

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 25, 2021 – Joy Lutheran Church**

**Roll call of officers:**

**Present:** Board members: Taylor Sjostrand, Lisa Silance and Tyler Harder

Excused Absence: Adam Gabrielson

Operations Manager Mark McAllister and Administrative Assistant Kaye Carleton

Six homeowners were also present.

**Meeting called to order:** by Association President Taylor Sjostrand at 6:32PM

**Previous Meeting Minutes:** December 14, 2020 Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Taylor Sjostrand

- 8' Plywood Sasquatch silhouette in yard
  - Homeowner present was asking why there is a problem with the item being in his yard
    - Stated they have support from other homeowners-via Facebook and a few that have walked past
      - Not all Facebook comments are from current residents/homeowners
  - The board had determined it was unsightly at the December 14<sup>th</sup> Board Meeting
    - The property values in Eaglewood are the main concern of the Board
    - First and second notices have been sent out
  - The Design Committee looks at violations in reference to the entire neighborhood
    - Using a collective baseline of what is reasonable
    - If the silhouette is allowed what will be next; determining where to draw the line
  - Homeowner is encouraged to attend the Design Committee meeting to state why he feels a violation does not exist
- Homeowner pointed out the safety concerns of on street parking
  - On-street parking is not allowed
  - Assessments are issued throughout the year for those not complying

**Design Committee:** Lisa Silance

- No meeting was held in December
- Rule G Recreational Vehicles-has been ratified
  - Recreational vehicles are now allowed throughout the year provided they are not in violation of the rule exceptions
- Homeowner present had asked if the violation process had changed
  - The process remains the same
    - The inspector drives the neighbor taking pictures of the violations based on the PC&R's and Design Committee Rules
    - The pictures are reviewed by the office staff
    - Notices are sent out
  - She received a first notice for an item (metal sink) in her yard that had previously been reversed through appeal
    - The item is not being used for the intended purpose stated in the appeal
    - It is not serving as a decorative item

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 25, 2021 – Joy Lutheran Church**

**Judicial Council:** Tyler Harder

- Nothing pending at this time

**Treasurer:** Vacant

- Financial Report was given by Mark McAllister

**Secretary:** Adam Gabrielson

**Operations/Admin:** Mark McAllister

- Collections
  - Briefed on accounts in collections; there are currently 13 accounts in collections with a combined total of \$42,956.45 owed to the association
    - 1 notify lender
    - 9 No Action
    - 2 settlement hearings held
    - 1 waiting of status from attorney

**Unfinished Business:**

- Vacant Board Position

**New Business:**

- Website
  - The website format will be updated, making it more use friendly
    - Goal is to have a link to Briley's website where homeowners can make payments
  - Design Committee stats and trends will be posted
- Violations
  - Consistency in application is critical

Meeting adjourned at 7:27 pm

  
\_\_\_\_\_  
Adam Gabrielson/Secretary  
Signature/Date

  
\_\_\_\_\_  
Approved  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**February 8, 2021 – Joy Lutheran Church**

**Roll call of officers:**

**Present:** Board members: Taylor Sjostrand, Lisa Silance, Tyler Harder and Adam Gabrielson

Operations Manager Mark McAllister and Administrative Assistant Kaye Carleton

**Meeting called to order:** by Association President Taylor Sjostrand at 6:35PM

**Previous Meeting Minutes:** January 25, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Taylor Sjostrand

- 8' Plywood Sasquatch silhouette in yard
  - The homeowners attended the January 26, 2021 Design Committee meeting
    - As only three committee members were present Lisa wanted to discuss it with the entire committee
      - She has not had a good response to emails and is going to set up a zoom meeting with the entire committee for later this week
  - Discussion: The committee will discuss a compromise as the homeowners requested. Decorating it for various holidays is not an option. They have suggested requiring an application. It was noted that chatter on Facebook implied other residents have suggested they would place one in their yard, moving it throughout the neighborhood. Joining forces in support against the association. The focus of the Board and committees should be the mission statement. Continuing efforts to enhance the value of the properties in Eaglewood. Decisions should not be made on the bullying tactics of association members. Keeping in mind that neighbors are forced to look at items they may see as unsightly; this could weigh in on a final decision. This may become a gateway problem; this may require an amendment to the Design Committee rules if more objects appear. A height limit would likely need to be set and duration established, similar to the sign rule. A determination of length of time for winter/summer decorations on display needs to be addressed. Reminded Lisa that the committee needs to look at it as those that are forced to look at it daily.

