



HOA Board of Directors Meeting – November 11, 2020

Virtual Meeting via Zoom Video Conference

Attendance

Roll Call: P=Present, E=Excused, A=Absent

Roll Call	Name	Position	Phone	email
P	Frank Yandrasits	President	425-606-0780	f.yandrasits@comcast.net
P	Joyce Stewart	Vice-President		joycemstewart@gmail.com
P	Donna Whitehead	Secretary		donna-whitehead@hotmail.co.uk
P	Jay Willenberg	Treasurer		jwillenberg@comcast.net
P	Jerry Mack	ACC		jerrymack06@comcast.net
P	Carrie Blanton	CCR's		carrieb@courtergroup.com
	Jerry Lilly (acting)	Electrical		
P	Susan Glicksberg	Government Affairs		sglicksberg@comcast.net
E	Judy Norman	Landscaping		judysnorman@yahoo.com
P	Lynn Mack, Joyce Stewart	Newsletter		mackhome@comcast.net
P	Peter Roppo	NGPE		peterroppo@gmail.com
P	Jerry Lilly	Waterfalls		jerry@jglacoustics.com
	F. Yandrasits (acting)	Ponds & Stormwater		
E	Hamid Koohpai	Social		issmbr66nbr@gmail.com
P	Cristian Gal	Website		hoa-website@bit3.me

Others Present: Swaroop Mishra, Anthony Vilante

Board Meeting Protocol

Proposal, to be updated as we gain zoom experience:

- Board meetings are open for *observation* by any homeowner who wishes to attend.
- Until further notice, Board meetings will be conducted via Zoom Video Conference.
- Meeting Notice will be published one week in advance, with a reminder notice the day prior to the meeting.
- Meetings will begin on time. Log in early enough to resolve any technical issues.
- Zoom meetings will be recorded (video, audio, chat messages).
- Recordings will be paused (or edited) if sensitive information needs to be discussed.
- Follow Parliamentary Procedure for decisions requiring a Board vote.
- Stay on mute unless speaking. Use the 'Raise Hand' feature to request the floor. For decisions, all board members will be given the option to speak.
- Voting... we will figure this out as we go.

Board Meeting Agenda

- 7:00 Welcome, Attendance, Meeting Protocol – Frank Yandrasits
- 7:05 Governing Documents and Board Composition – Frank Yandrasits
- 7:15 Chair reports
- Secretary - Donna Whitehead
 - Treasurer – Jay Willenberg
 - Status of delinquent dues; 2021 Budget Planning,
 - Landscaping – Judy Norman
 - Street Tree status – Frank Yandrasits
 - Water usage and Irrigation lessons learned – Frank Yandrasits
 - Waterfalls & Electrical – Jerry Lilly
 - Ponds & Stormwater – Frank Yandrasits
 - Architectural Control Committee (ACC) – Jerry Mack
 - Covenant, Conditions & Restrictions (CCR's) –Carrie Blanton
 - Native Growth Protection (NGPE) – Joyce Stewart
 - Newsletter – Lynn Mack / Joyce Stewart
 - Government Affairs – Susan Glicksberg
 - Social – Hamid Koohpai
 - Status of directory update – Joyce Stewart
 - Website –Cristian Gal
- 8:15 Special Topics & Homeowner Input
- TBD
- 8:30 Review Action Items, Next Meeting

Hierarchy of HOA Documents

1. Federal, State, Local Laws and Statutes
2. Recorded Map, Plan or Plat
3. HOA Declaration of Covenants, Conditions, and Restrictions (CC&R's)
4. HOA Articles of Incorporation
5. HOA Bylaws
6. HOA Rules, Regulations, and Resolutions
 - Montreux Architectural Design Guidelines (1991)
 - Montreux Compliance Policy (2014)
 - etc



