

The Villas at Big Trout-

Annual Owners Meeting

March 27, 2024, 6 pm, Trailhead Golf Course

Agenda

1. **MINGLE / LIGHT REFRESHMENTS - 6:15 PM (15 mins.)**
2. **CALL TO ORDER - 6:30 PM**
3. **ROLL CALL (1 min.)**
4. **PRESIDENT'S ANNOUNCEMENT - Decorum (1 min.)**
5. **CITIZEN COMMENTS - (10 mins)**
6. **MANAGER'S REPORT/ANNOUNCEMENT/STATEMENT (5 mins.)**
 - a. Annual Meeting Announced (Re. February Notification)
 - b. Nominations Received: Four (4) applications submitted. Applicant Volunteer Statement of Interests.
 - c. Call for Candidates from the floor.
 - d. Official Count Begins
7. **DIRECTOR REPORTS**
 - a. Board Members (12 mins)
 - b. Treasurer's Report (5 mins)
 - c. President's Report/Updates (3 mins)
 - Re. Winter conditions, Hail Damage progress, BBQ grills, Dog Waste, Parking, Common Area unauthorized structures, Common Area Storage, Dryer Vent Cleaning.
8. **ANNOUNCEMENT - Community Manager, Christina Ross**
 - a. Vote Count: Notification of Newly Elected Directors
9. **GENERAL BUSINESS - Consent Agenda (5 mins)**
 - a. Approve 2023 Annual Meeting Minutes.
 - b. Approve December 20, 2023, meeting minutes.
 - c. Approve February 16, 2024, meeting minutes.

Agenda

- d. Approve Annual Election of the IRS Revenue Ruling 70-604: Excess Income Applied to Future Obligations.¹

10. **GENERAL BUSINESS** - Action Items (*5 mins*)

- a. Approve and authorize Christina Ross, community manager, to seek Request for Proposals (RFP) from three (3) professionals for consideration to perform the 2024 Reserve Study.
- b. Approve and authorize Christina Ross, community manager, to seek Request for Proposals (RFP) from three (3) professionals for consideration to perform the 2024 Audit.
- c. Approve, authorize, and reaffirm Christina Ross, community manager's, ability, in the event where an emergency exists, regarding an immediate response, to ensure that any repairs necessary to protect life or property be dealt with regardless of the cost limitation imposed and will act accordingly and advise the Board of the emergent situation as soon as possible.²

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

12. **NEW BUSINESS** (*3 mins*)

- a. ENUMERATION OF THE NEWLY ELECTED BOARD DIRECTORS

13. **OLD BUSINESS** (*2 mins*)

- a. Code of Ethics - Committee Proposal Volunteers
- b. Bylaws and CC&Rs - Committee Proposal Volunteers
- c. Roberts Rules of Order Workshop

14. **NEXT MEETING DATE** (*1 min.*)

15. **ADJOURNMENT** * 8:00 PM

Agenda

- **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.

Directors & Management Reports

President – DG Garcia

Treasurer – Roger Liermann

Manager – Christina Ross

Management Report

- Introduction
 - Christina Ross
 - Isaac & Beth Lanctot
- General House Keeping & Community Updates:
 - Winter Conditions
 - Hail Damage Update
 - BBQ Grills
 - Dog Waste Issue
 - Parking
 - Common Area Unauthorized Structures & Storage
 - Dryer Vent Cleaning



Contact Info:

509-919-7771 – Christina

Office:

6718 N Pittsburg
Spokane, WA 99217

Payment Lockbox:

Villas at Big Trout
c/o Ops Solutions NW
PO Box 98439
Phoenix, AZ 85038

Meet the team



Christina Ross, Director of Management

Christina Ross, CMCA, AMS has been a community manager for nearly 5 years in the greater Spokane area, which she has called home for the majority of her life. Having managed a wide range of communities from 1600 homes down to 20, she brings versatility and flexibility to each community she works with, establishing strong relationships & building neighborhoods to their maximum potential. Christina believes in consistent communication, setting clear & realistic expectations with Boards and their residents, and believes that the strongest foundation to any successful organization is transparency and most importantly, trust.

In her spare time, Christina can be found hanging out with her partner and their children at home on their farm or spending time in the outdoors with their friends and family.



Isaac and Beth Lanctot, owners

Isaac and Beth Lanctot have worked in the real estate industry in the Spokane area for more than 20 years. Together they own and operate a large real estate team and office in the Northwest. Additionally, Isaac has experience with new construction and housing developments, and Beth has further experience in finance and operations with a local non-profit. They are passionate about hard work and integrity, and believe in creating win-wins in any transaction.

