cooking areas separated from combustible materials by a minimum of 10 feet (3048 mm).
- Signs with a minimum letter height of 3 inches (76 mm) and a minimum brush stroke of 1/2 inch (13 mm) shall be posted in conspicuous locations in designated cooking areas and state:

➤ DESIGNATED COOKING AREA  
COOKING OUTSIDE OF A  
DESIGNATED COOKING AREA IS  
PROHIBITED





## Big Trout Condominium Association

### 2023 - 2024 Insurance Summary

January 10, 2024

Alliant Insurance Services, Inc  
818 W Riverside Ave Ste 800  
Spokane, WA 99201  
O (509) 325-3024  
F (509) 325-1803  
CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

## Marketing Results

Carrier	Decision	Reason
Alaska National	Decline	No market at this time
AmTrust	Decline	BBQ's on patio/deck
CIG	Quoted	Premium indication above \$140,000
CRC	Decline	Not a competitive market
Farmers	Decline	No market
Hallmark	Decline	Loss history
Hanover	Decline	No market for HOA's
Hartford	Decline	No market
Liberty Mutual	Decline	BBQ's on patio/deck
Mutual of Enumclaw	Decline	Age of buildings
McGowan	Decline	BBQ on patio/deck
Travelers	Decline	BBQ's on patio/deck