HOA Rules Hierarchy

Example: Meeting of Members

Meeting of Members:	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Notice	RCW 64.38.035 Not less than fourteen nor more than sixty days in advance of any meeting of the association, the secretary or other officers specified in the bylaws shall provide written notice to each owner	Section 8.2 All Owners shall receive written notice of any meeting of the Association at least five (5) days in advance of any meeting.	3.3 Notice of Meetings. Written notice of each meeting of the Members shall be given... not less than fourteen (14) days in advance of the meeting.
Attendance	RCW 24.03.075 (and Proclamation 20-51) Except as otherwise restricted by the articles of incorporation or the bylaws, members and any committee of members of the corporation may participate in a meeting by conference telephone or similar communications equipment so that all persons participating in the meeting can hear each other at the same time. <u>Participation by that method constitutes presence in person at a meeting.</u>	Section 8.2 Powers All actions of the Association requiring approval of Owners shall be by a fifty-one percent (51%) vote of those Members present in person or by proxy at the meeting.	3.5. Proxies. Attendance at and participation in meetings may be in person or by proxy. All proxies shall be in writing and filed with the Secretary
Quorum	RCW 64.38.040 Unless the governing documents specify a different percentage, a quorum is present throughout any meeting of the association if the owners to which <u>thirty-four percent</u> of the votes of the association are allocated are present in person or by proxy at the beginning of the meeting.	Section 8.3 Voting Rights The presence in person or by proxy of at least <u>twenty percent (20%)</u> of the Owners at any meeting shall constitute a quorum. If a quorum is present, the affirmative vote of the majority of the Members at the meeting and entitled to vote shall be the act of the Members, unless the vote of a greater number of Members is required by this Declaration or by the Articles of Incorporation or Bylaws of the Association.	Section 3.4 Quorum and Voting The presence at the meeting of Members entitled to cast, plus members' proxies entitled to cast, plus, as to specific issues, Members written votes by mail or facsimile, <u>ten percent (10%)</u> of the total membership votes entitled to be cast shall constitute a quorum for any action.



HOA Rules Hierarchy

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HOA Rules Hierarchy

Example: Meeting of Members

Meeting of Members:	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Election of Board	<p>RCW 24.03.085 (and Proclamation 20-51) If specifically permitted by the articles of incorporation or bylaws, whenever proposals or directors or officers are to be elected by members, the vote may be taken by mail or by electronic transmission if the name of each candidate and the text of each proposal to be voted upon are set forth in a record accompanying or contained in the notice of meeting.</p> <p>Members voting by mail or electronic transmission are present for all purposes of quorum, count of votes, and percentages of total voting power present.</p>	not addressed	<p>3.6.Voting by Mail or Facsimile. The Board may permit Members to vote by mail or facsimile on any issue that it proposes to submit a vote of the Membership at an annual or special meeting of the Association. Voting by mail or facsimile must be allowed on all issues requiring the approval of two-thirds (2/3) of the entire membership. <u>Voting by mail or facsimile shall not be allowed for elections of members of the Board of Directors.</u> The written ballot, with the proposal attached or incorporated therein, must be sent to each member with the notice of the meeting, and must be returned prior to the start of the meeting in order to be counted.</p>

HOA Rules Hierarchy

Board of Directors

Board of Directors	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Number	<p>RCW 64.38.030 Association bylaws. Unless provided for in the governing documents, the bylaws of the association shall provide for:</p> <p>(1) The number, qualifications, powers and duties, terms of office, and manner of electing and removing the board of directors and officers and filling vacancies;</p>	<p>Section 8.5 Board of Directors. <u>A President and four (4) other individuals shall comprise a Board of Directors and shall be elected from among the Owners.</u></p> <p>The Board shall have authority to establish operating rules and procedures. A majority of the Board may designate one or more of its members as a representative to act for it. In the event of death or resignation of any Board member, the remaining Board member(s) shall have full authority to appoint a successor member or members.</p>	<p>Section 4.1. Number, qualifications. <u>The Association shall be managed by a Board of four (4) officers and seven (7) directors, one of whom shall be President and each of whom must be an Owner and one of whom shall be, ex-officio, the immediate past President.</u> The Officers shall be the President, Vice President, Secretary, and Treasurer. The other Board members shall Chair the standing committees.</p>
Term	<p>RCW 64.38.030 Association Bylaws Unless provided for in the governing documents, the bylaws of the association shall provide for:</p> <p>(1) The number, qualifications, powers and duties, terms of office, and manner of electing and removing the board of directors and officers and filling vacancies;</p>	<p>not addressed</p>	<p>4.2. Term of Office. The term of office of all Board members shall be one (1) year, except that the Vice President shall assume the office of President after one year and the president shall assume the position of Ex-Officio Director after one year.</p>



Recent Board of Directors

	Montreux Bylaws	2009	2010	2011	2012	2013	2014	2015	2018	2019	2020 Ballot
Officers	4	4	3	3	3	4	4	3	3	3	4
Directors	6	8	6	10	10	8	8	9	8	8	10
Past Pres /Advisor	1	1	1	1	1	1	1	1	2	2	
Total	11	13	10	14	14	13	13	13	13	13	14

2020-2021 Board Members

As proposed by the 2019-2020 Board, and approved by 23% quorum during the 2020 Annual General Meeting in July