**Design Committee:** Lisa Silance

- Last meeting was held January 26, 2021.
  - The Holiday Lighting and Decoration rule needs to be tweaked so items are not left out becoming unkept.
  - The deadline of April 1<sup>st</sup> was intended for lighting; allowing for them to be safely removed.
  - Mark has offered to rewrite the rule.

**Judicial Council:** Tyler Harder

- Nothing pending at this time

**Treasurer:** Vacant

- Financial Report was given by Mark McAllister

**Secretary:** Adam Gabrielson

**Operations/Admin:** Mark McAllister

- Collections
  - Briefed on accounts in collections; there are currently 13 accounts in collections with a combined total of \$42,606.45 owed to the association
    - 1 demand sent to lender
    - 1 recommend foreclosure
    - 1 demand to owner
    - 6 On hold
    - 2 payment plans
    - 2 settlement hearings held

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**February 8, 2021 – Joy Lutheran Church**

- Lights
  - The current style of light heads being are discontinued and longer under warrantied
  - Researching options
    - Will purchase four new ones of two different styles to evaluate
      - Board members will be made aware of the locations, allowing them to compare
- 2020 Budget to Actual was reviewed
- 2020 Audit/Taxes
  - Foster & Foster will be completing both
- Briley Contract

**Unfinished Business:**

- Vacant Board Position
- Website
  - A new web designer has been selected
    - Will work through getting an estimate for future updates and revisions

**New Business:**

- Violations
  - Consistency in application is critical

Meeting adjourned at 7:27 pm

  
Adam Gabrielson/Secretary  
Signature/Date 8 Mar 21

  
Approved  
Signature/Date 3/8/21

**EAGLEWOOD ASSOCIATION, INC**  
**April 12, 2021 – Eaglewood Office**

**Present:** Board President: Taylor Sjostrand

Operations Manager Mark McAllister and Administrative Assistant Kaye Carleton

Two potential candidates for the Board: Anna Tapps and Melissa Brigden

**Absent:** Adam Gabrielson and Tyler Harder

**Vacancies:** VP Design and Treasurer

**Meeting called to order:** no quorum was present

**Reports of Officers:**

**President:** Taylor Sjostrand

- Discussion with potential Board Members was held. Described positions and responsibilities.



**EAGLEWOOD ASSOCIATION, INC**  
**Board of Directors Executive Session Minutes**  
**May 24, 2021 – Eaglewood Office**

**Roll call of officers:**

**Present:** Board members: Taylor Sjostrand, Michael Sherman, Melissa Brigden, Anna Tapps, Kayla Green and Administrative Assistant Kaye Carleton

**Absent:** Leslie Donelow


**Meeting called to order:** by Association President Taylor Sjostrand at 3:30PM


**Reports of Officers:**

**President:** Taylor Sjostrand

- Taylor reported on the annual meeting
  - A quorum was established on June 11, 2021
  - Those present had the most votes
- Taylor resigned as president
  - Stated he was still available to help
  - Would remain as a Member at Large
  - Leslie Donelow would be next in line
- Board positions were determined


	Terms
▪ Michael Sherman-President	3 years
▪ Melissa Brigden-Treasurer	2 years
▪ Anna Tapps-VP Design Committee	2 years
▪ Kayla Green-VP Judicial Council	3 years
▪ Leslie Donelow-Secretary	1 year
- Operations Manager
  - The process to hire a new operations manager will begin
    - Eaglewood HOA Community Facebook page will be established
    - Job position will be posted
    - A hiring committee will be established
    - The board will make the final decision
- Summer Maintenance
  - The current crew will be retained
    - Kaye will meet with them and invite them to meet with the Board

 6/14/21  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date

 6/14/21  
\_\_\_\_\_  
Approved  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 14, 2021 – Eaglewood Office**

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Anna Tapps, Leslie Donelow and Melissa Brigden

Administrative Assistant Kaye Carleton

**Absent:** Kayla Green

**Meeting called to order:** by Association President Michael Sherman at 6:42PM

**Previous Meeting Minutes:** The May 10, 2021 and May 24, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Michael Sherman

- Hiring Committee for Operations Manager
  - Discussion: The position will be posted on Indeed and the Eaglewood HOA Community Facebook page. Wally Thomas has offered to sit on the committee with Michael. Melissa and Leslie will assist were needed. Resumes will be reviewed by available Board members. Wally, Michael, Kaye and available Board members will be on the interview team.
- Kaye's title will be changed to Office Manager
  - This will allow for a better definition of responsibilities
  - Both employees will report to the Board
- Setting up a new bank account
  - Melissa and Michael are looking into changing financial institutes
    - The current account is with Wells Fargo, the fees are quite high
    - They are comparing the local credit unions
      - Would offer a better use of funds
      - Do not offer remote deposit capture
        - The Office Manager would make the deposits
      - Kaye will inquire what Briley what requirements are needed to change accounts

