

China Falls Homeowners' Association

August 5, 2019

Minutes, HOA Board Executive Session to review legal documents

Board Members Attending:

Ben Scrace (Vice President), Eric Hasson (Treasurer), Alyson Mendez (President), David Amundson, Nora Chen (Secretary)

- 1) Lot 14. Airbnb was relisted after warning last year. Attorney has sent a letter to homeowner on July 30th to request confirmation and documentation that listing is removed, response needed by August 6th. Noted that HOA attorney's costs are \$325/hr to handle the issue.
- 2) HOA Board Code of Conduct. Reviewed and discussed.
 - a. Board members personal contact information. Since the Board currently consists of resident volunteers, personal phone numbers need to be provided in order to be contactable by phone.
 - b. Board members should ensure official complaints or other requests for HOA action are sent in writing via email or US mail. First complaints from homeowners can be handled as friendly reminders but successive complaints should be documented through official Board channels to be actionable.
 - c. HOA official gmail account. Eric will continue to manage inbound and outbound messages on behalf of the Board.
- 3) Rules on Rentals.
 - a. Discussed vehicle information, pros and cons of collecting this information from tenants via homeowners. Homeowner/landlord is incentivized to provide vehicle information to allow Board to enforce overnight street parking rules for which any violations the homeowner may become liable for.
 - b. Additional clauses covering prohibition of online rentals, as discussed and agreed on at the 2019 annual meeting.
 - c. Obtaining lease copy would help confirm that there exists a written lease which follows the Rules on Rentals, but creates additional work for both landlord and Board. Agreed to add a certification clause to Tenant Information Form that homeowner has a written lease, making collection of lease copy unnecessary.
- 4) Fines Schedule
 - a. Chronic offender determination. Example: Repeat offenses in the same or similar type of violation within 12 months. Board will discuss individual cases and determine.
 - b. Statement added that Board can recover attorney's fees and other costs related to enforcement.
- 5) Collection Policy
 - a. Late fees will begin on delinquency as defined in CC&Rs, at 10 days, not at 30 days which was the in-practice late fee start date in recent years.
 - b. Fines are increased for repeat offenders.
- 6) The Code of Conduct, Fines Schedule, Collection Policy, and Rules on Rentals were each signed by all Board Members.