Name	Position	Roll
Frank Yandrasits	President	Officer
Joyce Stewart	Vice-President	Officer
Donna Whitehead	Secretary	Officer
Jay Willenberg	Treasurer	Officer
Jerry Mack	ACC	Director
Ryan Heiberg	CCR's	Director
	Electrical	
Susan Glicksberg	Government Affairs	Director
Judy Norman	Landscaping	Director
Lynn Mack, Joyce Stewart	Newsletter	Director
Peter Roppo	NGPE	Director
Jerry Lilly	Ponds, Waterfalls	Director
Ali Mills	Social	Director
Charles Hayden	Website	Director

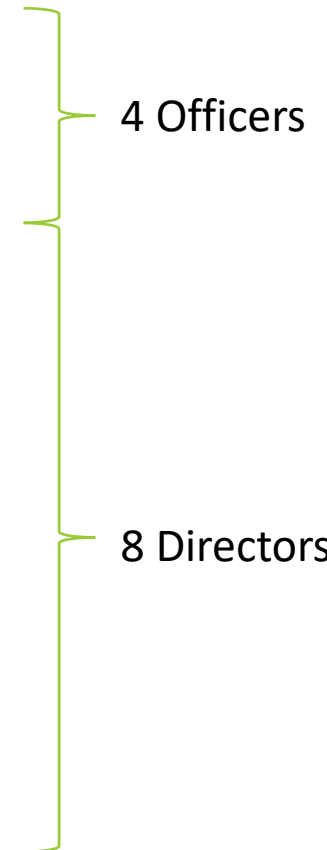
4 Officers

9 Directors

2020-2021 Board Members

After filling vacancies and realignment of Ponds, Waterfalls:

Name	Position	Roll
Frank Yandrasits	President	Officer
Joyce Stewart	Vice-President	Officer
Donna Whitehead	Secretary	Officer
Jay Willenberg	Treasurer	Officer
Jerry Mack	ACC	Director
Carrie Blanton	CCR's	Director
Jerry Lilly (acting)	Electrical	
Susan Glicksberg	Government Affairs	Director
Judy Norman	Landscaping	Director
Lynn Mack, Joyce Stewart	Newsletter	Director
Peter Roppo	NGPE	
Jerry Lilly	Ponds , Waterfalls	Director
Hamid Koohpai	Social	Director
Cristian Gal	Website	Director
Frank Yandrasits (acting)	Ponds and Stormwater	





2020-2021 Board Members

Proposal for compliance with Montreux Bylaws

Name	Position	Roll
Frank Yandrasits	President	Officer
Joyce Stewart	Vice-President	Officer
Donna Whitehead	Secretary	Officer
Jay Willenberg	Treasurer	Officer
Jerry Mack	ACC	Director
Carrie Blanton	CCR's	Director
Jerry Lilly (acting)	Electrical	
Susan Glicksberg	Government Affairs	Director
Judy Norman	Landscaping	Director
Lynn Mack, Joyce Stewart	Newsletter	Director or Committee
Joyce Stewart (acting)	NGPE	
Jerry Lilly	Ponds , Waterfalls	Director
Hamid Koohpai	Social	Director
Cristian Gal	Website	Director or Committee
Frank Yandrasits (acting)	Ponds and Stormwater	
Ryan Heiberg		Advisor
John Rydell		Advisor



2020-2021 Board Members



Approved motion for compliance with Montreux Bylaws

This chart added post-meeting to reflect the approved motion

Name	Position	Roll
Frank Yandrasits	President	Officer
Joyce Stewart	Vice-President	Officer
Donna Whitehead	Secretary	Officer
Jay Willenberg	Treasurer	Officer
Jerry Mack	ACC & NGPE	Director
Carrie Blanton	CCR's	Director
Jerry Lilly (acting)	Electrical	
Susan Glicksberg	Government Affairs	Director
Judy Norman	Landscaping	Director
Lynn Mack, Joyce Stewart	Newsletter	Committee
Jerry Mack (acting)	NGPE	
Jerry Lilly	Ponds , Waterfalls	Director
Hamid Koohpai	Social	Director
Cristian Gal	Website	Committee
Frank Yandrasits (acting)	Ponds and Stormwater	
Ryan Heiberg		Advisor
John Rydell		Advisor
Anthony Vilante	Past president	Director



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Montreux Homeowners Association
Profit & Loss Prev Year Comparison
January 1 through November 11, 2020