**Design Committee:** Anna Tapps

- Last meeting was held May 24, 2021
- Complaint of work being done on vehicles in homeowners driveway
  - An email was received from a neighbor complaining about the noise
    - This is not being seen on the regular bi-monthly inspections
    - Requested Briley perform some additional inspections of the address
    - Stains in driveway were noted and the homeowner will receive a notice
    - The island has been damaged from additional vehicles parking there, the summer crew has added topsoil and seed, and staked off the area
      - This will also curtail additional parking
- Complaint on Facebook messenger concerning a backyard full of junk
  - The "junk" is not visible from the common area
  - The neighbor is likely looking down into the yard as nothing is visible when you drive past

**Judicial Council:** Kayla Green-absent

- A homeowner whom was given until July 1<sup>st</sup> to stain his fence after he appealed, is asking for an extension
  - He is claiming the weather is too rainy
  - He has until July 15<sup>th</sup>

**Secretary:** Leslie Donelow

- Facebook
  - Admin can see messages and determine who should respond
  - This page has been set up as a business rather than a closed group

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 14, 2021 – Eaglewood Office**

- This will help turn the perspective of the association and serve as a passive marketing to potential home buyers
- Mark still has not deleted or turned over the other Facebook page to the Board
  - Anna will reach out to him as it is confusing having so many pages connected to the association
- Leslie contacted the admins of the two other groups, at this point only one group responded and have agreed to share posted information
  - Leslie is storing documents and postings on google drive for future tracking
- Website
  - Michael has contacted someone local to build a new website for the association
  - Looking into payment options such as PayPal
  - The initial fee to build will be around \$2500 and will include training
  - Request we supply an address for a website that could be used as a model
    - Provide a list of what items from the current page that should be included
  - Anna will convert the current Design Committee applications so they are fillable
    - Will modify the antennae application
- Newsletter
  - There will not be one with the 3<sup>rd</sup> quarter statement
- Communication Committee
  - Deena Bradley has expressed interest in being a member of the committee

**Treasurer: Melissa Brigden**

- Financial Report was given

**Office Manager: Kaye Carleton**

- Code of Ethics
  - Signed by all Board Members present
- Collection Policy
  - Reviewed
- Collections Update
  - Briefed on accounts in collections; there are currently 13 accounts in collections with a combined total of \$38,586.54 owed to the association
    - 1 demand sent to lender
    - 5 on hold
    - 2 payment plans
    - 3 demand to owner
    - 2 settlement hearings held
- Records Release Policy
  - Reviewed policy
  - Board wants to continue with this policy
    - Kaye will confirm with Briley's office that this policy needs to be adhered to

**Operations Manager: Vacant**

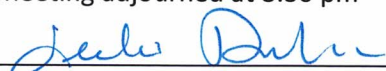
**Unfinished Business:**

- None

**New Business:**

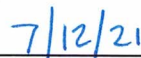
- None

Meeting adjourned at 8:30 pm



Leslie Donelow/Secretary

Signature/Date



Approved

Signature/Date



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 12, 2021 – Joy Lutheran Church**

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Anna Tapps, Leslie Donelow, Melissa Brigden and Kayla Green

Operations Manager-Vacant

Office Manager-Kaye Carleton

12 homeowners were also present.

**Meeting called to order:** by Association President Michael Sherman at 6:31PM

**Previous Meeting Minutes:** The June 14, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Michael Sherman

- Thanked all those present for attending the meeting.
- Major Projects
  - Due to the fact that there is not an operations manager to oversee the contractors no capital projects have been scheduled
  - If something is known to be a safety issue that will be looked into
  - Tabled until the Operations Manager position is filled

**Design Committee:** Anna Tapps

- Last meeting was held June 26, 2021
- Rode along for part of an inspection in July
  - Joined the Board to see that the inspections are fair and consistent for all members
  - Hoping to help give the HOA a better name

**Judicial Council:** Kayla Green

- Nothing at this time
  - Will connect with previous VP of Judicial

**Secretary:** Leslie Donelow

- Will be focusing on social media communications, newsletter and forming a communication committee
- Facebook
  - Would like to streamline the various accounts so homeowners can go to one site to receive communication
  - There is no access to the page linked to the website
    - The previous operations manager will not add the board as administrators
  - Homeowner present pointed out that many member s on the Eaglewood Residents and Eaglewood Community no longer own homes in Eaglewood
    - Kaye offered to assist the admins in determining who should continue to have access to the pages
- Website
  - Looking into a local contractor to build new site
  - Residents had offered suggestions on a post from the previous operations manager
    - Kaye will send those to Anna
- Newsletter
  - Goal is to have one sent out with the 4<sup>th</sup> quarter statement

