



September 14, 2020

RE: 2020 Annual Membership Meeting

Dear Homeowner(s),

Enclosed please find a Ballot for your review and completion prior to the upcoming 2020 Annual Membership Meeting to be held for the purpose of conducting business subject to member vote. The Annual Membership Meeting will be held at 6:30pm on October 15, 2020 via Zoom. The meeting link is posted to [www.eagleridge-hoa.com](http://www.eagleridge-hoa.com) or may be typed into your browser as <https://zoom.us/j/93458352560>. Enclosed please find a Ballot that includes the following actions subject to member vote:

1. The election of (2) Directors.
2. The election of three (3) members to the Architectural Control Committee (ACC).
3. Option to approve or reject proposed Bylaws amendments.
4. Option to reject ratification of the proposed 2021 Budget.

***Please complete and return the enclosed Ballot so it's received by October 15, 2020.***

In order for the vote to take place, the Association must achieve a quorum of 10% (110 lots), either by your attendance in person or by submitting a completed Ballot. Without quorum, the meeting will be adjourned and reconvened at a later date, which will incur additional cost for the Association. Completed Ballots may be emailed to [eagleridge@rockwoodpm.com](mailto:eagleridge@rockwoodpm.com), or sent by mail or personal delivery to 1421 N Meadowwood Ln Suite 200, Liberty Lake WA 99019.

Enclosed please find the proposed 2021 Budget for your consideration. Pursuant to RCW 64.38.025(3), the annual budget must be ratified by the Membership; this means that a majority of homeowners must reject the proposed budget or the budget is considered ratified whether or not a quorum is achieved. After several years under review, operational efficiencies have created an opportunity for a small reduction in the assessment projected for 2021. Barring unforeseen circumstances, beginning January 1, 2021 the quarterly assessment will be \$142.50. Billing and payment instructions will be mailed to each homeowner at the start of the New Year.

Please reach out to Rockwood Property Management by any means listed below with any questions or concerns you may have. Thank you for your continued support of the Eagle Ridge Homeowners Association.

Best,  
Eagle Ridge Homeowners Association  
c/o Rockwood Property Management  
(509) 321-5921 or [Eagleridge@rockwoodpm.com](mailto:Eagleridge@rockwoodpm.com)



2020 Annual Membership Meeting

# Voting Instructions

Pursuant to the restrictions imposed by governing officials and to protect the community at large, Eagle Ridge HOA will provide several options for safe submission of Member votes. Each option requires that you take specific action by the posted deadline to ensure your vote is counted. Please select from ONE of the following voting options. Submission of multiple voting options by a single lot will invalidate the vote submitted for said lot. Each lot may vote only once; multiple owners should discuss their collective vote prior to submission. The description for each action subject for member vote is included in the enclosed Ballot and can be accessed via the online voting form on the Eagle Ridge Life website.

## 1. ONLINE VOTING

Online votes must be submitted by 8:30pm on October 15, 2020 via the Eagle Ridge Life website. If you intend to vote online, please do not complete the enclosed Ballot. Online voting access instructions are as follows:

- a. Register at EagleRidgeLife.com. You will be asked to verify your residency. Verification of residency may take up to 24 hours so please plan accordingly.
- b. If you've already registered, login to your account at EagleRidgeLife.com.
- c. Click on the "Questionnaires and Voting" tab on the home screen banner.
- d. Follow the instructions for submitting your vote online. Please remember that each lot may only vote once.

## 2. VOTE BY BALLOT

Votes submitted via the enclosed Ballot must be received by 8:30pm on October 15, 2020. There are several options for delivering your completed Ballot to Rockwood Property Management "RPM" (1421 N Meadowwood Ln Suite 200, Liberty Lake WA 99019) as follows:

- a. Mail via first class US Post to RPM using the enclosed postage paid return envelope.
- b. Personal delivery to RPM. Office hours are 9am – 5pm but ballots may be deposited at any time into the green HOA payment collection box located at the eastern entrance to our building.
- c. Personal delivery to St John's Lutheran Church (5810 S E Meadowlane Rd, Spokane, WA 99224) parking lot between the hours of 6:30 pm and 8:30 pm on October 15, 2020. An RPM representative will be present to collect Ballots.