	Jan 1 - Nov 11, 20	Jan 1 - Nov 11, 19	\$ Change
Ordinary Income/Expense			
Income			
JOHN BRYON MEMORIAL BENCH	2,230.00	0.00	2,230.00
HOMEOWNERS DUES	261,360.00	261,360.00	0.00
TREE PENALTY INCOME	0.00	36,200.00	-36,200.00
Total Income	263,590.00	297,560.00	-33,970.00
Gross Profit	263,590.00	297,560.00	-33,970.00
Expense			
ACCOUNTING	11,900.00	6,070.00	5,830.00
BANK FEES	270.50	303.00	-32.50
ELECTRICAL REPAIRS & MAINT.	8,480.34	10,795.22	-2,314.88
INSURANCE	3,599.00	4,197.00	-598.00
LANDSCAPE MAINTENANCE	106,736.66	101,659.50	5,077.16
LEGAL	710.50	4,273.00	-3,562.50
LICENSE/FEES/PERMITS	0.00	10.00	-10.00
MISCELLANEOUS EXPENSE	252.00	4,449.00	-4,197.00
OFFICE EXPENSES	386.81	388.21	-1.40
POSTAGE	858.00	384.25	473.75
PROPERTY TAX-COMMON AREAS	59.99	33.83	26.16
SOCIAL EXPENSES	0.00	6,458.25	-6,458.25
TREE MAINTENANCE	4,375.00	29,012.50	-24,637.50
UTILITIES - WATER METERS	33,468.91	33,282.35	186.56
UTILITIES - ELECTRICAL COSTS	8,618.00	8,585.24	32.76
LAKE UTILITIES			
UTILITIES-LAKES ELECTRICAL	3,092.40	3,550.57	-458.17
REIMBURSED LAKES ELECTRICAL	-4,187.63	-4,525.09	337.46
Total LAKE UTILITIES	-1,095.23	-974.52	-120.71
LAKE FOUNTAINS			
LAKES FOUNTAIN REPAIRS	4,946.35	0.00	4,946.35
REIMB. LAKES FOUNTAIN REPA...	-4,627.78	-2,485.77	-2,142.01
Total LAKE FOUNTAINS	318.57	-2,485.77	2,804.34
XMAS LIGHTING	3,213.10	0.00	3,213.10
Uncategorized Expenses	0.00	0.00	0.00
Total Expense	182,152.15	206,441.06	-24,288.91
Net Ordinary Income	81,437.85	91,118.94	-9,681.09
Other Income/Expense			
Other Income			
INTEREST INCOME-LATE FEES	875.10	1,686.48	-811.38
INTEREST INCOME-SAVINGS	2.56	5.58	-3.02
DIVIDENDS EARNED	461.23	1,901.05	-1,439.82
OTHER INCOME	0.00	0.00	0.00
Total Other Income	1,338.89	3,593.11	-2,254.22
Other Expense			
CAPITAL EXPENSES	0.00	19,303.60	-19,303.60
FEDERAL INCOME TAX EXPENSE	620.91	0.00	620.91
Total Other Expense	620.91	19,303.60	-18,682.69
Net Other Income	717.98	-15,710.49	16,428.47
Net Income	82,155.83	75,408.45	6,747.38

Montreux Homeowners Association
Balance Sheet Prev Year Comparison
As of November 11, 2020

	Nov 11, 20	Nov 11, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
CHECKING - NEW - US BANK	108,536.05	67,089.00	41,447.05
SAVINGS - NEW - US BANK	8,196.56	8,357.90	-161.34
VANGUARD MM CAPITAL RESERVE	104,499.39	103,758.02	741.37
Total Checking/Savings	221,232.00	179,204.92	42,027.08
Accounts Receivable			
DUES RECEIVABLE	9,344.97	14,784.47	-5,439.50
Total Accounts Receivable	9,344.97	14,784.47	-5,439.50
Other Current Assets			
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-2,264.92	-2,293.37	28.45
Undeposited Funds	540.00	0.00	540.00
Total Other Current Assets	-1,724.92	-2,293.37	568.45
Total Current Assets	228,852.05	191,696.02	37,156.03
TOTAL ASSETS	228,852.05	191,696.02	37,156.03
LIABILITIES & EQUITY			
Equity			
FUND BALANCE	146,696.22	116,287.57	30,408.65
Net Income	82,155.83	75,408.45	6,747.38
Total Equity	228,852.05	191,696.02	37,156.03
TOTAL LIABILITIES & EQUITY	228,852.05	191,696.02	37,156.03

COVID-19 Interest and Late Fee Relief

- Blyth Claeys calculated reimbursements required for us to be compliant with Proclamation 20-51: Community Association and Late Fees.
- Reimbursements totaling \$1,265.03 were issued for fees & interest charged from 4/1-6/30. Fees & Interest will not be assessed while the Proclamation is in effect.
- Reimbursement statements were sent to 15 affected residents. The statement included the following note:

On April 14, 2020, in response to the COVID-19 pandemic, Governor Inslee issued Proclamation 20-51: Community Association and Late Fees. This proclamation prohibits homeowners' associations from charging interest and fees for late payment of assessments while the proclamation is in effect. This statement shows reimbursement of these fees to your account retroactive to April 1, 2020.

