



September 11, 2024

RE: 2024 Annual Membership Meeting

Dear Homeowner(s),

Please join us at the 2024 Annual Membership Meeting at **6:00pm on October 15, 2024 at St. John's Lutheran Church (5810 E Meadowlane Rd, Spokane, WA 99224)** for the purpose of conducting business subject to member vote. Enclosed please find the following documents for your consideration.

1. 2024 Annual Membership Meeting Agenda
2. Voting instructions, candidate biographies and 2024 Ballot, which includes the following actions for member vote:
 - a. The election of one (1) Director
 - b. The election of three (3) members to the Architectural Control Committee (ACC)
 - c. Option to reject ratification of the proposed 2025 Budget
3. Proposed 2025 Budget

Please return the enclosed Ballot by October 15, 2024.

The Association must achieve a quorum of 10% (121 lots) in order for the vote to move forward. Without quorum, the meeting will proceed as scheduled but the voting deadline will be extended until quorum is achieved. Please refer to the Voting Instructions included herein for more information regarding Ballot submission.

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. As such, the enclosed Ballot includes an option to reject the proposed 2025 Budget.

The 2025 quarterly assessment will increase from \$142.50 to \$169.50.

The proposed dues increase accounts for post pandemic cost increases primarily in landscaping charges. Last year the board used our HOA large reserve balance to account for rising costs but this year the current reserve balance necessitates a proposed dues increase to maintain our level of community services. Upon ratification of the enclosed Budget, a notice of assessment will be distributed to all members. Additionally, coupon books will be sent to those that pay by any means other than AutoPay through the Portal. Members that are enrolled in Portal AutoPay will not receive a coupon book. Login to your Portal account or request a Portal invite via www.eagleridge-hoa.com in order to enroll in free, recurring ACH payments for your quarterly dues.

Please reach out with questions or concerns. We look forward to seeing you at the upcoming Annual Meeting. Thank you for your continued support of the Eagle Ridge Homeowners Association.

In partnership,
Eagle Ridge Homeowners Association
c/o Rockwood Property Management
(509) 321-5921 or Eagleridge@rockwoodpm.com



2024 Annual Membership Meeting

6pm on October 15, 2024, at St. John's Lutheran Church

AGENDA

- 1) Call to Order: Introductions
- 2) Board Member & ACC Member Elections
 - (a) Final Call for Nominations (from the floor)
 - (b) Candidate Introductions
 - (c) Vote Online or by Ballot – due by 7pm
 - (i) Ballots due to RPM: eagleridge@rockwoodpm.com
 - (ii) Online Voting via EagleRidgeLife.com
- 3) New Business
 - (a) 2025 Budget Ratification
 - (b) IRS Revenue Ruling 70-604
 - (c) Adoption of the 2024 Annual Meeting Minutes
- 4) Financial Report
 - (a) Year to Date Financial Report & Yearend Projections
 - (b) Review: 2025 Budget
- 5) Community Update
- 6) Committee Reports
- 7) Adjourn

A brief Board of Directors Meeting will be held directly following the 2024 Annual Membership Meeting, the agenda for which is below:

- 1) Call to Order
- 2) Old Business
- 3) New Business
 - a) Appoint Officers
- 4) Homeowner Forum
- 5) Adjourn



2024 Annual Membership Meeting

Voting Instructions

Several options are provided 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 7pm on October 15, 2024, via the EagleRidgeLife.com 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 detailed on the website 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 7pm on October 15, 2024. Please return your completed Ballot by one of the following methods:

- a. In person at the Annual Meeting.
- b. Email to eagleridge@rockwoodpm.com.
- c. Mail first class US Post using the enclosed postage paid return envelope or 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 the building.

The following information was supplied to the HOA through candidate nomination and was transcribed exactly as submitted.

Michael Baumgartner (not the candidate running for US Congress) for HOA Board Member

A Proven Leader, Committed to Building Strong Communities

With over 25 years of executive experience in people and HR leadership within high-growth business environments, I bring a results-driven, human-centered approach to leadership. My career has been built on fostering collaboration, innovation, and strong organizational cultures for some of the world's largest companies, including Amazon. I have a proven track record of managing complex change, building high-performing teams, and delivering solutions that enhance organizational effectiveness.

