

Burland Homeowners' Association, Inc.

Board of Directors Meeting Tuesday, January 7, 2025, 7:00pm

Meeting Minutes

Attendees:

Board:

Jeff Baker, President
Keith Doubleday, Vice President
Bill Bruner, Treasurer
Bill Beggs, Secretary
Debra Stephen, Director

Members:

Tim Peterson, Angie Baker

Non-Member Residents:

David Sitko

Call to Order: 7:00 PM. Quorum of the Board was declared.

Review & Approval of Prior Minutes:

December Minutes approved.

General Items

Annual Member's Meeting – We do not have enough members in attendance to hold the elections for the board positions. A minimum of 10 voting members must be in attendance.

Open Session:

Member Feedback:

No comments.

Officer Reports:

Jeff Baker, President:

Depending on the ability for the tower company to negotiate favorable lease agreements with the carriers, there could be an impact to the HOA income and financial position. The current average spend for the HOA is \$4,000 - \$5,000 per month. The majority of the funding comes from tower revenues, with very little

being generated by member dues. We will be working on an annual budget to project spending.

Bill Bruner, Treasurer:

For the month of December:

Income was \$7,433

Expense was \$3,451

Net **Income**/(**loss**) for October was **\$3,982**

Largest expense was Insurance Premiums (\$2,009).

If we are unable to get the tower contracts we want, we may be in a situation where we really look at expenses that we can manage and we might have to dip into reserves.

The investment account did well this past year, with the current value at a 15-year high.

Bill Beggs, Secretary:

As of this evening, we have 34 paid members for 2025. Additional dues payments continue to come in.

Based on a question from one of the members, the auto-payment for dues in PayPal will need to be checked to make sure it is still active for your individual accounts. We will send instructions to the members to check the status of their PayPal accounts to make sure the auto-payment is set up.

Debra Stephen, Director:

Biggest accomplishment for the park was the installation of the mulch in the playground areas.

Additionally, we hosted the Easter egg Hunt, Annual Picnic and the Halloween Trunk or Treat events at the park. All with great turnout.

Working on events budget for 2025.

Keith Doubleday, Vice President:

Firewise Update:

Main focus for Firewise in 2024 was to reinstate our Firewise Community status, which was completed in November. This status will continue through 2025.

I will be working to implement a method for all neighbors to record any mitigation work they complete throughout the year instead of gathering all of this at the end of the year. No solution yet, but a priority for the first quarter of 2025.

By-Laws Proposed Changes:

We have completed the first round of changes to the Bylaws with approval from the board. These updated Bylaws are now in affect.

We will be amending the updated Bylaws with the following text to address concerns for handling decisions during the transition period between the September Annual Meeting and the following January, when the newly elected board members take over. Here is the text to be added to the Bylaws Article IV, Section 1:

The directors elected at the annual meeting of the Members of the Association shall take office on January 1 of the year following such annual meeting.

During the period between the election and January 1, the newly-elected directors shall be entitled to notice of and attend all meetings of the Board of Directors, and the in-office directors shall be entitled to undertake all “ordinary” Association business.

“Ordinary” business shall include, but not be limited to, paying invoices of existing Association vendors; approving minutes; preparing and distributing financial statements; depositing checks; authorizing rentals of Weakland Fawks Park; submitting documentation regarding Firewise status; website and newsletter updates and transmissions; adoption of budgets that do not increase the annual assessment by more than 10 percent; and any business that is not “extraordinary” business.

“Extraordinary” business is any business of the Association not undertaken in a regular and predictable manner, and includes amendments to Bylaws and Articles; adoption of budgets that increase the annual assessment by more than 10 percent; termination of contracts other than contracts set to terminate by their terms or upon notice of non-renewal; entry into new contracts that are likely to exceed 10 percent of the Association’s gross annual revenue; expulsion of any member; and special meetings of the members called for purposes of removal of any Board member other than as may be called by the members themselves.

The in-office directors may undertake “extraordinary” business during the period between the election and January 1 with the approval of 2/3 of the newly-elected directors.

The newly-elected directors’ approval is required for the in-office directors to undertake “extraordinary” business; the newly-elected directors are not permitted to direct or vote on the decisions made with respect to the “extraordinary” business.

At the Board meeting held immediately upon the adjournment of the Annual meeting of the Members, the newly-elected directors shall advise the in-office directors of what offices they may desire to occupy, and the in-office directors shall elect the newly-elected directors as Officers “elect” for each President, Secretary, Treasurer, and, if available, Vice President.

Tower Project Update:

We have a signed agreement for the tower project with Pacific Coast Towers to build the new tower and manage the

tower related assets. PCT will be doing a site visit this month and if all the carrier negotiations go to plan, begin construction of the new tower as early as this summer.

Received responses from three companies. One was disqualified due to not meeting the requirements of the RFP. Completed review of remaining two and have discussed down selecting to one company.

Keith motioned to approve moving forward with the down selection of one company. Motion was seconded and approved unanimously.

Keith has sent proposed contract language to the attorney for review and comment. Then this will be shared with the selected company to begin negotiations. Contract documents are confidential.

Committee Reports:

Nothing additional.

Old Business:

Closing Open Session:

Tim Peterson asked if the biggest expense was insurance. Bill Bruner mentioned that insurance was big, but legal expense was bigger this year. Now that the tower contract is completed, this should go down. Jeff mentioned that we may need to discontinue the scholarship program and that we did not have any applicants for this year. Having better information about the Firewise program would be helpful. Suggested having a way for residents to report on the hours worked during the year rather than waiting until the end, with reminders. More education and awareness of the HOA benefits related to mitigations tasks, like the \$75 reimbursement.

Beth Fisher mentioned that one of the HOA purposes is to promote education, perhaps using the newsletter concept. We can also leverage communication for Firewise as reportable hours.

Action Items:

Board: Work to improve HOA communication to the members with regular updates.

Bill Beggs: Send instructions for checking PayPal auto-payment setup for each person's account. Completed.

Keith Doubleday: Work on improved options for residents to report hours worked in 2025.

Adjournment: 8:20 PM