**Forest Ridge Estates II Owners Association**

# **Board of Directors Meeting Minutes**

Feb 8th, 2024

**Call to Order**The board of directors meeting of the Forest Ridge Estates II Owners Association was called to order at approximately 7:08PM in Bellevue, WA in person. The following directors were in attendance.

**2024 Forest Ridge II Homeowner’s Board**

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| --- | --- |
|  | Bob Van Hare Lot 62 |
|  | Hap Rehn Lot 19 |
|  | Mary Jo Callahan Lot 66 |
|  | Kim Smallwood Lot 77 |
|  | Suzanne Goodman, Lot 71 |

1. Buildium walkthrough by John Boesche was held.
2. Prior Board update of new board members an overview of their roles.
   1. Treasurer Transfer: Annetta passed our list of contacts for Landscaping, Irrigation and electrician and discussed who does what for how much. New homeowner contact process discussed by John, Shannon, and Annetta reviewed turnover information and passed out key for new Treasurer Kim Smallwood. BECU account information and signature form given to Kim.
   2. Shannon discussed the Secretary role. She discussed Social Chairman responsibilities for that role. Bob VH will take lead on that assisted by his spouse, Linda
   3. Mailbox discussion: Annetta transferred next steps to Suzanne.
3. Prior meeting minutes approved. Motion to approve by Hap. Bob VH seconded the motion.
4. Final 2023 Financial Summary reviewed by Annetta.
5. Reviewed transition actions for Zoom, Gmail, Buildium
6. Discussed ACC guidelines ideas for next year. Suggested to go forward working to see if we want to update the guidelines. Ideas shared were to match the current ACCs with possible new ACCs. Survey the Homeowners to see what changes they would like to see. Then propose how or if we adjust the ACC guidelines.
7. Message Board discussion. How do we use message board going forward? No decision was made.
8. Discussion on final homeowner’s ACC approval process. Hap will be focal for Gmail and Buildium then will reach out to all the board members to receive approval or conditional approval. We need to answer the request within 15 days per guidelines.
9. Kim to investigate Adobe auto sign price and Bob to investigate DocuSign `pricing for board signature.
10. New Business
    1. CC&R and By laws. Decided for board members to review and get ready to discuss at next meeting.
    2. Next meeting scheduled for 7:00 P.M. February 8th, Thursday, 2023 at Kim Smallwood’s home.

Meeting was adjourned at approximately 9:40 PM

Respectfully submitted by:

Hap Rehn

Secretary