

**Dishman Hills Home Owners Association**  
**Board Meeting Minutes**  
**July 20, 2017**

Present: Dee Spilker (Acting President), Daniel Keller (Vice President), Sheri Poulson (Treasurer), and Cindy Greenslitt (Landscaping Coordinator). HOA Agent Lance Ficklin was also in attendance per our request. Thank you Lance!

The meeting was called to order at 6:35 PM by Acting President Dee Spilker. The minutes from the June 12, 2017 meeting were approved as read.

Financial Statements

Prior to the meeting, the financial statement were emailed to each of the Board members for review. Clarifying questions about the financial statements were addressed by Lance Ficklin throughout the meeting. Of note was the past due HOA homeowner dues. The Board discussed how to collect the past due funds. Options considered were to use the lien process and/or send the accounts to collections after a certain period of time.

Landscaping Updates

The Edgerton Entrance project was completed by Gary and Cindy Greenslitt with help from Dee Spilker over the weekend of July 15<sup>th</sup>. The total cost for materials was \$456.26.

Spraying bids were sought out by Cindy Greenslitt for the remainder of 2017 and for all of 2018. Lance explained that landscaping bids should be conducted by the HOA Agent, and are typically done in August of each year. The Board decided to forego the spraying for the remainder of 2017 and review new bids for 2018 once they are presented in early fall.

Irrigation in the Common Areas has been a concern particularly in the East area by the gate. The grass has become very dry. Lance will send out bids to get the irrigation system repaired and possibly put in additional zones.

Fence Painting

On or about June 30, 2017, the fence along Park Road was “tagged” with graffiti. After contacting Crime Check and taking photos, Dee and Sheri painted over the graffiti. The following day Doug Seibel added a second coat of paint. Also, it was brought to our attention that the fence at the North end of Egerton needs repainted. Lance will research options for getting that section repainted.

Neighborhood Watch – Safety Concerns

Dee provided information about a recent incident where a man pulled up across from the mailbox area and appeared to be trying to repair his vehicle. He was wearing welder’s gloves and working under the hood of his car. When one of our homeowners spoke to him, the man asked her if he could use her bathroom and/or her hose to “wash his hand.” She declined and told him he had better get in his car and move on. The man then closed the hood, got in his car and drove away. Another incident was reported by one of our homeowners where they stated gas cans and other storage items were found behind the barrier at the 8<sup>th</sup> Avenue entrance of Dishman Hills. Photos were taken and the police were contacted.

Lance stated that, particularly in the Spokane Valley, there have been multiple break-ins of homes that appear to be vacant or listed “for sale,” and that thieves are targeting these homes during daylight hours. We want to encourage our neighbors to be vigilant in getting license plate numbers and take note of the description of unknown vehicles or persons who appear to not have any business in our neighborhood.

Dee Spilker has been cleared to “Captain” a Neighborhood Watch for our community. Further information will be presented at our Annual Meeting.

## Open Discussion

The Board specifically invited Lance to attend our meeting to help us understand what services the HOA provides and to answer miscellaneous questions about what the HOA dues are used for.

Lance explained that as the HOA Agent, he is responsible for gathering bids for snow removal, and landscaping services to include spraying, mowing, and irrigation services. Additionally, he coordinates any other work that is requested such as fence or road repair. Lance stated that he is responsible to monitor the appearance of homeowners' yards and address violations to include parking that is not within the rules of the CCR (Covenants, Conditions and Restrictions). The HOA Agent is responsible for paying the bills of the HOA such as street lights, water usage, property taxes for the common areas, and tax preparation. He also assists with preparing preliminary budgets.

Lance explained the HOA Quarterly Billing Statement saying that the "Reserve Assessment" of \$38.35 goes into a long term savings account that is reserved for future high cost items such as road repair. He stated that our Dishman Hills "Reserve Account" currently has a total of \$33,231.84. Lance explained that the "Quarterly Assessment" of \$101.65 is used for operational costs that are planned out in the annual budget such as snow removal, landscaping, water usage, lighting, taxes, insurance, etc. He stated that our Dishman Hills operating costs are a bit skewed due to the amount of volunteer work that has been done such as fence painting and landscaping projects.

The 2018 Annual Budget will be prepared by the HOA Agent and presented to the Board for adjustment later this year. Of note from the 2017 budget was the cost of snow removal in which \$700 was budgeted. The actual cost for snow removal was \$1375.06 due to record snowfall totals.

Lance alerted us that state law requires Home Owners Associations to have a Reserve Analysis Survey completed every 3 to 5 years. Our Dishman Hills Association is due to have one completed within the next year. Lance estimated the cost to be around \$1500.

Email communication to our homeowners can be done by the HOA Agent as requested by our Dishman Hills Board. One of the frequent complaints from homeowners has been illegal parking on the street. Lance stated that if we draft up a message and send it to him through email, he can address this to all homeowners through a mass email to all. The email address is [Info@HOAAgent.com](mailto:Info@HOAAgent.com). Lance stated that we cannot invite homeowners to the Annual Meeting through a mass email. That invitation must be done by hardcopy through the mail or by hand to each address.

After further discussion, the Board decided to wait until the 2018 budget is prepared before making further suggestions for lowering the quarterly HOA dues.

The meeting was adjourned at 8:25 PM.