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 12, 2021 – Joy Lutheran Church**

**Treasurer:** Melissa Brigden

- Financial Report was given

**Office Manager:** Kaye Carleton

- Briefed on accounts in collections; there are currently 17 accounts in collections with a combined total of \$42,745 owed to the association
  - 2 notify lender
  - 8 on hold
  - 1 lawsuit filed
  - 5 demand sent to owner
  - 1 remove from collections

**Operations Manager:** Vacant

**Unfinished Business:**

- Operations Manager
  - Interviews will be held July 13<sup>th</sup> & 14<sup>th</sup>

**New Business:**

- Winter Plowing-tabled
  - New Operations Manager will need to solicit bids
- DOT Fence Gap
  - There was a gap between a homeowners fence and the DOT fence which ends on Montague Drive
  - People cut through the area creating a dirt path through the common area
    - This disturbs the owners dogs
    - The owner has put up a board between the two fences to close the gap
      - The board determined the board can remain as long as it is stained to match
      - Grounds crew should seed and tape off area
- Damage to Kalka Circle
  - A moving van has caused damage to the circle as a result of driving over it
    - The incident was caught on a homeowners camera
    - The moving company has been contacted several times but has not responded
    - A estimate for repairs needs to be sent to the company
- Memo from former board member Wally Thomas
  - Addressing various issues and history of the association
  - Some of these had already been recognized by the current Board
- Letters from Larry Wood dated June 3<sup>rd</sup> and July 21<sup>st</sup> and signed by five long time Eaglewood residents
  - Mr. Wood is concerned of the validity of the past election
  - He has recommended the Board contact an attorney for guidance
    - Assuring a quorum was attained and the officers were duly elected
  - He is also concerned about the ballot being in violation of the bylaws
  - The previous president spoke with the attorney, was told the election was legitimate

Meeting adjourned at 7:48 pm

 8/9/21  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date

 8/9/21  
\_\_\_\_\_  
Approved  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS EXECUTIVE SESSION MEETING MINUTES**  
**July 30, 2021 – 19244 Adak Circle**

**Roll call of officers: Present:** Board members: Michael Sherman, Anna Tapps, Leslie Donelow and Kayla Green

**Excused Absence:** Melissa Brigden

**Meeting called to order:** by Association President Michael Sherman at 5:23PM

**Reports of Officers:**

**President:** Michael Sherman

- Ops Manager is getting quotes for sealing and striping roads
  - BOD is considering waiting on striping until spring
- Balandra Circle - a bid has been received for work. In order to solve the issue we would like to request the shed be relocated on the property.
- Foreclosure on Big Diomedes - currently has a pending offer. BOD would like to wait to see if it goes through before taking further action
- Etolin- Kayla will get CMA value. Will reach out to another agent to ask if there are any offers or showings on the property
- Letter regarding validity of election - letters have been forwarded to attorney. Michael will reach out to the attorney this week for next steps.
  - Michael is meeting with one person who signed the letter this week
- BOD to discuss Kaye's raise at next meeting
  - Need to write up formal job description for clarity
- There are 30 dead trees throughout the community that need to be hauled away. Ops Mgr is getting a bid from a contractor to have them taken down.
- Setting up a new bank account
  - Need to schedule a time to go to the bank to set up account at the next BOD meeting.

**Design Committee:** Anna Tapps

- Complaint of work being done on vehicles in homeowners driveway
  - A second email was received stating the homeowner is seeking mediation with the neighbor
    - The BOD will not participate in mediation

**Judicial Council:** Kayla Green

- Nothing at this time


**Secretary:** Leslie Donelow


- Facebook
  - Future posts: reminder to drive safely in neighborhood. Extend a welcome to new neighbors.
  - Mark still has not deleted or turned over the other Facebook page to the Board
    - Michael to reach out to attorney about sending a cease and desist
  - Leslie contacted the admins of the two other groups and asked about merging the pages. The 'Eaglewood Community' page is open to this but the 'Eaglewood Residents' page has not responded to the request.
- Website
  - Waiting to hear from website company to schedule time to discuss new website
- Newsletter
  - Next newsletter will be sent in October.
  - Kaye sent past newsletters for examples.

