

## China Falls Homeowners' Association

July 9, 2019

### Board Meeting Minutes

#### Members Attending:

Jessica Scrace (Vice President), Eric Hasson (Treasurer), Alyson Mendez (President), David Amundson, Nora Chen (Secretary), Zhia Chong

- 1) Lot 64, exterior paint color change. Submitted ACC form and was approved by Board. However, after house was partially painted, color was a lot more blue than expected. Neighbors contacted the board and after further investigation, neighbors did not actually approve or agree, as claimed on submitted ACC form. Board discussed with homeowner who agreed to change to a more grey tone to resolve the issue.
- 2) Paint color issues in general. Board has noticed that even when no color change is intended, resulting exterior paint colors have been controversial. Eric presented sample paint approval forms from other HOAs, showing additional requirements that help to clarify and prevent disputes. Eric to create ACC form addendum for paint that includes:
  - Requirement to paint color samples on the house, which will be viewed by 2+ members of the Board or ACC.
  - Estimated start/completion dates.
  - Contractor name and contact info.
  - Signatures and phone number for neighbor notification/signoff. Contact information to be used by Board/ACC to verify neighbor agreement.
  - Informational note that immediate neighbors may not share the same color, and rockery/stonework may not be painted.
- 3) Sherwin Williams offer. Jessica reported that Sherwin Williams can come out to neighborhood and identify pre-approved color combinations that the Board can publish on website for residents. They will also offer 30% discount on paint. Board agreed this would be helpful, Jessica to followup. Noted that homeowners who choose a pre-approved color would still need to submit an ACC form and notify Board/neighbors prior to starting work.
- 4) Ways to ensure residents submit ACC form before making changes and are aware of CC&Rs. Board agreed to:
  - Split current annual postcard into multiple postcard reminders to go out every year with the following topics. Nora to prepare and schedule.
    - i. Summer - ACC approval for changes and upkeep to landscaping.
    - ii. Spring – Landscaping upkeep.
    - iii. Fall – Security tips and upkeep of lights, driveway pillars.
    - iv. Winter – street parking rules.
  - Publish a FAQ on the China Falls website for all neighborhood issues and key CC&Rs. Nora to draft and share with Board before posting. For example, “Do I need ACC/Board approval for a new garage door, backyard deck changes, door painting...?” “My street light is out, what should I do...?”
  - Have a standard friendly courtesy letter from the Board to advise new or existing homeowners of key CC&Rs and how to find website and more information. Nora to draft.

- 5) Lot 46, Board received multiple complaints from China Falls residents about noise, exterior lighting, and trash containers left out longer than necessary. Action needed: Check CC&Rs for noise rules and check lighting at night. Check for trash containers.
- 6) Eric presented current budget and 2019 dues collection status.
  - Currently, 2 lots remain unpaid and have outstanding fines: Lots 9 and 47. Difficulty reaching Lot 9 homeowners by mail, as home appears to be rented but homeowner did not provide Board with new contact information. Nora to draft letter to current resident to request homeowner contact information.
  - Only a few lots pay late each year. Board agreed to increase fines each year for repeat late payers as a way to more strongly discourage late payment: in 2019 the late fee is \$50 per month; in 2020 consecutive late payer's late fee will be calculated as follows: 2<sup>nd</sup> consecutive year = two times current late fee rate, 3<sup>rd</sup> consecutive year = three times current late fee rate, 4<sup>th</sup> consecutive year = four times current late fee rate, etc.
- 7) Mailbox repair. Broken mailbox between Lots 8 and 9 was finally replaced. Replacement process was lengthy and complex, required coordination with post office and hand delivery of keys to residents. Alyson to jot down the process for future reference. New mailbox has better security and is harder to tamper with.
- 8) Street lights. PSE has fixed broken street lights within the neighborhood. In the last year, multiple people have reported lights that were out.
- 9) Professional property management. No formal proposals have been obtained yet. David to obtain some quotes with information on what is included.
- 10) Landscape maintenance. Alyson and Jessica to walk the neighborhood to note property maintenance issues. Provide issues and lot numbers to Nora to send templated notices.
- 11) Lot 25, rear rock wall and arbor vitae replacement. No update heard from Jay since the annual meeting. Need to ask residents for update.