

Aspen Grove Estates Homeowner Association

BOARD Meeting Minutes

April 24, 2024

(Continuation of 04/04/24 meeting)

7514- Sivesind home @7:00pm

- I. Call meeting to order at 7:05pm by Susan S.
 - a. In attendance: Jodi Pugsley, Kristin Swanson, Angela Jackson, Susan Rench, Ming Luo, Susan Sivesind, Aws Al-Atar (via Zoom)
 - i. Not in attendance- Mark Miller
 - b. ACC: Jeff Swanson, Anoop Kumar, Chris Sivesind
 - i. Not in attendance- Mark Miller
- II. Review and approval of minutes from 5.21.23 Board meeting
 - a. Motion: Susan S motioned to approve the minutes, Kristin Swanson 2nd-
 - b. VOTE: All approved
- III. Review of Board members, Terms/Roles

Aspen Grove Board board@aspengrovehomes.com

Officers (3 year terms)

1. President Susan Sivesind -2022-2025
2. Vice President Mark Miller- 2022-2025
3. Treasurer Jodi Pugsley- 2022-2023 -Jodi Pugsley will accept if nominated for 2023-2026
4. Secretary OPEN SPOT- Kristin Swanson will accept if nominated for 2024-2027

Members at Large (three year terms)

5. Kristin Swanson-2022-2024- term expiring
6. Angela Jackson- 2022-2023- will act as Asst. To Secretary 2024-2027
7. Susan Rench- 2022-2025
8. Aws Al-Atar - 2023-2026- will act as Asst. to Webmaster
9. Ming Luo - 2023-2026- will act as Asst. to Treasurer

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- Jeffrey Swanson
- Anoop Kumar- will act as Webmaster, relieving Mark Miller of this task
- Chris Sivesind
- Mark Miller

- a. **Board Responsibilities and Resources**
 - i. [Home Page \(aspengrovehomes.com\)](http://aspengrovehomes.com)
 - ii. Resource binders for each role- reviewed, approved
 - a. Susan S. will make additional binders for officers
 - 2. Responsibilities, expectations, best practices- reviewed, discussed
 - iii. Google Drive and Documentation standards- reviewed, discussed
 - 1. Official Name: **Aspen Grove Estates Homeowner Association**
 - a. \$20-25/to update name on website added to budget
 - 2. meeting templates and meeting formalities/requirements discussed
- IV. Budget review and approval of 2024-2024 budget-
- a. Expense review (see revised draft)- reviewed, discussed
 - i. Regularly Recurring Expenses
 - 1. Phan contract revised
 - 2. Additional expenses (see revised draft)
 - ii. Annual Improvement Project
 - 1. Continuation of 2023-2024 entryway
 - iii. Annual Reserves and Contingencies
 - iv. Remaining work to be funded
 - Susan S. motioned, Kristin S. second = **Board voted** unanimously to propose budget “A” of \$21,190 which requires dues of \$815/yr (\$68/mo)
 - Susan S. motioned, Kristin S. second = **Board voted** unanimously to approve utilize reserve funds for unexpected tax issues and irrigation issues
 - Taxes to be professionally filed for years 2015-2024
 - Spigot installation and soaker system, repaired system and brought pipe up to code
 - Susan S. motioned, Kristin S. second = **Board voted** unanimously to NOT spend any additional reserves to complete project work that included additional planting, hardscape, chips, gravel on pathway etc.
 - Board will encourage open discussion at All HOA meeting of additional budget options “B” w/dues at \$900/mo (\$75/mo) and “C” (\$84/mo) with dues at \$1000
 - Board will also educate/set expectations for HOA that voting is on the proposed budget, not the dues, correcting terminology used in previous HOA meetings. (ref CCR 6.1)
- V. Ongoing and future projects discussion
- a. Board agreed to focus on chips in tot lot as next project
- VI. Street Trees- City of Kenmore codes, HOA and Homeowner roles
- ACC (+Jodi Pugsley) will meet to review the City of Kenmore City Street Tree List and provide a selection of approved trees appropriate for use in our neighborhood.

- ACC agreed to meet w/Jodi P. prior to 5/19 ALL HOA to formulate an acceptable street tree list and proactive plan to share with community

VII. Community Guidelines review

- a. ACC requests, input

VIII. Open Forum

- a. What improvements would you like to see in your neighborhood?
- b. What social events would you like to participate in? - *not discussed due to time*
 - i. AGEHOA Turkey Trot 5k
 - ii. Pollinators and Planters sustainability group
 - iii. Work party & BBQ
- c. Concerns
 - i. Lease agreements on file, including renter contact info
 - 1. Set very clear expectations for rental properties
 - ii. Contact list to include legally registered homeowner
 - iii. ACC Street tree process needs defined
 - iv. ACC roof replacement process
 - v. Speed in cul de sac- signage?
 - vi. HOA fence longevity- *not discussed due to time*
 - vii. Owner occupied vs rental ratio- not in CCRs
 - viii. Liability insurance- 1M policy needs reviewed
- Angela Jackson will call CAU to make sure HOA has appropriate coverage
 - ix. Legal questions to answer: is AGEHOA recognized as a corporation? How does AGEHOA file/refile R&R, Bylaws, AofA

IX. Finalize Agenda for All HOA & Community meeting- May 19, 2024

- a. Susan S. will send out draft agenda to Board for review before mailed notice goes to all homeowners
- Susan Sivesind will email a draft to the Board/ACC for review
 - To include Vote by Proxy information
 - Susan S. will share Proxy information with HOA at time of meeting notice

X. Meeting Adjourned at 9:25pm - motion by Susan S., 2nd by Kristin S.