Out of fairness to all Montreux homeowners, we encourage you to pay any remaining balance due if you are not economically impacted by COVID-19.



2021 Draft Budget

Dues: \$270 per Quarter

This information removed from material posted on the unsecure Montreux HOA website.



HOA Rules Hierarchy

Annual Budget

	State Law (RCW)	Montreux CCR's	Montreux Bylaws
Budget	<p>RCW 64.38.025 ...within thirty days after adoption by the board of directors of any proposed regular or special budget of the association, the board shall set a date for a meeting of the owners to consider ratification of the budget not less than fourteen nor more than sixty days after mailing of the summary. <u>Unless at that meeting the owners of a majority of the votes</u> in the association are allocated or any larger percentage specified in the governing documents <u>reject the budget, in person or by proxy, the budget is ratified, whether or not a quorum is present.</u> In the event the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the owners shall be continued until such time as the owners ratify a subsequent budget proposed by the board of directors.</p>	<p>9.1 Association Budget. The Association's fiscal year shall be the calendar year unless the Board designates another fiscal year. Within thirty (30) days prior to the beginning of each fiscal year, the Board shall adopt an Association budget for the following fiscal year, setting forth the amounts reasonably estimated for Common Expenses.</p>	<p>Not addressed</p>

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Residential Tree Sub-Committee

Tree Sub-Committee Objectives

Develop and Implement a near-term and long-term plan to repair and maintain the residential trees for which the HOA is responsible.

1. Establish Scope - **Completed**
2. Conduct a formal Site Analysis (inventory and assessment of street trees) – **Completed**
- ➔ 3. Develop a 5-year plan (including realistic budget and coordination with City of Issaquah) based on recommendations from the Site Analysis - **Drafted**
4. Communicate plan and status to HOA Board and residents (**on-going**)
5. Implement near-term recommendations – **In-Work**
 - a. Identify vendors
 - b. Obtain estimates and award contracts
 - c. Oversee work (including coordination with City of Issaquah)
6. Update scope and plan, as needed.

Tree Sub-Committee Participants

Judy Norman – 2020 HOA Landscape Focal

Hamid Koohpai – 2019 HOA Landscape Focal

Jerry Lilly – HOA Lakes and Waterfall Focal

Joyce Stewart

Frank Yandrasits

Peter Roppo – HOA Native Growth Protection Easement (NGPE) Focal





Residential Tree Sub-Committee

Recommendations from “Arborist Report – Montreux HOA” by Davey Resource Group, August 2020

updated 11/2/2020

Location	Removal Priority			Prune Priority		Routine Prune		Monitor	No Priority	Total
	1	2	3	1	2	Large Tree	Small Tree			
Village Park Dr.	17	3	6	24	37	35	55	10	72	259
Montreux Dr.	1	1	1	2	17	1	3	1	65	92
Lac Lemman Dr.	0	1	1	9	60	4	0	0	0	75
Total Trees	18	5	8	35	114	40	58	11	137	426

Activity	2020												2021												2022												2023												
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Charter Committee					X																																												
Site Analysis							X												X														X																
Communicate Status to HOA									C						C					C														C															
Phase 1 - Village Park Dr. Removal (20 trees); Pruning										X																																							
Phase 2 - Village Park Dr. Replanting (20 trees)																X																																	
Phase 3 - Village Park Dr. Pruning (126 trees)																	X																																
Phase 4A - Pruning (73 trees) Lac Lemman																				X														X															
Phase 4B - Pruning (23 trees) Montreux Dr																				X														X															
Phase 5 - Removals & Replanting (11 trees); Pruning																																			X														
Recurring Remove & Replace (est. 10 trees/year)																																																	X
Recurring Pruning (est. 100 trees/year)																																																	X

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Residential Tree Sub-Committee

Assessment from “Arborist Report – Montreux HOA” by Davey Resource Group, August 2020

