

Cherrywood Estates Homeowners Association  
HOA Board Meeting Minutes, *June 11*, 2018  
Web: cherrywoodhoa.org  
Email: cherrywoodestateshoa@gmail.com  
PO Box 4253, West Richland, WA 99353-4253

## Board members

<b>Name</b>	<b>Position</b>	<b>Year/Zone*</b>	<b>Address</b>	<b>Contact</b>
Mark Pettit	President	2016/all(4)	1251 Jubilee	marknkymmers@frontier.com
Brett Nelson	Vice Pres.	2016/3	457 Royal Ann	ba.nelson@yahoo.com
Julia Cunningham	Treasurer	2017/4	480 Cherry Blsm	julicat@charter.net
Nathan Tallent	Secretary	2017/2	409 Cherry Blsm	tallent@alumni.rice.edu
Jill Kerl	At-Large	2017/1	440 Cherry Blsm	jaynjill@gmail.com

\*Term year & zone represented. ('Term year' is the same as 'election year' except for special elections.)

*Architectural Control Committee*: Glenn Hammond, Jhivaun Freeman-Pollard (liaison: Jill Kerl)

*CC&R Committee*: Dave Eder, Dayle Gilson (liaison: Mark Pettit)

*Welcoming Committee*: Michelle Blaine (liaison: Brett Nelson)

## Attendance

*Board Members Present*: Mark Pettit, Brett Nelson, Julia Cunningham, Nathan Tallent, Jill Kerl

*Others Present*: Michelle Blaine, Marjorie Gardner, Don Zinter

*Quorum (25%)*: Yes

*Meeting Location*: Pettit Residence

## Proceedings Convened

Meeting called to order by Mark Pettit at 6:32 pm.

Nathan Tallent is recording minutes.

## Scheduled Business

### *Minutes.*

- *Discuss April minutes.* Mark approves April minutes; others confirm their previous email approvals.
- *Clarify publishing of minutes on web site.* To clarify on the web site the difference between minutes being unavailable due to no meeting (e.g., May) or preparation/discussion (e.g., April), Jill and Julia suggested placeholders indicating each situation. Agreed.

*Approval of ACC Guidelines.* Approved and signed final version of guidelines. There should be only minor corrections relative to the "near final" draft attached to April's minutes.

### *Treasurer's Report*

- There has been little activity, which is normal.
- *HOA registration.* Reimbursed Mark for HOA registration as WA non-profit.
- *Common area upkeep.* Desert Green has begun maintenance. (See related discussion in New Business.)
- Julia began drafting a budget for next FY, deprecating outdated categories, adding needed categories, and reflecting likely increases. (Thanks!)

### *ACC Report*

- 1281 Jubilee (Akridge): Approved plans for storage building on April 29.

### *CC&R Committee Report*

- 461 CBL (Cryan): Homeowners expect to present plans soon for RV parking, probably in July.
- *Committee proposed revisions to Bylaws and CC&Rs in April.* These proposals are still being reviewed by individual members; there was no notable discussion. Cf. April minutes.

## Old Business

### *Welcoming Committee.*

- Propose and select Brett as new board liaison. All approve.
- 418 CBL: Welcomed owners and presented with a bouquet.
- Propose reimbursing Michelle \$15 for bouquet (her receipt was lost). All agree. Julia issued check to Michelle during meeting.

*ACC Guidelines.* Sign approved copy of guidelines. Mark proposes that we hand-deliver copies of new ACC guidelines along with notices for annual meeting. All agree.

*Jersey barriers at end of Jubilee.* City has removed the barriers. Completed.

*Sinkhole at entry to Royal Anne Court.* City has generated a work ticket. [Waiting on City.](#)

*Sinking sidewalk at NW corner of CBL and Jubilee.* City has determined that sinking on sidewalks was due to overwatering and is owners' responsibility. Completed.

*Keene bus stop near left turn for Lambert.* Mark contacted Public Works Director about the potential for traffic to be stopped in both lanes. [Waiting for response from City.](#)

*Crosswalks across Lambert (aligned with bike path).* Crosswalk was installed by City. Completed.

