



CHELAN VISTA HEIGHTS

Location: Fitzsimmons' House – 888 Blazing Star Lane

Date: July 10, 2021 4:00 PM

HOA ANNUAL MEETING MINUTES

- **Welcome New Owners**

HOA Board President David Thorp opened the meeting by having the HOA Board members introduce themselves. All current and new owners in attendance live and virtually introduced themselves, identifying which lot they owned, where they lived, and a little about their backgrounds. A hearty welcome to all of our new community members!

- **Building Design Guidelines and Build Process**

HOA Secretary Michael Fitzsimmons walked through a set of Building Design Guidelines, including the plan approval process and a checklist to help new owners complete their build consistent with CC&R requirements. The Guidelines and Checklist also include some nonrequired recommendations based on lessons learned through previous building experiences in the development (e.g. use of architectural metal roofing material as well as cement siding products like Hardie Plank for snow, wind and fire protection). A copy of the Design Guidelines Checklist is attached to these minutes.

For owners planning to build, there is a basic process to receive building plan approval in advance of breaking ground. Lot owners must simply email a copy of their architectural plans, including lot setbacks, design plans to include square footage summary and drawings, to Mike Fitzsimmons (mfitzsim2003@yahoo.com), David Thorp (dgrahamthorp@gmail.com) and Levi Cox (levi23.roadrunner@gmail.com). Plans are generally reviewed and responded to within a week. We are also available to respond to questions as new owners begin their process. Feel free to contact us.

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- **Financial report/update**

Levi Cox provided an update on the HOA's financials, a summary of which is below:

3:53 PM	Chelan Vista Owners Association
07/10/21	Profit & Loss
Cash Basis	July 1, 2020 through July 10, 2021
	Jul 1, '20 - Jul 10, 21
Ordinary Income/Expense	
Income	
Program Income	
Membership Dues	11,244.92
Total Program Income	11,244.92
Total Income	11,244.92
Expense	
Other Types of Expenses	
Insurance - Liability, D and O	969.95
Total Other Types of Expenses	969.95
Snowplow	6,931.20
Utilities	206.09
Total Expense	8,107.24
Net Ordinary Income	3,137.68
Net Income	<u><u>3,137.68</u></u>

- **Gate lock procedures**

With the increased building within the development, and the additional amount of valuable building materials being stored on lots, there is an increased potential for theft. To that end, we discussed the need for continued focus on ensuring the gates remain locked. For ease of use, Phase 1 will be converted to a combination lock. The current gate combination for Phase 2 and the Albers Lane gate is 3081. Please be sure to lock the gates when coming and going.

There are continued discussions in work about the potential of installation of automated gate options in the development. Research has been done on the potential for installation of an electronic gate in phase 1, which was previously determined to be cost prohibitive and impractical in light of weight and frequency of winter snowfall. Special thanks to Erin Stansbury and Jay Shaver for their in depth analysis of options. With the formation of the Roads and Common Areas



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Committee discussed later, and with the developer having sold all previously unsold CVH lots (leaving us with a fully funded HOA), additional gate options will be evaluated during the remainder of 2021.

- **New Board member VP slot**

Nominations were opened for the unoccupied HOA Board Vice President slot. Erin Stansbury nominated our sole nominee, Joe (“Jay”) Shaver. His nomination was seconded by Michael Fitzsimmons. A vote was held with Jay Shaver being unanimously accepted as the HOA’s newest Vice President. Jay is a full-time CVH resident who we welcome whole-heartedly to the HOA Board. Jay’s 2-year term became effective immediately, as of July 10, 2021.

- **Fire Season preparedness**

As we enter into this year’s wildfire season, we want to share some information and resources that will help keep everyone safe and protect the value of the properties we all enjoy.

- a. On-Lot Outdoor Fires – It is critical to comply with any applicable burn bans in the area. Our CC&R’s permit outdoor fires only when there is still snow on the ground, which generally means that the HOA takes a slightly more aggressive approach beyond the burn bans. Fires that are 4x4x4 are allowed while snow is still on the ground and there is no burn ban in place, without a permit. Any pile burning or other fires of greater size require city permits in advance of burning.
- b. Fire-break Trail Maintenance – The HOA does not maintain the fire-break trail. It is each owner’s responsibility to maintain the portion of the firebreak trail on their lot. The 2020 fires demonstrated the value of fire breaks, as local fire-fighters were able to leverage roads and breaks to fight the fires without impact to existing homes.

