

Songbird Board Meeting Minutes

Date of meeting: 11/4/24

Location: Claire's house

Attendees: Claire, Jessica, Ryan, Kerry, Laura, Melissa Cummings

Not in Attendance:

Painting fence	Painter used a sprayer and ruined Kerry's pool cover. Claire spoke to painter about damage. Painter would not use a brush/roller to avoid damage. Painter did not come back.	Kerry painted the fence by himself. HOA paid Kerry the remaining balance owed for painting. This covered his pool cover replacement and labor costs.
Reserve Study	Results summary: To be fully funded, HOA should have \$15K in reserve fund. We have \$12K in checking. We do not have a reserve account. Reserve fund is money not used for monthly bills Reserve funds could be used for: Concrete, fence, tree removal, irrigation repair, entry sign, mailboxes Operating costs: 2024 so far is \$6K. Expected to be at \$8K this year.	We need to set up a reserve fund account. Need to look at bills and find out what the operating expense are. That should stay pretty constant. Study states that average annual operating expenses is \$7.5K. Any other surprise expenses will come out of the reserve. Recommendation by company: Contribute \$5K to the reserve fund to build it up Will send out report to neighborhood. Raise dues to help fund the reserve study.
Property management company	Claire called 2 references for RJ Property Management Company. Feedback: (44 condos for 8 years)-Working just fine. They have been happy. Family business, family works in the office. They are familiar with RCWs and helpful with resolving issues. They "stay in their lane" Great legal reference (28 Townhomes-10 years)-they like them. Helps them with Bookkeeping, zoom meetings; communicate well, knowledgeable, trust them. One tip Claire got is that these neighborhoods have committees such as finance, landscaping. One board member has a problem with giving all of our accounts to	Claire has one more reference to talk to tomorrow. Hold a neighborhood meeting to discuss management company. Board to vote to hire company. Need to raise dues: \$450 per year Can make monthly payments

them. They like having control of writing checks. Claire reminds us that they do not have full power. We approve what checks that are being written. The treasurer still has to prepare reports.

A board member is concerned about the cost. They want to do an online company. Another person says this is just software management.

We haven't had problems with the financial management (besides reserve funding). We have had problems with understanding the CCRs, bylaws and the legal aspects. We need help enforcing the rules.

We do not want to have issues with our neighbors because we are the board and have to enforce the rules. Cost of property management: \$350 per month

Sidewalk concrete bulging due to roots from trees
People have tripped.

One neighbor painted sidewalk to warn them.
Acceptable repairs:
Remove and replace
Grind down

Per Vancouver Municipal Code 11.30, the repair and maintenance of sidewalks is the responsibility of the abutting property owner. Repairs should follow city standards. Contact sidewalks@cityofvancouver.us or 360-487-8196
You must have a valid permit.

Contact information for board:

Kerry Cummings:

Laura Hickman:

Claire Nickleberry: 503-501-9573

Jessica Arias

Ryan Bower