# 2020 Annual Membership Meeting

## Candidate Biographies

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### *Board of Directors Candidates*

**Jonathan Fox, Incumbent:** “My name is Jon Fox and I am a meteorologist who works for the National Weather Service in Spokane. I have been a proud member of the Eagle Ridge community since 1998, when there was nothing more than a few roads and only a hundred or so houses. My wife (Robin) and I have fond memories of raising our kids (18 and 16) in this neighborhood and enjoying the fine Spokane Public Schools. During the past 20 years the community has grown substantially and seen many changes (some good, some bad), but overall Eagle Ridge remains a great place to live with a fantastic location and picturesque setting. I would like to be considered for a position on the board to determine the future direction this neighborhood takes and make sure it remains a desirable place to live into the foreseeable future. Thank you for your consideration for this position.”

**Andrew Lawrence:** “Hello, my name is Andrew and I’m not unlike Batman: I may not be the here HOA Board Member that ~~Gotham City~~ Eagle Ridge wants...but I’m the Board Member we need. If you’re looking for six-pack abs though, I’m gonna have to get the costume. I’m here to listen, represent families with children, and bring our community together.

My wife and I first fell in love with Spokane in 2009 when she lived here at the beginning of our careers and our romance. That romance led to marriage and two sweet little children. I am currently a Major in the Washington Air National Guard, one of the 116th Ace of Spades, flying out of Fairchild Air Force Base.

I am a father, a husband, a veteran, a voter, and an active community member. I have lived all over the US and I’ve experienced varied cultures during extended stays in Japan, Qatar, Turkey, Afghanistan, and several European countries. During my travels I’ve lived in several HOAs, good and bad, and this will allow me to bring a fresh perspective to the board as well as innovative solutions. My wife and I have put down roots in Eagle Ridge and will raise our children to be a part of the Spokane community.

My working background began at age 13 with manual labor on an orchard and progressed to working in a highly technical field for both the United States Air Force and United Airlines. I hold a Mechanical Engineering Bachelor’s degree as well as a Master of Science in Organizational Leadership. My local community involvement includes work as a volunteer coordinator for the American Foundation for Suicide Prevention and continual volunteer work at the Spokane Veteran’s Home.

What I bring to the HOA board is an ability to listen and an ability to lead. So often these days it seems like there is so much noise; I love to be able to stop and listen to what my neighbors are saying and see how we can work and live together, how we can bring our community closer. The Air Force has given my extensive experience leading groups and teams from as few as three people to as many as 100+. My leadership style is best defined as servant leader, which fits perfectly with my desire to listen. Thanks for reading!”

**Robert Martinez:** “Relocated from CA; previous HOA experience; sales manager at KHQ TV; fundraising experience; previous board positions for the Homeless Coalition (Monterey, CA) & Down Syndrome of Fresno, CA.”

**Brian Newberry:** “Eagle Ridge resident since 2014; current CEO Girl Scouts Eastern WA and Northern ID and proud Eagle Ridge Daisy and Brownie Troop Leader. Former Commander, 92d Air Refueling Wing, Fairchild AFB, 2012-14. Spokane Public Schools Board Member 2017-2019. Former Executive Director of Leadership Spokane 2014-2018. Air Force Veteran, 23 years. We love Eagle Ridge, one of the reasons we decided to retire to Spokane.”

**Sharon Schnebly:** “Sharon spent 6 years as a councilwoman for the town of Garfield. She also served as an ex-officio member of the Planning Commission. Both roles have provided Sharon with the experience well suited for serving on the Eagle Ridge Board of Directors.”

