

Approved: 2/17/2022

**Solana Community Association  
Solana Courtyards Homeowners Association  
Solana Estate Lots Homeowners Association  
Minutes of the 11/02/21 Combined Board Meeting  
Solana Clubhouse**

**Call to Order**

The meeting was called to order at 9:01 AM.

**Roll Call**

Board members present included:

Solana Community Association Board:

Joe Pancoast  
Ross Richards  
Daryl Ness  
Bruce Emery

Solana Courtyards HOA Board:

Ross Richards  
Mark Kady  
Bruce Emery  
Bruce Fryxell

Solana Estate Lots HOA Board:

Joe Pancoast  
Bruce Emery  
Anne-Marie Moreault

There being at least three members present from each Association Board, a quorum was present for the conduct of business.

**Proof of Notice of Meeting**

The Secretary noted that adequate notice was issued for the meeting on October 26, 2021 and the notice with a list of recipients would be kept with the records of the Associations.

**Adoption of Minutes**

The Boards considered the draft Minutes of the July 7, 2021 meeting of the three Boards of Directors, and the draft Minutes of the September 7, 2021 meeting of the Courtyards and Community Associations Boards. It was noted the latter contains minutes of the Executive Session, which would not be published in any approved minutes, but would be retained with the records of the Association. After discussion, it was moved and seconded to approve both minutes as submitted, which passed unanimously.

## **Officers' and Committees' Reports**

Joe Pancoast noted that all but one homeowner account was current on their Association dues. Mark Kady noted that the irrigation system had been shut down with the majority of the work being done by volunteers. Sanford will winterize the intake cistern. Highland Irrigation District will be proposing some changes to the intake mechanism at the cistern to help avoid material getting into the intake.

## **Unfinished Business**

The Boards considered the request for audit of the three Associations. The Secretary reiterated the requirements contain in RCW 64.38.045(3), which requires an annual audit for HOA's with budgets over \$50k, unless opposed by 67% of the eligible votes at a meeting in which there is a quorum. It was noted that, at a minimum, the Members should be given a chance to decide whether to pursue the audit.

It was noted there are no reliable financial records prior to 2015. Although data has been retained since then, there has been poor reporting on revenue; in particular, there has been no reporting on the sums received for the Working Capital Fund assessments. Concerns include exposure for the HOAs and Boards for failing to provide accurate reporting.

Following discussion, it was the consensus of the Boards to pursue the following:

- Generate detailed 2017 income and expense data to establish a report format. Make sure the operation and reserve portions of the working capital fund are separate. Report should also include dues amounts at the time of collection.
- Repeat for each consecutive year to the present. Board to review the reports.
- Develop an audit plan for the 2020 fiscal year for each Association. This must include cost estimates and supplemental budget for funding the audit.
- Present the reports and audit plan to the community to vote on whether to pursue the audit.

## **New Business**

The Boards considered the proposal by FerrellGas for continued LPG service to the Courtyards and Clubhouse. Bruce Fryxell summarized the proposal, which included provision of LPG at cost plus \$1 per gallon and a \$49 per year service charge per unit. Those not connected to the underground tanks would also be eligible to receive gas at the stated charge and tank rental fee of \$49 per year. It was confirmed there would be no additional equipment rental fees or minimum charges for lack of use. FG will continue to maintain the equipment. It was noted that this was a written proposal, but FG did not want to formalize it in a contract. Following discussion, it was moved and seconded to accept the proposal by FerrellGas, which passed unanimously.

## **Non-Agenda Discussion Items**

Ross raised the question of whether the Boards should consider amending the CC&Rs to eliminate dated and irrelevant information, such as the former FerrellGass agreement. It was suggested it be discussed at a later meeting. Anne-Marie asked about the lack of barricades at the end of Solana Parkway and Flying Cloud streets. The Secretary noted he would forward the concern to North pointe ownership. Ross raised the question of whether a property manager should be hired to manage the property. It was agreed the matter would be discussed at a future meeting and as part of the 2022 budget consideration. Bruce Fryxell requested the ability to purchase two waterproof storage containers for storing potentially hazardous chemicals related to pool maintenance. It was agreed by the Board to authorize the purchase.

Joe Pancoast has been trying to get a response from a contractor in Seattle that specializes in pool covers, to provide needed repairs, but he's been having trouble getting a response. It was noted that the pool cover was working better with the cooler weather. It was suggested that a bid be obtained for upholstering the pool furniture, to be included in the 2022 budget. It was also suggested that the Clubhouse be cleaned in mid-November to be ready for uses during the holidays.

## **Adjournment**

The regular meeting was adjourned at 11:03 AM. The Community and Courtyard Boards then entered into Executive Session.

## **Executive Session**

(NOTE: The minutes of the Executive Session have been redacted to remain confidential. A copy of the full minutes have been retained in the records of the Associations with the Secretary.)

The Executive Session was adjourned at 11:25 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary