

Redcliff II Homeowners' Association
Annual Board Meeting Minutes - Approved
Date: Wednesday, November 29, 2023
Location: via Zoom

- I. Call to order – The meeting was called to order at 4:00 by Mark Dollard
 - a) Board Members Present: Mark Dollard – President, Tanya Ishikawa – Vice President, and Jeanette Hackney – Secretary
 - b) Members: John Gacek, Dave Valentic, and Mike Wiggins
 - c) Management: Tina McFarlin with ACCU.
- II. Verify Quorum – Per the Bylaws 50% = 4 residents must attend in person or via proxy. Quorum was met (6 via zoom, 0 -proxies, 6 total).
- III. Proof of Notice was provided by ACCU.
- IV. Budget- The 2024 Budget was reviewed by Mark Dollard with a small dues increase to cover the increase in expenses. Window Washing doubled due to pressure washing, not an annual expense. Gutter Cleaning is under Repairs and Maintenance, the leaves are mainly on the Lena side, just where the trees are. Tanya Ishikawa made a motion to ratify the budget, Mark Dollard seconded the motion, the motion passed and was approved unanimously.
- V. Mark Dollard made a motion to adjourn the meeting at 4:11 pm.

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- I. Proof of Notice was provided by ACCU.
- II. Minutes: The minutes from January 13, 2023, were reviewed. Tanya Ishikawa made a motion to approve the minutes, Mark Dollard seconded the motion, the motion carried unanimously.
- III. Financials: Mark Dollard reviewed the operating account balance of \$11,489.32 and the reserve account balance of \$18,076.32. The September Balance Sheet was reviewed. The manager will enter the 2023 budget into the portal. All owners are current on their dues. The manager will send an email to A/R regarding this. The manager will follow up on the State Farm – Mike Trujillo regarding the insurance payment. Mark Dollard will send a new contact over to the Management company for a new quote. Mark Dollard would make a motion to move \$1,000 from the operating account to the reserve account. Jeanette Hackney seconded the motion, the

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motion carried unanimously.

- IV. Old Business: Snipps takes care of backflow inspections this is done yearly. The landscaping is done and looks great, even though there is not much. A vendor list was provided to the manager. Victor is looking into the roofs and there are no issues, so Mark is pleased with this. No changes in vendors for 2024. Furness filters are being changed out every 2 months. Jeanette Hackney researched some recycling to see if a larger bin can accommodate the Association. The short individual bins are more expensive so Mark Dollard will reach out to Bruin to see if any funds can be saved on a different recycling bin.
- V. New Business: John Gacek had a question on the landscaping about having something planted in the small planter. This is not a budgeted item but will be considered for the 2025 budget.
- VI. Nomination & Election of Officers: Tanya Ishikawa will be leaving the board, Mike Wiggins nominated self to fill this vacant position as vice president. Mark Dollard made a motion to accept Mike Wiggins to the Board Tanya Ishikawa seconded the motion, the motion carried unanimously. Mark Dollard and Jeanette Hackney will remain on the board by acclimation.
- VII. Open Forum: John Gacek thanked Tanya Ishikawa for her services on the Board. Tanya Ishikawa had a question about the irrigation cover as it is still sitting in the garage. Tanya will put the cover on since the irrigation system is blown out.
- VIII. Adjournment: Mark Dollard made a motion to adjourn the meeting at 4:44 pm., Mike Wiggins seconded the motion, the motion carried unanimously