**Treasurer:** Melissa Brigden

- Not in attendance

Meeting adjourned at 7:00 pm

 8/9/21  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date

 8/9/21  
\_\_\_\_\_  
Approved  
Signature/Date



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**September 13, 2021-Joy Lutheran Church**

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Kayla Green, Leslie Donelow and Melissa Brigden

Operations Manager: Nolan Heath and Office Manager: Kaye Carleton

**Excused Absence:** Anna Tapps

Nine homeowners were also present

**Meeting called to order:** by Association President Michael Sherman at 6:30PM

**Previous Meeting Minutes:** August 9, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Michael Sherman

- Advised homeowners to prepare their properties for winter
  - Disconnect hoses
  - Clear gutters
  - Remove rocks from along edges of the road

**Design Committee:** Anna Tapps

- Apologizes for being unable to attend

**Judicial Council:** Kayla Green-nothing at this time

**Secretary:** Leslie Donelow

- Website
  - The rebuilding of the website is making good progress
- Communication Committee
  - Presented Charter
    - Motion: Create a Communication Committee based on the charter
    - Instructed to proceed per President
    - A post will be made to Facebook asking for volunteers to join the committee
- Newsletter
  - A newsletter will go out with the 4<sup>th</sup> quarter statement

**Treasurer:** Melissa Brigden

- Financial Report was given
  - Accounts Receivable is trending down
- Revised Budget presented
  - Summer and Winter Maintenance needed to be split as it is no longer a yearlong contract
  - Increased costs required adjustments be made
    - Tabled
- Office Manager
  - Motion: To officially promote Kaye to Office Manager
  - All in Favor

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 17 accounts in collections with a combined total of \$36,876.61 owed to the association
    - 2 demand sent to lender
    - 10 on hold
    - 4 demand to owner
    - 1 lawsuit filed



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**September 13, 2021-Joy Lutheran Church**

**Operations Manager: Nolan Heath**

- Reported dead tree removal and crack sealing of streets has been completed
  - 56 Beetle Kill Spruce have been cut down
    - Homeowner present was concerned that they be properly disposed of
      - Nolan will look into this
  - Identifying additional areas that will need crack sealing in the spring
    - Focusing on cracks that have grass growing in them
  - Wintergreen will be completing the mowing and fertilizing this fall
    - There were some concerns expressed in the quality of work they are doing compared to the Eaglewood crew
      - Did not blow the clippings
      - Missed areas
- Lighting Issues
  - Waiting on bids from contractors
  - Availability of contractors is an issue
- Winter Snow Maintenance
  - Submitted bids to the board for review
    - Recommends that we contract with Guaranteed Services, LLC
      - They have performed the work in previous years
      - Have the ability to do snow removal at a very low cost
      - They were the lowest bidder
      - Recommend a year to year contract with the ability to extend
    - Motion: Enter into a contract with Guaranteed Services on a year to year basis with the ability to extend
    - Motion passes per Board President

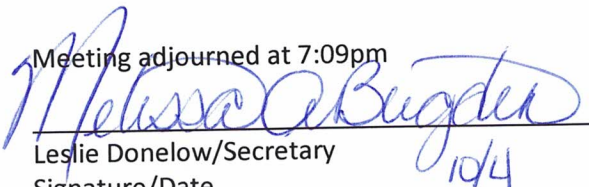
**Unfinished Business:**


- Bank Account
  - No changes have been made at this time
- November Board meeting has been changed to November 15<sup>th</sup>

**New Business:**

- Rekeying of mailboxes
  - We no longer have a preferred contractor that we can recommend to homeowners needing to change locks
  - The local post office will not change locks as Eaglewood owns the boxes
  - The post office is the only source that has access to the back of the boxes
  - Locksmiths change the core not needing access
  - Michael will look into this
- Sign for Eaglewood Office
  - A contractor will be solicited to attach it to the building

Meeting adjourned at 7:09pm

  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date 10/4

  
\_\_\_\_\_  
Approved  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 4, 2021 – Eaglewood Office**

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Kayla Green, Anna Tapps and Melissa Brigden

Operations Manager: Nolan Heath

Office Manager: Kaye Carleton

Attended Telephonically: Leslie Donelow

**Meeting called to order:** by Association President Michael Sherman at 6:35PM

**Previous Meeting Minutes:** September 13, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Michael Sherman

**Design Committee:** Anna Tapps

- Monthly Compliance Inspection-would it save money to only require Briley to perform one compliance inspection per month?
  - The agreement is a lump sum monthly charge, not broken down into tasks. It would take too long for the process to correct violations.
- Volunteers for the yearly neighborhood inspection for House Needs Paint/Stain, Fence Needs Stain and Driveway Needs Repair or Replacement
  - Seeking more volunteers

