

meeting minutes

Riva Chase Homeowners Association, Inc.

Board of Directors' Meeting Minutes

A regular meeting of the Board of Directors of the Riva Chase Homeowners' Association, Inc. was held at 6:00 PM Thursday, August 6, 2020, at the Gazebo to address those matters in the agenda set forth below and conduct such other business as may properly come before the Board. Homeowners can also utilize the following conference call number:

Phone #: 425.436.6305

Attendee Pin: 488010

Board Members in Attendance

Board of Directors	Office	Term/Expiration
Joe Maslowski	President	June 2023
Karen Carson	Treasurer	June 2023
Jessica Black	Secretary	June 2022
Danny Lavergne	Vice President	June 2023
Beth Jarabek	Vice President	June 2022

Agenda/Minutes

1. Administrative Matters
 - a. Board Member Terms & Positions
 - i. Terms
 1. It was discussed that Board members should have terms going forward, in order to keep some consistency on future Boards and allowing for less annual elections.
 2. The minimum term will be two year and the maximum term will be three.
 3. Danny made motion to accept the Board terms as outlined about.
 - a. Motion carried unanimously
 4. It was determined that terms for each Board member are as follows:
 - a. Beth – 2 years
 - b. Jessica – 2 years
 - c. Danny – 3 years
 - d. Joe – 3 years
 - e. Karen – 3 years
 - ii. Board Positions
 1. After discussion, Danny made a motion to elect Joe as Board President.
 - a. Motion carried 4 to 1, with Joe abstaining from the vote.
 2. Karen made a motion to elect Jessica as secretary.
 - a. Motion carried unanimously
 3. Joe made a motion to elect Karen as treasurer.
 - a. Motion carried 4 to 1, with Karen abstaining from the vote.

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- b. Treasurer Responsibilities/Duties
 - i. Yvette Green is willing to continue with treasure duties for a fee.
 - ii. Karen, newly appointed as Treasurer, is willing to do the books but not all other job duties, such as real estate and refinancing information.
 - iii. Danny has volunteered to pick-up mail from the PO Box and disburses to board members as needed.
 - iv. Danny will also update the master directory list.
 - v. New Riva Chase homeowner, Sasha has indicated she would also help with treasurer/ financial duties as needed.
 - vi. By the end of August, all financial information, accounts, passwords, etc. will be transitioned to Karen.
 - c. Website/Emails
 - i. The Board needs to determine a website administrator for the year.
 - ii. All emails from the Riva Chase Gmail account will be forwarded to all board members.
 - 1. There should be a protocol on how those emails will be answered.
 - 2. ACC committed to send their protocol to the Board for review.
 - d. Meeting
 - i. HOA Board meetings will be held bi-monthly on the 3rd Thursday of the month.
 - ii. Other meetings will be scheduled as needed.
2. ACC Report
- a. See attached for full report
 - b. Signage Rule/Regulation
 - i. It was discussed that signage, specifically political signage, cannot be placed on resident's property until 45 days prior to an election and approval is needed from the ACC.
 - ii. Joe will send an email to the community as a reminder to residents of the signage rule.
3. New Business
- a. New Neighbor Gathering
 - i. Discussion was had regarding a get together of any new neighbors, since several houses have closed recently.
 - ii. Danny and Jessica to work on date and event details.
4. Public Comment
- a. Brian Murray
 - i. Brian had questions about the playground and when the swing set was to come. Gary indicated that the large safety mats were on order and shipping from Canada.

Attendees:

Danny & Pam Lavergne

Joe & Lona Maslowski

Karen & Gary Carson

Beth Jarabek & Dave Moravek

Brian Murray

Bruce Hanson

Jessica Black