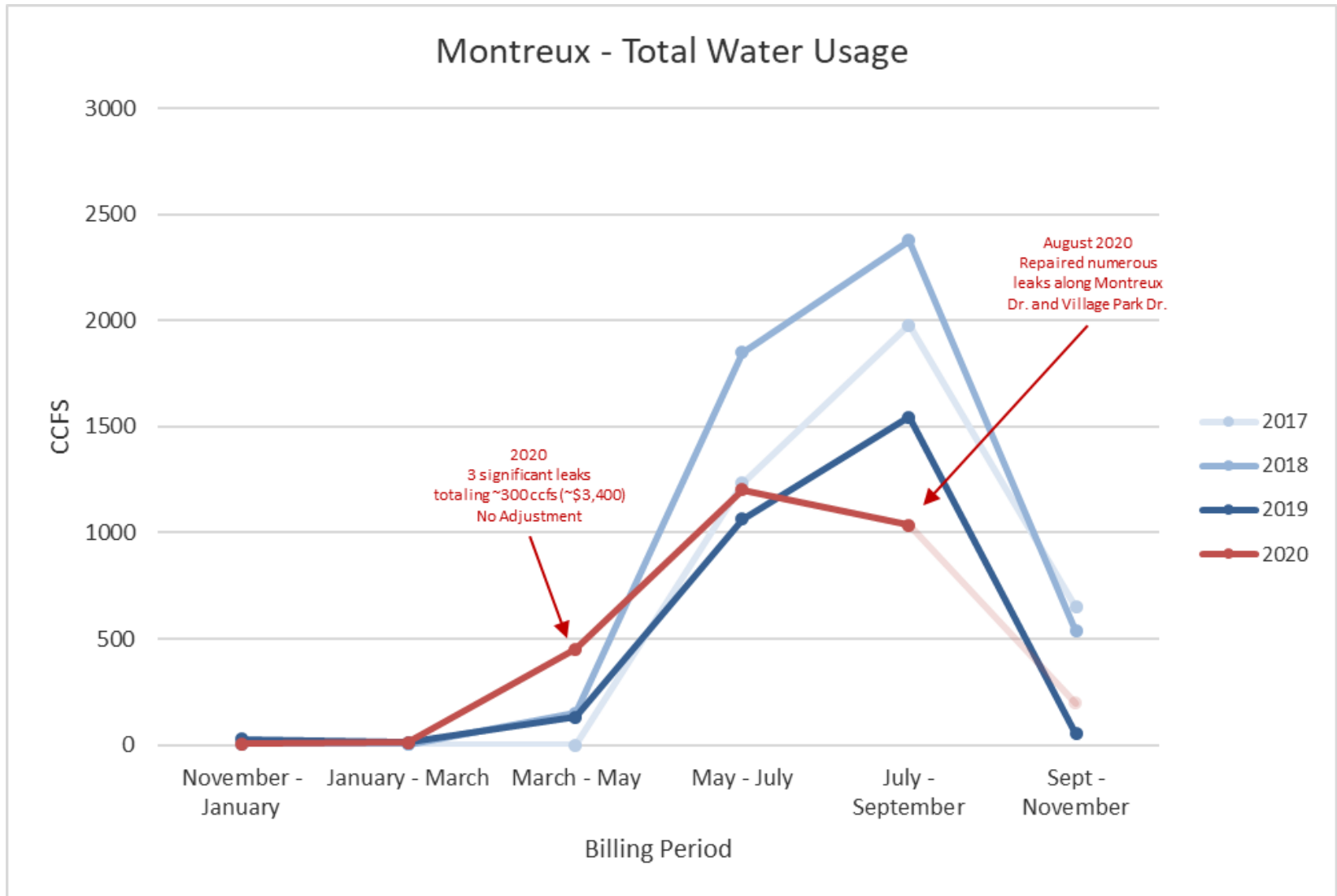
updated 11/2/2020

Location	Tree Condition (August 2020)							Total
	Dead	Critical	Very Poor	Poor	Fair	Good	Excellent	
Village Park Dr.	13	5	2, 5	39	68	102	25	259
Montreux Dr.	0	2	4	8	14	63	1	92
Lac Leman Dr.	0	1	0	13	10	51	0	75
Total Trees	13	5, 3	2, 9	60	92	216	26	426