**Judicial Council:** Kayla Green-nothing at this time

**Secretary:** Leslie Donelow

- Website
  - Logo-could the entry that was submitted by a homeowner be tweaked to be used?
    - See if Shane can adjust it
    - Appreciate the effort but it would need to be simplified
  - The pay here button could link to Briley's website
  - E Signature for Design Committee Applications
    - There would be a yearly fee for this feature
    - Is a signature really necessary?
      - Having the name and address is sufficient
- Communication Committee
  - Three homeowners have expressed interest in serving on the committee
    - Scheduling an organizational meeting
- Facebook Page
  - Adding items as they are sent to her
  - Suggested the proper disposal of beetle kill spruce be shared
- Newsletter
  - Communication Committee can help choosing items to feature
    - The Design Committee has submitted an article for publishing in a future edition
    - Items will include
      - Information on the new Board and Operations Manager
      - Warning residents against feeding wildlife
      - Preparing your property for winter

**Treasurer:** Melissa Brigden

- 2021 Amended Budget
  - Motion: Approved amended budget as presented

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 4, 2021 – Eaglewood Office**

- Discussion: The mailbox line should show a credit as the boxes were replaced due to being damaged but were purchased in previous years. Change will be made before final vote.
- Edward Jones
  - The account was put on fraud alert as the previous operations manager still had access. The account has been updated with the new Board members. Melissa will meet with Gavin to set up a plan for investments considering inflation and future long range plans.
- Long Range Planning Committee
  - Arranging a meeting with the committee
  - Looking at forming a long range budget
  - Determining what projects need to be done and securing the necessary funds
- Record of Resolutions
  - This was maintained in the past as a tool to track Board Decisions
    - Previous Operations Manager failed to see the value and no longer required it to be current
    - Kaye has it complete from 2014 to 2020
      - Will complete through the end of 2021 for review by the current and future Board Members
      - Monthly additions will resume
- Matrix
  - The Eaglewood Management Matrix has been updated
  - It details who is responsible for carrying out all functions of the association
    - Including the Office and Operations Managers, Fiscal Management Company and the Board of Directors
  - Job Description
    - The job description for the Office Manager needs to be completed
      - Kayla will complete

**Office Manager: Kaye Carleton**

- Collections Update
  - Briefed on accounts in collections; there are currently 12 accounts in collections with a combined total of \$42,576.94 owed to the association
    - 1 waiting to speak with attorney
    - 9 on hold
    - 1 demand to owner
    - 1 lawsuit filed
- Dues Collection Policy and Procedures
  - Grace period changes suggested as a onetime arrangement should a homeowner ask for additional time
  - Motion: Approve Grace Period change as written
  - Vote: All in favor
- 2022 Meeting Schedule
  - Consider changing to Tuesday evenings
    - This would eliminate the need to make change due to Holidays
    - Keeping the meetings to the second Tuesday of each month for better consistency
  - Consider changing the start time to 6:00 PM
    - Tabled until availability can be confirmed with Joy Lutheran

**Operations Manager: Nolan Heath**

- Winter Snow Maintenance
  - Contract has been signed
- Landscape Maintenance
  - If weather warms and snow melts contractor can fertilize
    - Board requests that fertilizing be held off until spring

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 4, 2021 – Eaglewood Office**

- Light Maintenance
  - Most of the lighting issues have been resolved
    - Underground work has been postponed until spring
- Tree Removal
  - Several trees were damaged causing safety concerns
  - Trees and limbs were removed from streets and walkways
    - Contractor is finishing cleaning up the trails
    - Total cost of cleaning up from the early snow fall damage is \$7800
- Street and Trail Repairs
  - All work has been completed
- Summer Maintenance
  - Seeking bids for Crack Sealing, Stripping and Mowing for 2022 to prepare the 2022 Budget
- Equipment
  - Additional lawn maintenance and general hand tools are needed of approximately \$3000.
  - If the riding lawn mower is replaced that would require more funds

**Unfinished Business:**

- Flooding on Balandra Circle
  - Tabled until more information is received
- Switching to a different bank
  - Eaglewood will remain with Wells Fargo

**New Business:**

- RV Storage
  - How will this be monitored?
  - What if they are blocking snow storage?
    - Tabled
- Petty Cash Amount
  - Currently petty cash is \$500 requesting the amount be increased to \$1000
  - Motion: Approve increasing the amount for Petty Cash to \$1000
  - Vote: All in favor
  - Consider obtaining a P card through Wells Fargo

Meeting adjourned at 8:50 pm

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Leslie Donelow/Secretary  
Signature/Date

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Approved  
Signature/Date



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 15, 2021-Joy Lutheran Church**

**Meeting called to order:** by Association President Michael Sherman at 6:30PM

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Anna Tapps and Melissa Brigden

Operations Manager: Nolan Heath

Office Manager: Kaye Carleton

Excused Absences: Leslie Donelow and Kayla Green

Eight Homeowners were also in attendance.

