

Montreux Homeowners” Association Annual General Meeting Minutes

NOT YET APPROVED

Date: April 10, 2024

Venue: Lewis Park

Attendees: 37 Proxies/ 40 homeowners attended in person (from 32 homes)

President’s Report-Joyce Stewart

- Joyce welcomed homeowners and took a moment to thank Blyth Claeys, Montreux’s bookkeeper, for her tenacity, professionalism, kindness, and attention to detail. Blyth is the first to interact with new homeowners and helps make their transition as smoothly as possible. Next, a slide with Board and committee members’ names was shared. Over half the Board has volunteered for more than four years. Joyce spent time highlighting all the benefits of volunteering in the Montreux community. Most of all, she emphasized how she observed the many great friendships that have formed because of working alongside each other (pulling weeds, clearing irrigation heads, and facilitating socials).
- The purpose and outcomes of the meeting were presented. The purpose of the annual meeting is to report current and future Montreux Board and committee work based on the reserve study, five-year maintenance plan, and ongoing operational needs. The outcomes of the meeting included homeowners hearing 2023 work accomplishments, the nomination and election of Board members and officers, approval of committee chairs, learning future work, and hearing from Montreux homeowners.
- Jerry Lilly motioned to approve the April 12, 2023 annual meeting minutes and Hamid Koohpai seconded the motion. There was no discussion and the motion passed unanimously.
- Three key topics were presented during Joyce’s report.
 - **Communication with City of Issaquah**
 - Resolved all but one issue with the City of Issaquah
 - “For the tree pruning in the steep slope NGPE, the request will need to identify why the pruning is necessary from an arborist’s perspective and the removal of branches is needed for the health of the forest. You can only receive approval for pruning if the work is necessary for the viability of the trees and surrounding forest health, and that there will be no impact to the slope conditions, or if the slope conditions warrant the removal to provide geotechnical stability. In addition to an arborist report, an assessment from a geotechnical engineer may be necessary to confirm any proposal will not impact the stability of the slope.”
 - **Bullfrog update**
 - On October 24, 2-23 Judge Marcus Naylor dismissed the case with prejudice
 - Prevailed in King County Superior Court
 - Homeowner asking KC Superior Court to review
 - Motion denied in early April
 - **Transitioned to irrigation contractor**

- Moved from volunteers to a contractor for 2024
- Did not give Landscapes a raise for 2024.
- Homeowners, who had volunteered to run for Board positions, were introduced. Nominations were taken from the floor and Kathy Searce volunteered to run for the landscape position. Her name was added to the ballot. Since Don Thomas, previous vice president, moved, the Board appointed Joyce Stewart to serve his (president/past president) unexpired position term at the October 11, 2023 meeting. The following volunteers were elected to the 2024-25 Board of Directors: Tiffany Evans, vice president, Donna Whitehead, secretary, Daniel Philipp, treasurer, Sanaz Imen, ACC and NGPE, Brian Barry, CC&Rs, Judy Norman, landscaping, Jerry Lilly, waterfalls, Susan Glicksberg, governmental affairs, and Jan Rogers, social chair.
- Marilyn Haberlach moved to approve chairs/co-chairs of the 2024-25 Board committees. Hamid Koochpai seconded the motion. There was no discussion, and the following homeowners were approved unanimously: Electrical (co-chairs)-Suresh Kumar and David Lee, Irrigation-Warren Hansen, Newsletter-Kay Gosse, Ponds and Stormwater-Carrie Blanton, and Website-Cristian Gal.

ACC/NGPE Report-Sanaz Imen

● Category	● No. of Homeowners Requests	● Division
● Exterior painting	● 8	● 1 & 2 & 3 & 4
● Roof Related	● 4	● 1 & 2 & 3
● Fencing	● 5	● 1 & 2
● Tree removal	● 6	● 1 & 2
● Landscape Work	● 1	● -
● AC/Heat Pump	● 3	● 1
● Remodel	● 3	● 2
● New Construction	● -	● -
● NGPE	● 7	● 1 & 2 & 4

- **Total Requests**

- **37**

- Regarding NGPE, Sanaz assisted a homeowner in Division II with root and branches encroaching from neighboring property, worked with homeowners of Division I & II to go through the City's new permit process for tree removal, received approval from the City to remove a hazardous tree along the bank of detention pond F and two dead/dying trees along lake H, coordinated repairs of a broken NGPE fence and removal of a fallen NGPE tree from Village Park Drive, and was working on assessment and removal of high-risk trees in the NGPE area.

Treasurer's Report-Al Dimakis

- Newman Certified Public Accountants performed the 2022 Montreux HOA Financial Audit and issued a clean audit opinion. There was no knowledge of fraud that affects the Association's Financial Statements involving management, employees, or others or of any instances of noncompliance with laws and regulations when preparing financial statements. The Association has satisfactory title to all owned assets and there are no liens on such assets. The Board of Directors is collecting adequate funds for future major projects in conformity with the Association's policy. The HOA Board recommends continuing the following practices: Board members review and approve invoices to validate the work was performed, an independent bookkeeper pays invoices, prepares financial statements, and bank reconciliation with final review by the HOA treasurer, and Board members review monthly financial reports.
- **Met State Budget Requirements for HOAs**

The Association completed the 2023 reserve study, followed budget ratification process, followed a budget ratification process timeline, communicated with homeowners prior to ratification, ratified the budget in December prior to the ratification, ratified the budget in December prior to the 2024 first quarter, and made a contribution to the reserve fund for ending fiscal year balance of \$169,823.
- **Additional Duties**

The Association renewed and signed the CPA contract for the 2023 audit, maintained our non-profit status, met tax obligations, and renewed directors/officers' general liability insurances.
- **The HOA Board Recommends Continuing the following practices:**

Board members continue to review and approve invoices to validate that work was performed, an independent bookkeeper pays invoices, prepares financial statements, and completes the bank reconciliation with final review by the HOA treasurer. Board members will review monthly financial statements.
- **Expenses**

Landscaping is by far the largest expense. Around 85% is the Plantscapes contract. In 2023, the contribution to Reserves was \$12,280 more than the withdrawal. Dollars from Reserves were spent for irrigation maintenance/improvements, stormwater pond maintenance and phase II of the street/monument lights upgrade.