Both Isaac and Beth have Bachelor of Arts degrees from Whitworth University. Outside of the world of business, they stay busy with their two children and home just north of Spokane. They both love travel and playing volleyball.



Updates:

- Winter Conditions – 6 Units with pipe breaks, possible issue with one unit that is moving through the insurance process, but right now all units affected are being repaired or have completed repairs.
- Hail Damage (2022 Storm) – Specialty Homes is working on completing work on building 15. Snap bead completed and replacing new vents completed.
- Dryer vents –
Cleaning will be scheduled in the spring



Updates:

- BBQ Grills-
- **Washington State Fire Code revision prohibiting BBQs/grills in multi-resident buildings**

MARCH 5, 2024

|IN NEWS

Effective March 15th, Washington State is adopting new fire code revisions which will restrict the use of grills, BBQs, and other open burning devices on balconies or within 10 feet of combustible construction in apartments, condos, or other multi-resident buildings.

Each year, fire departments nationwide respond to over 11,000 fires started by BBQs, and over 19,000 people are seen in emergency rooms for injuries associated with grilling. Cooking on patios or near combustible materials, like siding or eaves, is a fire hazard that risks you and your neighbors.

- What does this mean? - No more BBQ's on decks.

Pet Waste -

Picture warning – (Its kinda gross)



Updates:

- Dog waste – Our landscaping team will not mow or otherwise service areas where there is dog waste present.
- Please make sure we are not leaving it behind & cleaning up after your pets.
- Dogs must be kept on a leash, not tied off to a patio, and remain supervised while within the HOA.

Updates:



- Vehicles cannot be stored on the property (snowplow trucks, broken-down vehicles, unregistered vehicles) and must be moved within 48 hours.
- When parking, please do not drive on the common area. (See photo) Damages are occurring to community property from people parking too closely or using unauthorized parking areas.
- We will begin towing vehicles that are parked incorrectly.



12

Updates:

No structures may be built in the common areas. Including temporary fences.



13

Updates:

No storage in common areas/breezeways/under the stairs.

No throwing personal garbage in the dog stations.

Screen Replacement – Responsibility of the owner. There is mobile screen repair services that will come replace the screen, or you can call Home Depot & they will provide some assistance to get screens replaced

Candidates:

Terry Olson – Cindy Troxel

Terry Olson

I am asking for your vote as I run for a position on the HOA Board of the Villas at Big Trout.

My husband and I have lived here full time for five+ years. I am aware of the duties and responsibilities of being a board member.

I feel that the Board represents the homeowners and as such should represent their interests rather than “run” the group. I have attended many board meetings and other events over the years. I am excited about the new management company and would like to be part of their transition to our community. I have become acquainted with several of the current residents of the complex.

I have been retired for several years. My work record includes 15 years with Washington Trust Bank and 10 years with Bank of Hawaii. I worked at a branch and then Main Office and was involved in the loan departments and the executive departments. I was an Executive Assistant at the end of my career. I do not style myself an expert on banking, but I am very familiar with their workings and management styles. These jobs gave me experience dealing with a variety of people which I feel would help with board duties.

Thank you for your consideration.

Terry Olson

Cindy Lou Troxel The Villa's at Big Trout--unit 345

I am a people person that loves my community very much! I have lived here for 12 years and have been involved in numerous community functions and events. I have also witnessed many positive and negative aspects of living here that could help in the future to provide a community that works together well. I am fully aware of the importance of having a Board of Directors that work hard to represent you and your best interest in a positive, timely, and diplomatic way. I am asking you today to consider giving me your trust and your vote to be a member of your Board of Directors for the upcoming term.

I am currently the secretary on your Board of Directors, following the resignation of a member on November 31st. In the last several months I have learned a lot, while experiencing the need for a BOD to work together in a timely, respectful, and diplomatic way, to achieve the highest outcomes for our community. I have certainly realized the time allotment, commitment, and ability it takes to be a good board member, especially with the transition to a new Property Management Company. I would love to continue representing you and will work hard to make our community a beautiful place to live while helping to create a pride of ownership for those that have lived here a long time and for those that will be new owners.