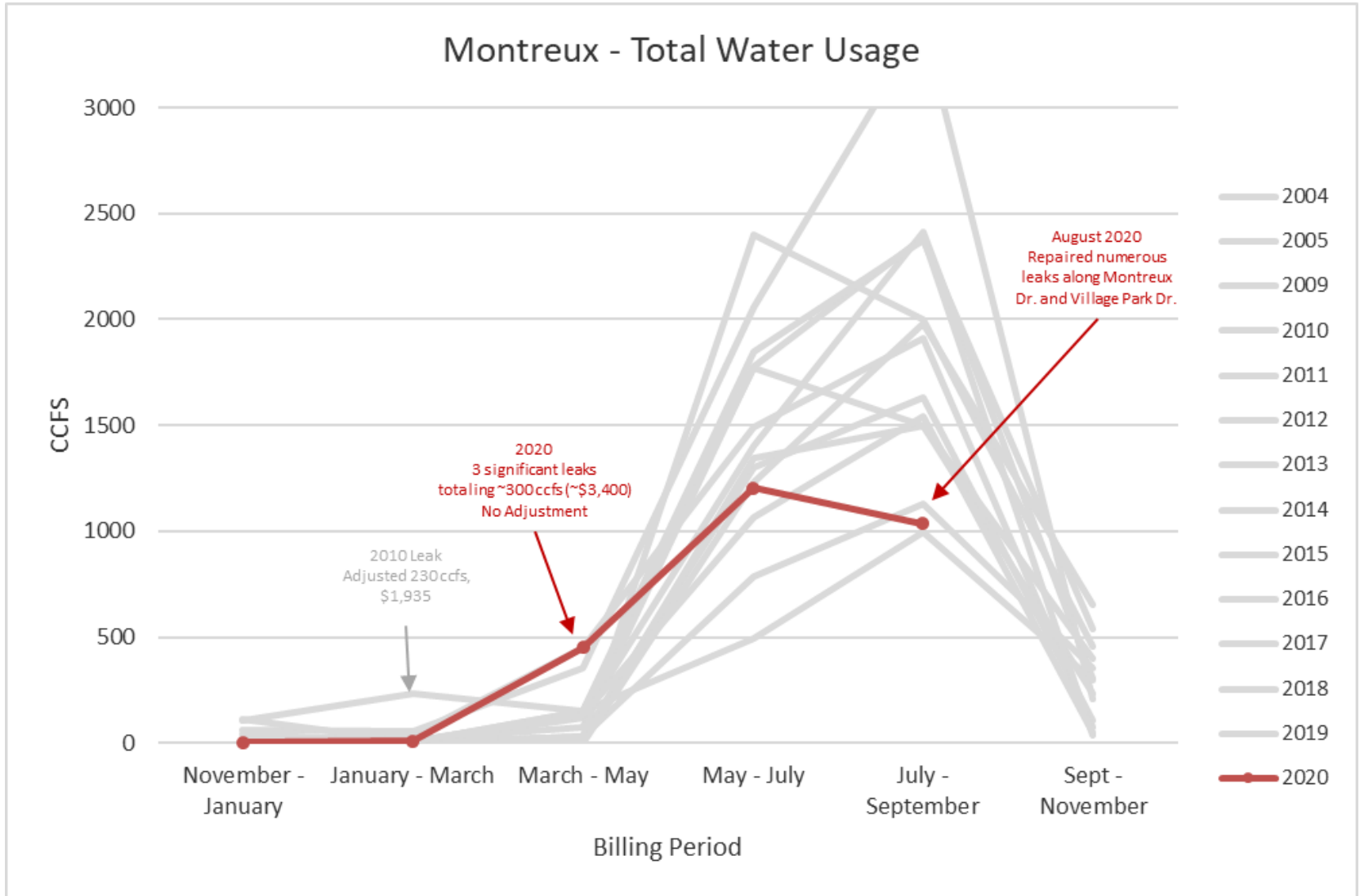
Activity	2020												2021												2022												2023												
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Charter Committee					X																																												
Site Analysis						X																																											
Communicate Status to HOA									C																																								
Phase 1 - Village Park Dr. Removal (20 trees); Pruning										X																																							
Phase 2 - Village Park Dr. Replanting (20 trees)																																																	
Phase 3 - Village Park Dr. Pruning (126 trees)																																																	
Phase 4A - Pruning (73 trees) Lac Leman																																																	
Phase 4B - Pruning (23 trees) Montroux Dr																																																	
Phase 5 - Removals & Replanting (11 trees); Pruning																																																	
Recurring Remove & Replace (est. 10 trees/year)																																																	
Recurring Pruning (est. 100 trees/year)																																																	

DRAFT

Water Use by Billing Period (2017-2020)

