

## **Minutes of Wilderness Property Owners' Association Board Meeting**

Wednesday, February 7th, 2024

The regular meeting of the Board of Directors of the Wilderness Property Owners' Association was held on Wednesday, February 7th, 2024 via Zoom. President/Treasurer John Cusick called the meeting to order at 6:30 PM. Philip Frisk, Nate Skuza, Larry Rus, Brooke Allan, Ben Edwards, and John Cusick were board members present. Raghavendra Paturi was absent. Christi McGinley and Albert Rios were guests.

### **Minutes**

- The Board reviewed and approved the meeting minutes from the January 9th, 2024 Board meeting.

### **Treasurer Report**

- John stated that there were only a few expenses to report since the year just started, noting that the annual post office box rental was less than budgeted.
- There were 73 unpaid 2024 due assessments as of February 5, 2024. Two of these had previous years' assessments that were unpaid and had previously recorded liens on their properties.
- Current bank balances as of February 5 we had approximately \$45,000 in cash, not including the CD.
- The estimated \$10,682.02 end-of-year 2023 budget balance will remain prioritized for Green Belt management.

### **End of Year 2023 Report**

- There was an outstanding bill from the landscaping company where the 12th-month bill came in after our January meeting so John had to account for that additional \$1,000.99 in cost. John also had to account for a \$597.25 bill from the attorney who assisted us in November and December. These 2023 expenses reduced the end-of-year estimated surplus to \$10,682.02.
- As we currently do not have a category for Attorney Expenses, the 2023 attorney fees were accounted for as Greenbelt Management expenses since they were associated with the management of WPOA greenbelts. John suggested we look at creating a budgetary category for Legal or Attorney Fees in the future, and the Board discussed how this could be challenging since it is not a recurring and predictable expense.

### **Board Officers**

- Given the number of "Members at Large" the Board has, John motioned for the Board to formally elect Officers. During this process, the following decisions were made:
  - Secretary - John motioned to nominate Raghavendra Paturi as Secretary. All Board members approved this motion and Raghavendra Paturi was elected as Secretary.
  - President - Larry Rus nominated John Cusick for President and this was seconded by Philip Frisk. John stated he was willing to continue but wanted to

see if anyone else wanted to be nominated. Voting on John Cusick was unanimously approved by the Board.

- Vice President - Nate Skuza stated he is willing to continue as Vice President which was seconded by Philip Frisk. John mentioned that Nate would continue to be the backup to the President and that there would be at least one instance this year in which John would not be here and Nate would need to lead the meeting. Voting on Nate Skuza's remaining Vice President was unanimously approved by the Board.
- Treasurer - Brooke Allan and Ben Edwards offered to be co-treasurers with guidance from John. Larry mentioned that the Treasurer is the most important position on the Board. Nate suggested that potentially Ben or Brooke could take the Vice President role. John Cusick nominated Ben Edwards and Brooke Allan as co-treasurers and was seconded by Larry Rus. The Board unanimously approved Ben Edwards and Brooke Allan being co-treasurer for 2024. Ben Edwards and Brooke Allan will be added as designated check signers on the Wilderness Board's accounts at Olympia Federal Savings for check-writing purposes.

- **Board Meeting Dates**

- John Cusick asked the Board if we would like to continue to meet on the first Wednesday of every month or do we want to go back to Tuesdays. The Board had a discussion and decided to keep the meeting cadence to the first Wednesday of the month.

- **Semi-Annual Meeting**

- The week of the 13th or 20th of May was proposed by John Cusick for the Semi-Annual Meeting. No one on the Board had objections to either of these weeks.

- **Green Belt Status**

- John asked if anyone had questions regarding the green belt status report Christi McGinley submitted. No one on the Board had any additional questions on the green belt's status.
- Philip thanked Christi for all her work on the green belt management. Christi stated that it was not just her and thanked her crew.

### **Highland Drive Green Belt encroachments**

- John stated that each property owner identified as having encroaching structures or fences on the recent land survey has been contacted. The status of each was summarized.
- Except for the recently built unauthorized fence constructed at 4109 Highline Drive SE and a shed constructed several years ago at 4315 Highline, all identified encroachments are very old, originating in the 1970s or 1980s. Except for the owners at 4109 Highline

Drive SE, the affected owners have begun to make arrangements to remove encroaching fences and sheds or seek ACC review of alternatives.

- The owners received the January 10, 2024, official notification to remove their newly constructed fence within 90 days.

### **Architectural Control Committee (ACC)**

- Philip reported that no discussions have been had regarding the recent submissions they have received. A meeting should be scheduled soon to review.

### **Southeast Annexation**

- Larry Dzieza, President of the Olympia Council of Neighborhood Associations is helping Ben Edwards get up to speed on this topic. Annexation is currently off the table since it is cost-prohibitive but Ben will bring back updates on the current status to everyone.

### **Management Agent Proposal**

- John mentioned the possibility of hiring a management company he has spoken with to manage the HOA's budget, taxes, dues collections, and all other administrative tasks, referencing the proposal he shared before the January 9, 2024 meeting.
- The fees for only handling the HOA's finances would be \$575 a month and the fees for handling all basic management would be \$1,350 a month.
- John wanted to know if the Board wants to recommend enlisting the help of a Management Agent since we would most likely need to raise the dues to pay for it. If we wanted an alternative to the financial-only package we could purchase a QuickBooks license for the HOA. This would run the HOA \$60 a month and allow for three people to access the data.
- The Board expressed concerns about the expense of hiring a Management Agent from an expense perspective especially if the dues need to be raised to pay for this. Ben Edwards is going to inquire at CNA to see if other HOAs have hired management agents and, if so, what their experiences have been.
- It was suggested that we investigate creating an Administrative budget category next year to account for QuickBooks utilization and other items.

### **Compliance Policy and Associated Fee Schedule Committee**

- John recently started contacting the three individuals who may be willing to work on this project to recommend our Compliance Policy and the fees associated with covenant violations. One of these individuals is willing to participate but John still needs to contact the other two individuals. By the next meeting, this committee should be up and operating in some fashion.
- The committee would be recommending to the Board a proposed policy for correcting covenant violations, what fees should be imposed, the communication schedule, and an appeals process to create more structure around covenant enforcement.

### **New Business and Next Meeting Date**

- The next meeting date is scheduled for March 6th.
- Ben Edwards spoke about the school closures and how they impact every neighborhood and property value in the area on top of the negative effect on the education system. The Board discussed the use of the WPOA membership email list to inform members about issues of public interest. The Board agreed to limit communications to informing members about informational meetings, events, or resources so that those interested could do their research and reach their conclusions.
- Putting additional information on the website was discussed and could potentially be a viable alternative to sending out information to the community.
- Philip inquired if we had heard back from the county on the traffic study yet. John stated we had not received any updates yet and hoped we would find out by April who was going to be getting funds allocated to them. Larry asked what the next steps were after this, John stated that the County would come up with recommendations and bring them to the HOA to get their input on the recommendations and plan to move forward.

The meeting was adjourned at 7:44 PM

Meeting minutes taken by Brooke Allan

*Brooke Allan*

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