**Previous Meeting Minutes:** October 4, 2021, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Michael Sherman

- Thanked all those present for attending.

**Design Committee:** Anna Tapps

- Inspections are continuing
  - Emphasized the fact that the amount of assessments are declining
  - Working with inspectors to treat all fairly and reasonably

**Judicial Council:** Kayla Green-nothing at this time

**Secretary:** Leslie Donelow

- Reported by Kaye in Leslie's absence
  - Website
    - The website is live
    - Training will take place the first week of December for the Eaglewood employees and any interested Board members
    - There are a few glitches which will be addressed at the training
  - Communication Committee
    - Committee met in October
    - Next meeting will be in December to prepare the 2022 Q1 Newsletter
    - Strategizing ways to improve communication
    - Reviewing information contained in the Welcome Packet

**Treasurer:** Melissa Brigden

- 2021 Amended Budget
  - Motion: Approve amended budget as presented
  - Vote: All in favor
- Long Range Planning Committee
  - Met in October
  - Next meeting will be in December
- Financial Report
  - Changes are being made to the format for better comparison and supplying more information
  - This will be helpful when creating the 2022 budget

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 11 accounts in collections with a combined total of \$43,115.79 owed to the association
    - 5 Late Notices will be sent 11/16/21
    - 1 Attorney recommends to start up a foreclosure

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 15, 2021-Joy Lutheran Church**

- 4 On hold
- 1 Remove from collections
- 2022 Meeting Schedule
  - Two schedules were presented (Monday and Tuesday)
  - Consider changing meeting night to Tuesday evenings
    - This would eliminate the need to make changes due to Holidays
    - Scheduling the meetings on the second Tuesday of each month for better consistency
  - Consider changing the start time to 6:00 PM
    - Tabled until the December meeting so Board of Directors can review

**Operations Manager: Nolan Heath**

- Winter Snow Maintenance
  - Several homeowners present voiced concerns
    - Storing snow on sidewalks
    - Leaving berms at sidewalk entrance and bus stops
    - Sidewalks not cleared
      - Contractor waiting for a part for the plow to clear sidewalks
    - Mailboxes were cleared by the contractor
      - Should be homeowners responsibility
    - Nolan will work with the contractor to fine tune the process
    - Notify homeowners via the website and Facebook to contact Nolan with questions or concerns at [eaglewoodops@gmail.com](mailto:eaglewoodops@gmail.com)
- Light Maintenance
  - Lights are being replaced as needed
    - Underground work will be done in the spring
- Tree Removal
  - Several trees were damaged causing safety concerns
  - Trees and limbs were removed from streets and walkways
- Long Range Planning
  - Working on a request for proposal (RFP) to establish a new long range plan
    - This will assist the committee in making recommendations to the Board
    - Help ensure the upkeep and longevity of common area assets
- **Unfinished Business:**
  - RV Storage
    - How will this be monitored?
    - If questionable the inspectors could measure

**New Business:**

- Live Streaming of Meetings
  - Question was raised again
  - Meetings will not be live streamed

Meeting adjourned at 7:02pm

 12/13/21  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date

 12/13/21  
\_\_\_\_\_  
Approved  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 13, 2021 – Eaglewood Office**

**Roll call of officers:**

**Present:** Board members: Michael Sherman, Kayla Green, Leslie Donelow and Melissa Brigden

Operations Manager: Nolan Heath

Office Manager: Kaye Carleton

Excused Absence: Anna Tapps

**Meeting called to order:** by Association President Michael Sherman at 6:30PM

**Previous Meeting Minutes:** November 15, 2021, Board of Directors' Meeting Minutes were approved

**Reports of Officers:**

**President:** Michael Sherman

**Design Committee:** Anna Tapps

- Nothing to report-excused absence
- RV Parking
  - Kaye reported about one RV that may be parked too close to the road surface
    - The inspectors are not comfortable getting out of their vehicle to determine (measure)
    - It would not be appropriate to go on private property
  - Kaye will contact the owner to make them aware of the concern

**Judicial Council:** Kayla Green

- Seeking members for the Judicial Council
- Discussed the option to investigate a different fiscal management company
  - No issues with current company
    - Agreement is up in February
    - There has been no reason to believe there would be a rate increase

