

Academy Terrace Homeowners Association (ATHOA)
Monthly Board Meeting at Scott Traynor's Home
November 7th, 2024
Minutes

Board Members Present: Scott, Erin, Sharon, Tom, Josh
Guest Invited: Dan Budd, Matt Nyland

Call meeting to Order 6:59 PM

Welcome and introductions

Meeting minutes approval

- October monthly meeting – Board approved
 - Review Board Positions
 - President – Scott Traynor
 - Vice President – Monica Hauss
 - Treasurer – Erin Wyatt
 - Secretary - Sharon Predoehl
 - Members – Rob Ross, Tom Williams, Josh Morgan, Open, Open (two vacant positions)
- Special Attention Meeting – Board provisionally approved
- 2023 Annual Meeting - Board provisionally approved

Special Topic: Dues increase and Park Improvement Project – Challenge

- See letter provided by Dan Budd

Two homeowners, Dan Budd and Matt Nyland, attended and shared a four-part complaint which was addressed by the Board:

1. Complaint that the vote on Oct 3 allowed proxy votes after stating the meeting would be conducted using Robert's Rules
 1. Addressed by the Board: The meeting was conducted with Robert's Rules however, the CC&Rs require the vote process to allow proxy votes. Legally we are required to follow the CC&Rs as they supersede other normal processes for meeting conduct. Dan said he agrees with the CC&Rs superseding Robert's Rules. Scott suggested that the Board could schedule a meeting in a larger venue other than his home and have all the homeowners that Dan and Matt represent come to that meeting to address their concerns. The Board always welcomes any HOA homeowner comments and concerns and homeowners can attend any of the Board meetings. Monica suggested we can take all the info from this Board meeting and provide it in a newsletter to the whole community. This would be in addition to these minutes.
2. Complaint that Board members collected proxy vote forms and then may have cast those votes in a way that misaligned with the homeowner's direction at the vote on Oct 3
 1. Addressed by the Board: Board members did not accept proxies assigned to them as individuals, except that Sharon Predoehl, Secretary was given the proxy vote of one of her neighbors Josh and Christina T. Sharon stated that their votes were both yes and that is how she logged their votes. Any proxies assigned to the Board as an entity were accepted and it was communicated that a vote assigned to the Board would be cast as a yes vote for both measures. Any proxies assigned to other individuals are cast by that individual on behalf of the homeowner. The Board has no responsibility nor ability to verify that a proxy voter cast the vote as they were directed by the homeowner. Gary L. proxy vote was given by Monica to Rob Ross and Rob entered Gary's vote. Rob Ross was not a member of the HOA Board when he accepted Gary's proxy. Rob Ross and Susan Alexander went door to door to communicate with HOA homeowners about the upcoming votes. When they did this, they were not at the time Board members (both were previously on the Board, but not at the time they went door to door). Monica Hauss, Board Vice President, was asked by Rob Ross to also go door to door, which she did.

At the October Annual Meeting, Monica spoke to those in attendance, about how the proxy votes were handled. Monica explained that a proxy is not a ballot, and that the Board does not verify that a person votes according to the proxy given to them.

People who want to see how their proxies were registered can ask to see the written information from the Board.

3. Complaint that a 2/3 majority of homes were not present at the vote on Oct 3
Addressed by the Board: The first meeting regarding the vote was held on August 26th at the park, and the meeting had a quorum requirement of 60% of eligible homes to hold the vote. That quorum was not met, and the meeting was adjourned **without a vote**. Meeting minutes from the August meeting should be on the HOA website. (The Board stayed after the meeting to answer homeowners' questions). The CC&Rs state a second meeting is to be called, and the quorum requirement for the second meeting is one half of the previous quorum requirement. The quorum requirement for this second meeting held on October 3rd was just 41 homes, which was exceeded significantly by the people who attended the October 3rd meeting plus the received proxy votes. Of the people present who voted combined with the proxy votes, 2/3 of the votes cast at the October 3rd Annual Meeting approved both the raising of the dues and the park assessment. The chronology of the various meetings was outlined in detail by Monica at the October 3rd meeting. Homeowners who sent proxies and did not attend the meeting, would not have heard the chronology of the meetings and the quorum/vote requirements.
4. Complainants request that all homeowners be notified of these above complaints
 1. Addressed by the Board: All complaints received by the Board are documented in writing and included in the meeting minutes from the meeting in which they were discussed and addressed.

As the Board no longer goes door to door to deliver newsletters/information we need all homeowners' emails. The Board only uses U.S. Mail for required notices per the CC&Rs. The Board strongly recommends all HOA homeowners to provide the Board with their emails to receive all other communications from the Board.