**Daniel Zapotocky:** “My name is Daniel Zapotocky. Although I am a relative newcomer to Eagle Ridge having moved here in September of last year, I am eager and willing to take on the responsibility of representing you on the HOA board.

As a bit of introduction, I have lived in Spokane since my family moved here from Wenatchee in 2002. I graduated from Gonzaga Prep in 2009 and Gonzaga University in 2013 with a bachelor’s degree in history. I have worked different jobs over the years, but my current position is as a court clerk with Spokane Municipal Court since January of last year. In my spare time, I like to hang out with friends and family, play sports, read, and volunteer at my church. I also currently serve as the city-at-large member on the Spokane Historic Landmarks Commission and the community assembly representative for the Latah/Hangman Neighborhood Council.

What do I have to offer as a potential board member? A fresh perspective, a commitment to making prudent financial decisions, and receptivity to the ideas and concerns of fellow HOA members. I have the time and energy to commit to being present at all board meetings and a desire to ensure our HOA is managed responsibly. I would also like to work with fellow board members to reach decisions that best serve all members of the HOA.

I am excited to be a part of the Eagle Ridge community and plan on being here for the foreseeable future. I would be honored for the opportunity to represent you in keeping our community a great place to live, work, and play. I humbly ask for your vote. “

## *Architectural Control Committee Candidates*

**Cody Rathbun:** “I have a Master’s Degree in Architecture from WSU and have been working in the field for three years. I am currently employed at Bernardo Wills Architects in Spokane as a designer and technician. My wife and I love this community and feel that I would provide a helpful perspective to the community due to my training, experience, and passion for intelligent and beautiful design.”

**Tim Robinson:** “My background is construction. I am currently a Sr. Superintendent for a General Contractor here in Spokane. I was on the ACC until last October. Someone from the ACC moved out of Eagle Ridge and I was asked to come back and fill that position in June and have been part of the Committee since then.”



## **2020 Annual Membership Meeting**

October 15, 2020 @ 6:30pm  
Via Zoom: <https://zoom.us/j/93458352560>

### **AGENDA**

1. Call to Order: Introductions & Roll Call
2. Board Member and ACC Member Election
  - a. Call for Nominations from the Floor
  - b. Candidate Introductions
  - c. Vote Online or by Ballot
    - i. Online Voting closes at 8:30pm
    - ii. Ballots are due at St. John's by 8:30pm
3. New Business
  - a. Bylaws Amendment (to allow online voting)
  - b. 2021 Budget Ratification
4. Financial Report
  - a. Year to date Financial Report
  - b. Proposed 2021 Budget Review
5. Review & Approval of 2019 Annual Meeting Minutes
6. Community Update
7. Committee Reports
8. Adjourn

*A Board of Directors Meeting will be held directly following the 2020 Annual Membership Meeting, the agenda for which is below:*

1. Call to Order
2. Old Business
3. New Business
  - a. Common Area Request: Snow view maintenance
  - b. Renewal of management contract
  - c. Builder lot assessments
4. Homeowner Forum
5. Adjourn

## 2021 Proposed Budget - Eagle Ridge HOA

<b>INCOME:</b>		<b>2020 Budget</b>	<b>Proposed 2021 Budget</b>
5010	Dues: Residential	\$ 625,164.60	\$ 575,429.40
5010	Capital Reserve Assessment	\$ 70,235.40	\$ 92,040.00
<b>Total Homeowner Assessment:</b>		<b>\$ 695,400.00</b>	<b>\$ 667,469.40</b>

5014	Transfer Fee	\$ -	\$ -
5020	Late Charges	\$ 3,000.00	\$ 3,000.00
5021	Late Interest	\$ 1,000.00	\$ 1,000.00
5025	NSF Income		
5026	Fine Income		
5032	Lien Income	\$ -	
5050	Interest Income	\$ -	
5100	Misc. Income	\$ -	
<b>Total Income:</b>		<b>\$ 699,400.00</b>	<b>\$ 671,469.40</b>