**Secretary:** Leslie Donelow

- Website
  - The Board President and Secretary and the Office and Operations managers all had training on editing and posting to the website.
    - Training went favorably
    - The training was recorded for future training for more Board members
    - Design Committee Applications
      - The current form that was created does suit the needs
      - This needs to be looked into further
        - The form needs to be a fillable form that can be printed for review by the committee
        - Also having the ability to attach as-built, samples etc.
- Communication Committee
  - Produced the newsletter for the 1<sup>st</sup> quarter 2022
    - Looking for additional items for the Upcoming Events & Happenings section
      - Family activities would be nice
  - Seeking additional ways to improve communication
    - Ways to reach out to renters
      - Would like them to receive the newsletter
      - Currently the owners or property managers would need to forward it
      - Could the newsletters be sent to addresses?
        - This would create an additional expense



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 13, 2021 – Eaglewood Office**

- Currently there are no expenses associated with the newsletter
  - It is printed and included in with the statement as part of the contract with Roy Briley Association Management
- Would it be practical to sell ads to generate revenue for additional funds?
  - This would use space in the newsletter
- Possibility of sending newsletters more often
  - Sharing more information
  - This would be an additional expense
    - Check with Roy Briley's office manager to see if the newsletter could be increased to two pages
- Utilizing Constant Contact as a resource to share information
  - Emails are generated to be sent to the entire group
  - Keeping everyone updated on events and happenings
  - People can unsubscribe when they move out of the neighborhood

**Treasurer: Melissa Brigden**

- Edward Jones
  - No changes have been made at this time
    - Waiting for more information to create a long range plan
- Long Range Planning Committee
  - The Committee met in October
    - They have agreed to have Nolan put out a Request for Proposal for a long range plan for maintenance of the common area assets of the association
      - The new plan will guide the committee in their recommendations to the Board
    - The committee will meet in January after the RFP's have been received
- Financial Report
  - Report was given
    - Planning to expand on the report so more information on where the money is spent is shared
    - Establishing a cash threshold for dues increase
      - Dues need to increase in line with inflation
      - Showing homeowners where the money is spent will keep things positive
      - Giving proper notice will help them prepare for an increase
- 2022 Budget
  - Melissa and Kaye will work on the budget

**Office Manager: Kaye Carleton**

- Collections Update
  - Briefed on accounts in collections; there are currently 9 accounts in collections with a combined total of \$42,573.94 owed to the association
    - 7 on hold
    - 1 pay off requested
    - 1 pending foreclosure
  - There are 8 accounts that are delinquent on their 4<sup>th</sup> quarter dues
    - Kaye will call them to try to prevent the accounts being sent to the attorney for collection
- 2022 Dues Collection Timeline
  - Timeline was presented
  - Would like to change deadlines to business days if the deadline falls on a weekend
  - Timeline was approved
- 2022 Meeting Schedule
  - Schedule was presented
    - Changing meeting nights to Tuesday



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 13, 2021 – Eaglewood Office**

- 2 in favor
  - 1 against
  - 1 not present
- Vote will continue via email
  - Final vote via email 1 in favor of switching to Tuesday evenings

- Rentals in Eaglewood
  - With the current real estate market many previous rentals are now owner occupied
  - There are approximately 129 rentals in Eaglewood
  - 4 Of those are for sale and 5 are pending
  - These homes are located throughout the entire neighborhood

**Operations Manager: Nolan Heath**

- Winter Snow Maintenance
  - Working with contractor to ensure all areas are being plowed
    - Began peeling back buildup
    - Making sure road width is not decreased
- Light Maintenance
  - Homeowners are good at notifying outages
    - Contacting contractor each time a few have been identified
- Request for Proposal
  - RFP's were sent to seven consulting firms

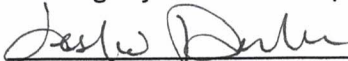
**Unfinished Business:**


- Rekeying mailboxes
  - There continues to be confusion
  - No arrangement can be made with the post office
  - Homeowners will need to contact a locksmith if they need to change a lock
    - Information will be posted on Facebook

**New Business:**

- Contractor Shed
  - Nolan reported that the snowplow contractor has requested consideration that he be able build a shed near the Eaglewood sheds for equipment storage
    - What size is needed?
    - Who would have access?
    - How would the utilities be paid?
    - Who would insure it?
  - Tabled

Meeting adjourned at 8:14 pm

 1/10/22  
\_\_\_\_\_  
Leslie Donelow/Secretary  
Signature/Date

 1/10/2022  
\_\_\_\_\_  
Approved  
Signature/Date