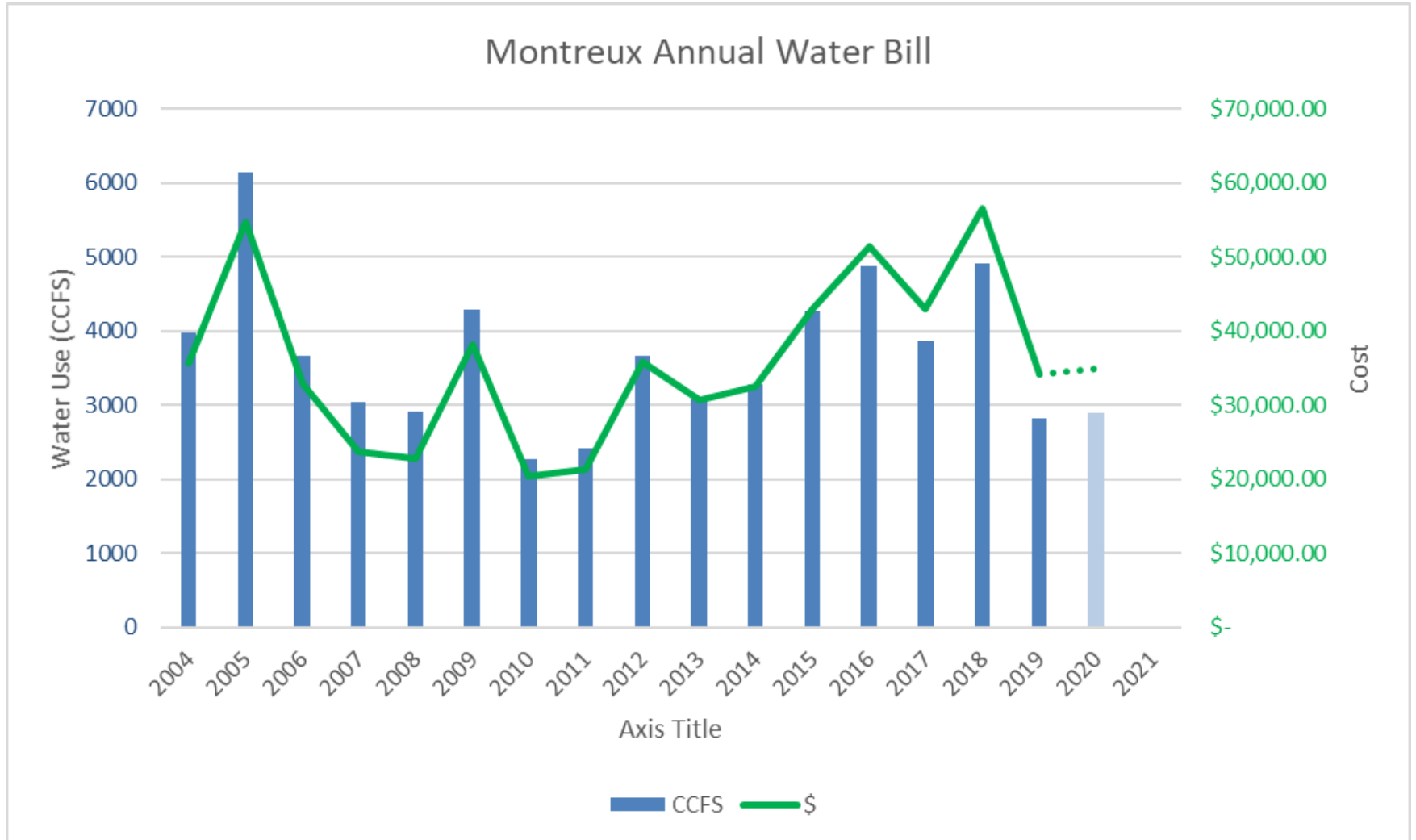


Water Use by Billing Period (2004-2020)





Annual Water Use (2004-2020)



Board Meeting Agenda

- 7:00 Welcome, Attendance, Meeting Protocol – Frank Yandrasits
- 7:05 Governing Documents and Board Composition – Frank Yandrasits
- 7:15 Chair reports
- Secretary - Donna Whitehead
 - Treasurer – Jay Willenberg
 - Status of delinquent dues; 2021 Budget Planning,
 - Landscaping – Judy Norman
 - Street Tree status – Frank Yandrasits
 - Water usage and Irrigation lessons learned – Frank Yandrasits
 - Waterfalls & Electrical – Jerry Lilly
 - Ponds & Stormwater – Frank Yandrasits
 - Architectural Control Committee (ACC) – Jerry Mack
 - Covenant, Conditions & Restrictions (CCR's) –Carrie Blanton
 - Native Growth Protection (NGPE) – Joyce Stewart
 - Newsletter – Lynn Mack / Joyce Stewart
 - Government Affairs – Susan Glicksberg
 - Social – Hamid Koohpai
 - Status of directory update – Joyce Stewart
 - Website –Cristian Gal
- 8:15 Special Topics & Homeowner Input
- TBD
- 8:30 Review Action Items, Next Meeting