Any HOA homeowner is welcome to contact the Board for any HOA documents such as yearly budgets, income/expense reports, etc. The HOA monthly minutes are uploaded to the HOA website: <https://www.academyterracehoa.com/> . The website also has a Contact Us page <https://www.academyterracehoa.com/contact-us> where an HOA homeowner can communicate with the Board. We greatly appreciate homeowners that are proactive to take the time to read the minutes, communicate directly with the Board, and to attend Board meetings.

The Board members are all volunteers so it may take time to respond to homeowners' questions. We currently have two vacant Board member positions, so if anyone is interested, we would greatly appreciate having you on the Board.

Treasurer's Report – Erin is our new treasurer. Scott will add Erin to the Google Drive for the HOA's official docs. Scott asked her to work on Google Drive and organize the records by year. Scott outlined to Erin what needs to be prepared and sent out to the Board members ahead of the meeting: Monthly reports, income outgoing. Scott, Monica and Erin need to go to the bank to get Erin on the checking account. Scott stated that a lien requires notarization. Erin provided information on the bills paid in the last month, the income was interest on a bank account. The Board approved the report. Scott said he has receipts to give Erin.

Old business

- Park Maintenance
 - Port a potty – The Board discussed the damage done from someone putting a firecracker down the stem pipe which caused the seat to be blown off and the hand sanitizer holder broken off. Scott suggested

disposing of the porta-a-potty (the HOA owns it). Scott will call UP Refuse to ask if they can haul it away. See previous months' minutes for discussions on the increasing costs to have this unit serviced.

- Park Improvements – how to go about the improvements. Homeowners at the meeting in August in the park emphasized they want the big toy replaced when we get the money to do so. (Remove and replace with a material that will last a long time). Commercial level play toys have a warranty for durable materials. Plan for annual maintenance on new big toy. The Board in 2026 will need to determine if replacement in 2026 is appropriate.
- Discussion on the gate and access keypad, Monica said that HOA park is not open to public because to do so insurance considers the park an attractive nuisance for insurance purposes. Monica stated that a keypad was reviewed by a previous Board and was not installed as the keypad was cost prohibitive, but she said the Board can investigate the cost of a keypad again when the improvements to the park are done.

New business

- 2025 Events
 - Egg Hunt – Apr 19th
 - National Night Out – Aug 5th
 - Annual Meeting – Oct 2nd
- ATHOA Website Management – Scott believes we are paying too much for the website.
 - Discussed setting up the HOA website to allow online payment of dues. Erin will check in to this so that dues for 2025 can be paid online on the website, Scott will give her the website login. Erin will look into other possible websites for the HOA with payment options for dues. Any website chosen needs to work on phones and tablets.
 - Our current website's next payment for 2 years is due Nov 16, 2024, \$634.17
 - Wix Premium plans were updated since you purchased your Core plan for \$24.00/month.
- ATHOA Projects
 - Streetlights – one at the dark curve/corner first goal
 - Long Island – clean-up may be planned in 2025. The Board will ask for volunteers to help with the clean-up.
 - Cul de Sacs – Clean up and improvements. The Board reiterates that islands are the responsibility of the homeowners who live in the cul-de-sac to maintain and to keep them clean.
 - Need a volunteer for park maintenance as Matt is leaving.
- A homeowner sent the Board a correspondence in which they asked to have the Board forgive the cost of the lien for the homeowner's non-payment of their 2024 dues. The Board followed its policy of communicating with the homeowner regarding their non-payment which was for them to pay their dues and late fees by a certain date or else the Board would have a lien recorded on their property. As the homeowner did not pay their outstanding balance (dues plus late fees) the Board placed a lien on their property. The Pierce County Auditor requires the fee to place a lien, about \$303, and a fee to release a lien, about \$303. The homeowners in our HOA cannot absorb the cost of the lien fees since the Board gave the homeowner ample notice to pay prior to the lien being recorded at the Auditor's office.
- Google Drive clean up
- Monica said we need to have a standardized process to manage incoming and outgoing email. Who reads, answers, etc. The Board decided that after we get a new website, we will write a procedure.
- Dues statements go out on December 1, 2024. Stuff envelopes on Sunday 11/24 at 3 pm at Monica's.

2024/25 Meeting dates:

Nov 7th

Dec 5th

Jan 2nd

Feb 6th

Mar 6th

Apr 3rd

May 1st

June 5th

Jul 10th

Aug 5th

Sep 4th

October 2nd ANNUAL MEETING

Meeting adjourned 8:55 pm

Minutes by Sharon Predoehl, Secretary