*Federal taxes.* Julia found that other HOAs pay several hundreds of dollars for tax preparation. That does not make sense for us as our small HOA has no tax liability. [Jill volunteers to contact IRS about status of our EIN number.](#) (Thanks!)

*Goodwill trailer.* Re-acknowledge request to invite a Goodwill trailer. Re-acknowledge desire to accommodate, targeting a summer month.

## New Business

*Upkeep of common areas.* Discussion of preferred pruning practices. Suggest Desert Green 'square' the hedges. Approved.

*Purchase an HOA computer for HOA records.* Not approved. Mark proposed to purchase an HOA computer for minute taking and HOA records. One person is using a work laptop and Mark was concerned that Mark's name was on the laptop. Two people explain that the organization's policy permits appropriate personal use and that this usage fits within policy. (The laptop is also used to work additional hours in the evenings and weekends.) Board did not approve proposal.

*Conduct an audit of HOA books and records by professionals.* Not approved. Mark proposed an audit of HOA books and records by accounting and/or legal professionals. Mark's position was that the HOA records and

prior budget items are hard to understand and that some records are mis-filed. Several questions were asked: What specific reasons would justify such a large expenditure? Would there be any benefits for the HOA? Board could not see anything that would justify a likely cost of multiple thousands of dollars and did not approve.

*Consolidate all HOA Documents and Storage Devices.* Mark proposed consolidating all HOA documents and storage devices. There was no presentation or discussion of the proposal’s details. Proposal was not voted on.

*Contacting legal counsel about HOA’s lapse in non-profit registration.* Mark proposed contacting legal counsel to discuss questions about the HOA’s lapse in non-profit registration with lapse with WA Secretary of State. Board approves up to 1 hour to contact counsel specifically about lapse in registration. Julia volunteered to accompany visit to legal counsel.

## General Discussion

*Propose to wrap up critical business and adjourn.* As two hours have passed, Nathan proposed to wrap up any critical business and adjourn. Three others agree.

*Next board meeting.* To be determined.

*Meeting adjourned* at 8:32 pm.

## Approvals

Mark Pettit	Approved at Aug 6 meeting	
Brett Nelson	Approved at Aug 6 meeting	
Julia Cunningham	(unavailable at Aug 6 meeting)	
Nathan Tallent	Approved at Aug 6 meeting	
Jill Kerl	Approved at Aug 6 meeting	

## Attachments

- Treasurer’s report

# Cherrywood Estates HOA FISCAL 2017-2018

2017-2018 Proposed Budget versus Actuals	Approved Budget [1/13/18]	Actual Expenses
Budget income is based on 66 homeowners each paying \$75 for a total income of \$4950.00		
Insurance	\$1,079.00	\$1,055.00
Attorney Fees	\$250.00	\$120.96
Ground Maintenance	\$632.10	\$624.47
Mailing & Supplies	\$231.00	\$68.22
P.O. Box Rental	\$83.60	\$82.00
Utilities Electric Bill	\$365.48	\$257.95
Annual HOA Meeting and / or picnic	\$300.00	\$197.54
Unexpected Expenditures		\$0.00
Christmas Light Contest	\$110.00	\$0.00
Website Annual Renewal	\$108.90	\$48.00
Total Expenses	\$3,160.08	\$2,454.14
Total Income from HOA Fees	\$4,950.00	\$4,950.00
Over Budget / Under Budget [Under budget is positive, over is negative]	\$1,789.92	\$2,495.86
Cash Value of all accounts (as of 8/31/17)	\$16,921.40	

Reconciled 6/10/2018

Account values:

Money	
Market	\$16,796.80
Savings	\$5.00
Checking	\$2,993.22

**INCOME AND EXPENSE STATEMENT CHERRYWOOD ESTATES HOA, FISCAL 2017-2018**

Accounts at HAPO Credit Union

Date	Check No	Payee	Category	Debit	Credit	Balance
			Balance Forward			\$147.20
9/5/17			Deposit - Nelson, Ross, Sween, Gano, Bache		\$375.00	\$522.20
9/9/17			Deposit - Hudson, Hammond, Ullman, Norell, Taylor, McDow, Haak, Hanson, Koehler, Docter, Teal, Paradise, Kaas, Belov, Bagley		\$1,125.00	\$1,647.20
9/9/17			Deposit - Gardner, Kretschmar, Borton, Taylor, Sanders		\$375.00	\$2,022.20
9/18/17	1347	State Farm	Insurance	\$1,055.00		\$967.20
9/18/17	1348	Desert Green	Ground Maintenance	\$169.29		\$797.91
9/19/17	1349	Yokes	Annual Meeting	\$27.54		\$770.37
9/19/17			Deposit - Grimmer, Swinth, Byun, Rohrig, Tallent, Fan, Contreras, Pollard, Ledbetter, Jones, Zinter, Tracy, Holmes, Stevenson, Conrad, Phillips, Cato		\$1,275.00	\$2,045.37
9/19/17			Deposit - Mendoza, Churchman, Kerl, Cunningham, Prince, Eder		\$450.00	\$2,495.37
9/20/17	1350	Donna Sween	Annual Meeting	\$11.62		\$2,483.75
9/21/17	Auto	City of Richland	Utilities	\$30.34		\$2,453.41
10/10/17			Deposit - Cryan, Blaine, Bisping, Staat, Lyssyakevich, Togai, Meininger, Stout, Pettit, Gilson		\$750.00	\$3,203.41
10/20/17	Auto	City of Richland	Utilities	\$29.33		\$3,174.08
10/23/17			Deposit - Love		\$75.00	\$3,249.08
10/23/17			Deposit - McElroy		\$75.00	\$3,324.08
10/24/17			Deposit - Demissie, Izzo, Fuller		\$225.00	\$3,549.08
11/9/17			Deposit - Heiman, Vasquez		\$150.00	\$3,699.08
11/9/17	1402	Walker Heye Meehan & Eisenger, LLC	Attorney	\$120.96		\$3,578.12
11/15/17	1404	Desert Green	Ground Maintenance	\$125.85		\$3,452.27
11/20/17	Auto	City of Richland	Utilities	\$24.79		\$3,427.48

11/22/17		Deposit - Jarrett	\$75.00	\$3,502.48	
11/22/17		Deposit Correction	\$75.00	\$3,427.48	Rec 12/15/17
12/4/17	1405 Desert Green	Ground Maintenance	\$144.71	\$3,282.77	
12/20/17	Auto City of Richland	Utilities	\$22.14	\$3,260.63	
12/31/17	Dividend	Interest	\$0.08	\$3,260.71	Rec 1/14/18
1/2/18		Deposit - Jarrett	\$75.00	\$3,335.71	
1/18/18	Auto City of Richland	Utilities	\$30.22	\$3,305.49	Rec 3/2/18
2/20/18	Auto City of Richland	Utilities	\$29.67	\$3,275.82	Rec 3/11/18
3/19/18	Auto City of Richland	Utilities	\$26.92	\$3,248.90	
3/2/18	1406 Bethel Church	Annual Meeting	\$75.00	\$3,173.90	
3/12/18	1407 Julia Cunningham	Mailing & Suppiles (Special Meeting Notice, Ballots, Stamps)	\$68.22	\$3,105.68	Rec 4/15/18
3/31/18	Dividend	Interest	\$0.08	\$3,105.76	
4/5/18	Debit WordPress	Website (Annual Renewal)	\$48.00	\$3,057.76	
4/19/18	Auto City of Richland	Utilities	\$35.53	\$3,022.23	Rec 5/14/18
5/19/18	Auto City of Richland	Utilities	\$29.01	\$2,993.22	Rec 6/10/18
6/10/18	1408 Mark Pettit	WA State Non-Profit Registration	\$50.00	\$2,943.22	
6/10/18	1409 US Post Office	Mailbox Rental	\$82.00	\$2,861.22	
6/10/18	1410 Desert Green	Ground Maintenance	\$184.62	\$2,676.60	
6/20/18	Auto City of Richland	Utilities	\$26.58	\$2,650.02	