- **2024 Budgeted Expense**

In 2024, dollars from Reserves will be spent on Irrigation, main entry monuments refurbishing, assessing the risk of the NGPE trees, removing high risk trees and on the Reserve Study (includes site visit). Irrigation maintenance is contracted to outside vendor. Starting in 2024, funding for the ongoing maintenance of the stormwater ponds will come out of the annual operating budget.

Landscape Report-Joyce Stewart for Judy Norman

The goal of the landscape team was to improve the aesthetic curb appeal on Village Park Drive. Encroaching bushes and arborvitae were trimmed back on Village Park Drive. Dead trees were removed and replanted on Montreux Drive and Village Park Drive. Tree numbers were added to trees. Teams watered arborvitae throughout the summer. Forty-six aging arborvitae were removed and 9 newer ones. Fifty were replanted on VPD in January. Most of the uneven sidewalks were repaired by the City of Issaquah.

The irrigation team made repairs to blocked and damaged mainlines, replaced controller #10, replaced three failed node controllers, rebuilt or replaced six failed zone valves, and restored several valve boxes.

Future work includes watering all new trees, replacing aging bushes and trees, replanting street strips as funds allow, continuing consistent communication with Landscapes, and working closely with the irrigation contractor.

Waterfalls Report-Jerry Lilly

The waterfalls were pressure washed on June 16, 2023. The 15 HP pump serving the large waterfall stopped working at 4 p.m. on July 25, 2023. It was finally determined that the pump was not properly put back together at the previous service on February 13, 2023. The pump was finally repaired and put back in service on October 19, 2023, and it has been running fine ever since. The large falls were out of service 130 days during 2023 (pump down 23% of the year). Thanks to tough and lengthy negotiations from Jake at WE Electric, the pump was repaired in October at no cost to the HOA. Still waiting for an invoice from WE Electric for the removal and installation work.

Electrical Report-Suresh Kumar and David Lee

-Upgrade 2016 Installs - 43

-Fix 2022 Upgraded Lights - 11

-Caulking Around Electrical Connection Failed

-New lights for trees on long grass patch across Montreux condos entrance on VPD

-Tree Patch 1 - 6 Low Voltage Lights

-Tree Patch 2 - 7 Low Voltage Lights (Planned for 2024)

-Fixture Failure-Electrical Connector is **“Not Water Proof”**

-Solution-Seal Fixture with Self-Levelling Epoxy

Major Effort

- Used Joyce's Garage for "Assembly Line" Production
- Removed 54 Fixtures and brought to Joyce's garage
- Disassembled the fixtures completely
- Washed and Cleaned with Water and then with Cleaning Alcohol
- Assembled fixtures with new UF-Connectors and Wires
- Poured Self-Levelling Epoxy into Fixtures and Cured Overnight
- Test Fixtures (cured epoxy) by immersing in water
- Assemble Fixtures with Brackets, LEDs, Gaskets & Lens
- *Volunteer work - Saved HOA thousands of dollars*

CC&R's Report-Mona Khanuja

Concern	Number of Homeowners' Contacted	Division/s	Result
Yard maintenance	11	1&2	All resolved
Lamp Posts	21	All	1 unresolved
Roofs	2	1&3	1 replaced another refreshed
Holiday lights	2	1	1 remaining
Real Estate Directional Signs	3	1	All removed by agents
Parked Car for Extended Time	1	2	Resolved

Governmental Affairs Report-Mona Khanuja

- **House Bill 1110**

- Overrules cities' authority to restrict land zoning to consist of only single-family homes.
- It seems there is an exemption for HOAs whose pre-existing governing documents only allow zoning for single-family homes.
- Montreux's governing documents (5.10) state, "Each lot shall be used only for construction and occupancy of one single family residence and related improvements. No lot or living unit shall be further subdivided."
- Five Montreux residents have been CERT trained
- Other upcoming City and County projects were explained

Social Report-Rachel Dimakis

Food Drive

- Twelve homeowners participated and we collected 170+ items and \$140 in gift cards

Socials

- Summer Social-August 12 from 4:30-6:30 p.m. at home of Don and Cynthia Thomas (30 people attended)
- Annual Fall Social-September 9 at 4 p.m. at Newport Hills Swim and Tennis Club
 - ✓ 175 adults and 50 children attended vs. 100 adults and 30 children in 2022

Book Club

- Eleven book club meetings held
- Sixteen homeowners have participated (average 5-7 at each meeting)

Lights

- White lights were added to the trees and bushes by the waterfalls

Stormwater Report-Rachel Dimakis

- Vegetation removed in Lake E on September 8, 2023
- Vegetation removed in Lake H on October 30,2023
- Vegetation removed in Lake F on November 1, 2023
- All algae treatments have been completed for the year (an additional one was added because of the hot weather)
- Maintenance log is being kept up to date by Joyce Stewart, as required by the City of Issaquah

Newsletter Report-Kay Gosse

The newsletter was sent to homeowners in June, November, and April.

Homeowners' Questions

Two homeowners asked if the remaining uneven sidewalks were going to be leveled. Joyce said she would call the City of Issaquah and ask.

The meeting was adjourned at 8:20 p.m.