From my early years as a bartender to, after college, my years as an Interior Designer, I have always ended up in a management position. My ability to work in the best interest of the people I work with and for has led me to management and have created many lifelong relationships. For the 10+ years before I moved here, I lived in Geneva Switzerland, where I worked for the United Nations and the World Health Organization. Both utilized my ability for diplomacy, mutual respect, and my love for people. Lastly, I was on the BOD for the Friends of the LL Library for 10 years and chaired a large fundraiser each year where I met many of our fellow Liberty Lakers and had the privilege of working with many of you that live in our community. There is a time for many seasons and my season now is volunteering my time! It would give me a great honor to represent you by listening to your needs and working with the other BOD to accomplish as much positivity as possible while making a smooth transition with our new Property Manager. I hope I can earn your trust and your vote!

Candidates:

Terry Fogle – Dr. Dale Robbins, M.D., J.D.,
M.B.A., M.Ed.

Dale Robbins, M.D., J.D., M.B.A, M.Ed.

I currently serve as Vice-President of the Villas Board of Directors, as Commissioner on the Liberty Lake Planning Commission and a member of the Legacy Ridge Board of Directors. I have served on a multiple Boards in the past, including at the international level twice.

I am a member of the Washington, Idaho, Montana and Washington DC Bar Associations in good standing and hold an M.D. M.B.A. and M.Ed. own my own business, and thus bring an understanding of both law and business as a Board member.

The primary skill I bring is that I am able to clearly communicate to people at any level of education or social standing and treat them as individuals with respect even when things are highly contested. I welcome people's views different than my own as it provides me with opportunity to re-evaluate my own view, and then exercise my vote independently and clearly.

My primary goal for the Villas HOA is simple, that residents have a clear understanding of issues in the community and real voice in decisions that directly impact them.

My biggest accomplishment on the Board has been to pull back the curtain and allow the residents to see for themselves how Board members are conducting business and voting, so that are held accountable for both their actions and in-actions.

The Villas is a wonderful community and is in far better place in terms of management, financial strength, the physical condition of the property, and for the first time, residents have a real voice in its operation. I was appointed last June and I am honored to have played an important role in OUR accomplishments and humbly seek your support in the upcoming election.

Terry Fogle

My name is Terry Fogle and I have been a member of the Villas community for 15 years. I can honestly say that this has been one of the best places I have ever lived - quiet, beautiful, and safe - and even more importantly because of the amazing people who reside here.

I recently retired and now would like a chance to give back to the community I care so much about. Qualifications I can share include:

- Manager with proven experience leading a team to excellence - coaching, mentoring, servant leadership, collaboration.
- Project management experience working on large and strategic organizational projects and meeting on-time milestones.
- Professional communicator.
- Continuous improvement training and expertise.
- Marketing/public relations experience.

If you decide to consider me for a board position, I can promise you that I will represent our community with commitment, motivation, and kindness. I will listen to and really hear the issues and won't hesitate to reveal a sense of humor when necessary.

Thanks for your consideration!



Call for Candidates From The Floor & Nominee Introduction:

- Any nominations from the floor – (Must be present to accept the nomination)
- Two community members assist with counting ballots
- Management will count ballots
- 15 Min Break-
- Management will return to announce new officers.

IRS Ruling 70-604

Big Trout Condo Association Resolution ANNUAL ELECTION: IRS REVENUE RULING 70-604 Excess Income Applied to Future Obligations

EXPLANATION: Tax experts recommend that all HOA / COA hold an annual vote on elective IRS Ruling 70-604, which allows the HOA /COA to file Form 1120 vs 1120H thus only net non-membership income would be taxed. If the election is not made, any excess membership income would be subject to higher taxation. Essentially, this election gives the Association's CPA the opportunity to file the tax form (1120 or 1120H) that's most advantageous for the HOA (whichever form provides the lowest tax liability). Most CPAs make this election on behalf of their clients when filing the annual return; this election documents the CPA's authority to make such a determination. The Association has always applied excess income (if/when it exists) to future obligations, this election resolution formalizes its decision to do so.

WHEREAS the Big Trout Condo Association is a not for profit, mutual benefit corporation duly organized and existing under the laws of the State of Washington; and

WHEREAS the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service.

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Big Trout Condo Association:

RESOLVED, that any excess of membership income over membership expenses for the year ending 2024 and all year's prior shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made a part of the minutes of the meeting of March 27, 2024.

RATIFICATION: I hereby attest that the resolution made herein was conducted by the Members at a duly called Annual Membership Meeting and ratified by my signature below.

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- b. Bylaws and CC&Rs - Committee Proposal Volunteers
- c. Roberts Rules of Order Workshop

14. **NEXT MEETING DATE** (*1 min.*)

15. **ADJOURNMENT** * 8:00 PM

Thank
you

Villas at Big Trout Condominium
Association

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