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- c. Lot Fire Safety Maintenance – The CC&R's require 50 feet of clearance around your home, but note that many insurance providers require 100 feet. Metal roofing and cement siding material (e.g. Hardy Plank) can also serve as additional protection in the event of fire. While not required, we recommend limbing trees up 8 to 10 feet from the ground within a reasonable perimeter of your home site, and to minimize ground level combustible materials such as downed trees and brush. There are additional resources available to assist with more aggressive fire prevention measures available (usually free of charge) from local community and State (e.g. www.dnr.wa.gov/firewise; [http://www.co.chelan.wa.us/files/public-works/documents/firewise landscaping materials.pdf](http://www.co.chelan.wa.us/files/public-works/documents/firewise_landscaping_materials.pdf))
- d. Renters – We have received several inquiries about potential renting within the community. While not restricted, we note that lot owners remain liable for any fire damage created by renters on their property. We strongly recommend that any rental agreement include a clear acknowledgement of the HOA's outdoor fire rules, and agreement to abide by them.

- **Creation of "Roads/Common areas Committee"**

The HOA has formed a Road/Common area committee to ensure focused attention on common area projects and maintenance. This committee will evaluate and make suggestions to the Board on improvements and needed maintenance within the CVH common areas and roads. Erin Stansbury has agreed to lead this new committee, and has asked that any owner with interest in volunteering to participate contact him at estans07@gmail.com. He extended a formal invitation to owners on July 16, 2021 through email. Thus far, Tracy Fitzsimmons (Phase 1) and Tony Reichmuth (Phase 2) have volunteered.

Currently, once a year, the owners take time to meet and conduct clean up in the common areas, clean out culverts to ensure proper drainage, and fell dead trees along the road. This year, we will be holding our annual clean up event on



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President's Day weekend, with the Road and Common Areas Committee coordinating the event, on **Saturday, October 9, 2021**. Erin Stansbury will circulate a list of proposed actions to be taken to ensure we focus our attention on the most needed work. Thanks again to Erin and this Committee for taking this on.

With increased lot sales and anticipated building, we are expecting an increase in contractor vehicle traffic that is likely to require more road work in both phases. Jay Shaver has agreed to continue to grade the road where washboarding occurs, and the HOA will reimburse him for excess wear on his equipment if necessary.

- **New Business**

There were several suggestions raised and discussions held:

- a. CVH Web Site/Social**

Kelly Gross agreed to evaluate options for the development of a CVH Web Site and/or social media presence (perhaps a Facebook page). The initial CVH website was developed and maintained by the realtor and developers and has since been discontinued. The HOA would like to launch a new website and enable the ability for owner-only communications using that site. Thanks to Kelly for agreeing to take on this evaluation.

- b. Camping**

A question was raised as to the extent to which camping is permitted on CVH lots. The use of tents and trailers is covered in section 10.15.1 of the CC&R's, which is excerpted below:

10.15.1 No mobile homes, trailers, basement, tent or other outbuildings shall be used on any lot at any time, either temporarily or permanently, as a residence, except during actual construction of a permanent structure when such use shall be limited to eight (8) months as expressly permitted by the Board.



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Camping is technically not permitted outside of the eight (8) month period while lot owners are building. However, the HOA has not prohibited occasional camping by lot owners and their families for noncommercial purposes outside of their building periods. It is important to note that lots may not be rented out as camp sites, no camp fires should be lit, and that no permanent or quasi-permanent residential/camping structure may be erected outside of the 8-month building window.

c. Manufactured Homes

A question was raised as to the permissibility of manufactured or prebuilt homes in CVH. Such homes are expressly prohibited by section 10.21.7 of the CC&R's. A more detailed description of building requirements and permissible materials, can be found throughout section 10.21 of the CC&R's.

d. Albers Lane jeep trail maintenance

The HOA will meet with the Kings to discuss easements and specific needs for the maintenance of the Albers Lane jeep trail.