

Cherrywood Estates Homeowners Association

HOA Board Meeting Minutes, July 24, 2024

Web: cherrywoodhoa.org

Email: cherrywoodestateshoa@gmail.com

PO Box 4253, West Richland, WA 99353-4253

Board Members

Name	Position	Year/Zone*	Address	Contact
Jackie Stout	President	2023/1	428 Cherry Blossom Loop	richlandin@aol.com
Rita Kretzschmar	Vice President	2022/2	1335 Jubilee Street	r.kretzschmar@frontier.com
Andrew Bagley	Secretary	2022/3	463 Royal Ann Court	drandrew@bagleydental.com
Carroll Phillips	Treasurer	2023/4	476 Cherry Blossom Loop	88carroll@gmail.com
Tyler Reeser	At Large	2022/all (4)	1310 Jubilee Street	tylerandwendy@yahoo.com

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

Architectural Control Committee (ACC): Dayle Gilson, Ron and Carol Cuevas

ACC Liaison: Rita Kretzschmar Welcoming Committee: Tyler and Wendy Reeser

Attendance

Board Members Present: Jackie Stout, Rita Kretzschmar, Andrew Bagley and Carroll Phillips.

Others Present: None

Quorum (25%): Yes

Meeting Location: The Bagley Residence at 463 Royal Ann Court

Proceedings Convened

Meeting called to order by Jackie Stout, Board President, at 7:08 PM

Andrew Bagley, Board Secretary, recorded minutes

Business

Past Minutes

- The past meeting minutes were previously approved via email and are already posted online.

Current Business

- Discussed the proposed Annual Dues for 2024-2025.

- Carroll presented the current HOA income and expense statement for review.
- It was noted that expenditures this year have been greater than income.
- Part of this was due to planned entrance landscaping costs.
- Part of this was due to the unexpected replacement of Mailbox in Zone 2.
- The Board is of the opinion that Dues should be increased to rebuild the HOA reserves.
- Motion passed to set the Annual Dues for 2024-2025 at \$100.
- Discussed the upcoming Annual Meeting which has historically been held in September.
 - Motion passed to hold the Annual Meeting on Saturday, September 14 at 10 AM on the driveway of the Bagley Residence at 463 Royal Ann Court.
- Discussed sending out an email to all calling for Nominations, Dues and the Annual Meeting.
 - Jackie shared a draft of the proposed email and requested feedback.
 - Nominations are needed for Zone 2, Zone 3 and for the At Large position.
- Discussed mailing the letter to all announcing the Annual Meeting, Ballot, and Dues Statement.
 - Jackie accepted the assignment to prepare the letters and print them.
 - Andrew accepted the assignment to prepare the address labels and print them.
 - Carroll accepted the assignment to provide the envelopes, labels and stamps.
- Motion passed to schedule the next Board Meeting to stuff envelopes for mailing on Tuesday, August 20 at 7 pm at the Bagley Residence at 463 Royal Ann Court.
 - This will allow sufficient time for the letters to arrive via mail to all homeowners within the required notification time of 14 days.
- Discussed concerns of the Architectural Control Committee
 - It was noted that some homeowners are repainting their home without first submitting the Architectural Control Committee Homeowner Request Form for approval.
 - The Architectural Control Committee Guideline states the following:” The CCRs further state that no construction, change, modification, or alteration (this includes paint/stucco) for which plans are to be submitted shall commence until the plans and specifications have been approved in writing from the ACC.”
 - The Board is of the opinion that homeowners should submit the Architectural Control Committee Homeowner Request Form even if they are reportedly repainting their home with the same color.
 - Some homeowners may be unaware of this requirement.
- Discussed homes up for sale.
 - The home at 462 Royal Ann Court has reportedly been sold and the new homeowners will reportedly move in August

The Meeting was adjourned at 7:41 PM

Cherrywood Estates HOA FISCAL 2023-2024

Cherrywood Estates HOA Fiscal Year 2023-2024	2023-2024 Approved Budget	2023-2024 Actuals as of 06/30/2024	Notes
Total Income from HOA Dues (66 homeowners at \$75/yr)	\$ 4,950.00	\$ 4,950.00	66 homeowners HOA Dues are current at \$75/yr as of 10/18/2023
HOA Operating Expenses			
Annual HOA Meeting	\$ 75.00	\$ 32.00	
Attorney Fees	\$ 275.00		
Grounds Maintenance	\$ 1,500.00	\$ 1,211.38	
Insurance	\$ 1,120.00	\$ 1,114.00	
Mailbox Rental	\$ 200.00	\$ 182.00	
Registration Fees	\$ 30.00	\$ 20.00	
Supplies	\$ 250.00	\$ 8.69	
Utility Bill	\$ 410.00	\$ 308.89	
Website/Domain	\$ 80.00	\$ 72.83	
Welcome Committee	\$ 100.00	\$ 48.89	
Total Budget Expenses	\$ 4,040.00	\$ 2,998.68	
Estimated		Actuals	
Reserve Project Cost	\$ 7,183.04	\$ 7,183.03	Upgrade Irrigation Filter and add Isolation Valve, \$298.93 on 11/17/2023. Removed and replaced shrubs Along Lambert St. \$3934.94 on 5/2-3/2024. Invoice # 62067, \$217.40, Jeff's Lawn Care, LLC. Irrigation upgrade adding second drip line to all plants 5/6. Purchase new CBU mailbox, Zone 2, due to unrepairable damage, \$2,479.83. Installation of replacement CBU mailbox, Invoice # 2024-45, \$250.
Checking		\$ 1,949.39	
Money Market (Reserve)		\$ 16,863.58	
Cash Value of accounts (as of 06/30/2024)		\$ 18,812.97	