<b>EXPENSES:</b>		<b>2020 Budget</b>	<b>Proposed 2021 Budget</b>
<b>Snow Removal Expenses</b>			
6615	Mail Boxes	\$ 25,000.00	\$ 28,000.00
<b>Snow Removal Total</b>		<b>\$ 25,000.00</b>	<b>\$ 28,000.00</b>
<b>Landscaping Expenses</b>			
6810	Mowing - Commons	\$ 106,000.00	\$ 106,000.00
6820	Fertilize - Commons	\$ 15,000.00	\$ 15,000.00
6830	Turf/Noxious Weed Spray - Commons	\$ 20,000.00	\$ 20,000.00
6843	Master Tree Program	\$ 40,000.00	\$ 40,000.00
6850	Annual Flower Planting	\$ 3,500.00	\$ 3,500.00
6860	Sprinkler Turn On & Blow Out	\$ 8,000.00	\$ 7,500.00
6880	Landscape Labor for Irrigation	\$ 30,000.00	\$ 30,000.00
6890	Planter Beds/Shrub Pruning	\$ 20,000.00	\$ 20,000.00
6891	Swale/Pond Maintenance	\$ 10,000.00	\$ 7,000.00
<b>Landscaping Total</b>		<b>\$ 252,500.00</b>	<b>\$ 249,000.00</b>
<b>Community Event Expenses</b>			
6120	Community Events	\$ 20,000.00	\$ 20,000.00
6320	Staffing	\$ 16,380.00	\$ 16,380.00
<b>Community Event Total</b>		<b>\$ 36,380.00</b>	<b>\$ 36,380.00</b>
<b>Common Area Utilities</b>			
6410	Refuse Removal	\$ 3,000.00	\$ 3,100.00
6415	Irrigation/Street Lights/Water Fall Pumps	\$ 47,000.00	\$ 50,000.00
6420	Water	\$ 62,400.00	\$ 59,000.00
6425	Sewer	\$ 6,208.00	\$ 6,208.00
<b>Common Area Utilities Total</b>		<b>\$ 118,608.00</b>	<b>\$ 118,308.00</b>
<b>Common Area Repair &amp; Maintenance</b>			
6620	Capital Reserve Transfer	\$ 70,235.40	\$ 92,040.00
6630	Repairs and Maintenance	\$ 35,000.00	\$ 35,000.00
6631	Common Area Fence Repairs	\$ 5,000.00	\$ -
<b>Common Area Repair &amp; Maintenance Total</b>		<b>\$ 110,235.40</b>	<b>\$ 127,040.00</b>
<b>Administrative Expenses</b>			
6135	Board & Annual Meetings	\$ 1,000.00	\$ 1,000.00
6305	Accounting	\$ 8,000.00	\$ 5,000.00
6306	Legal	\$ 6,000.00	\$ 5,000.00
6310	Insurance Expense	\$ 21,000.00	\$ 11,000.00
6330	Bank Charges	\$ 350.00	\$ 350.00
6625	Supplies	\$ -	\$ -
6626	Postage	\$ 8,000.00	\$ 8,000.00
6900	Web Fees/ Maintenance	\$ 6,000.00	\$ 4,000.00
7505	Management Fee	\$ 62,586.00	\$ 70,260.00
7508	Property Taxes	\$ 2,900.00	\$ 2,900.00
7515	Income Taxes	\$ 30.00	\$ 600.00
	Reserve Payments per 2017 Audit	\$ 19,801.00	\$ -
<b>Administrative Total</b>		<b>\$ 135,667.00</b>	<b>\$ 108,110.00</b>

**Total Expenses: \$ 678,390.40 \$ 666,838.00**

**Net Cash Flow: \$ 21,009.60 \$ 4,631.40**