In my most recent role with Amazon, I was instrumental in growing Amazon Air as a competitive player in the talent market, building a fully operational air shipping organization, and leading the Return to Office initiative for North America. These experiences have equipped me with the skills to manage large teams, solve critical HR challenges, and lead with integrity and empathy.

As the Republican precinct officer for our area, I am deeply invested in the well-being and prosperity of our community. I understand the importance of transparency, fiscal responsibility, and the power of working together to make our neighborhood a better place to live.

****Why Vote for Me? ****

-****Proven Leadership****: I have led teams as large as 125 HR professionals, with a workforce of over 17,000, managing change and delivering results that matter.

-****Innovative Problem-Solver****: Whether it's creating Amazon's first virtual HR help center or implementing complex return-to-work programs, I thrive on finding creative solutions to challenging issues.

-****Community-Focused****: As a precinct officer and someone who cares deeply about our neighborhood, I am committed to listening to residents' concerns and working collaboratively to enhance our community's quality of life.

-****Diversity and Inclusion Advocate****: I have a strong history of fostering diverse and inclusive environments, leading to a 34% increase in women in leadership at Amazon.

-****Experienced in Financial Stewardship****: My background in managing large budgets and developing cost-effective solutions will ensure responsible management of HOA resources.

I am excited about the opportunity to bring my expertise and passion for community-building to the HOA board. Together, we can create a neighborhood where every voice is heard, and every resident feels proud to call home.

Thank you for your support!

JOSEPH SICILIA Hello, my name is Joe Sicilia. I am an attorney of 25 years with a highly specialized practice in contracts and government compliance programs. I have lived in Eagle Ridge for nearly a decade and enjoy our community and I think serving on either the ACC or Board would be a great way for me to serve my Eagle Ridge neighbors and community. Thanks for your time.

The following information was supplied to the HOA through candidate nomination and was transcribed exactly as submitted.

CHRIS EICHORST Eagle Ridge resident since 2010. USAF 1989-2012. Currently the Asst VP for Facilities Services at Whitworth University. Professionally, I am responsible for the physical campus at Whitworth University, which I hope you agree qualifies me to serve on the ACC. From my job description summary: Leads and directs comprehensive Facilities Services and Campus Security departments to meet changing needs for the physical campus and to protect life and property. Provides leadership to facilities operations and maintenance, grounds services, custodial services, campus master planning, design & construction of capital projects, purchasing and warehousing, office administration and budgeting, and vehicle and equipment maintenance. Oversees the Campus Security department and leads the university emergency response planning and training efforts.

EDUCATION:

BS Civil Engineering / Texas A&M University / College Station, TX / 1989

Masters in Engineering Mgmt / WA State University / Spokane, WA / 1997

MS Systems Engineering / Air Force Institute of Technology / Dayton, OH / 2004

PROFESSIONAL DEVELOPMENT:

Graduate, Inst for Facilities Mgmt / Assoc of Physical Plant Administrators (APPA) / 2015

Education Facilities Professional / APPA / 2015

Graduate, Leadership Academy / APPA / 2020

Certified Energy Manager / Association of Energy Engineers / 2022

Chapter member/Board member, Intl Facilities Mgmt Assoc / 2013 - present

I love our neighborhood! I have desire and the background necessary to serve on the Architectural Control Committee and appreciate your support.

JASON KELLY

- 20-year military veteran, current FAFB civilian employee.
- 7-year Eagle Ridge resident, married, 3 children.
- Master's degree in Negotiation and Conflict Resolution.
- Believes in the importance of maintaining the aesthetic and character of the neighborhood to a high standard, but that solutions are best found in cooperative, mutually beneficial approaches, rather than punitive measures.

Thank you for your consideration.

JEFF PINK Hello, my name is Jeff Pink. My wife (Mary Jo) and I have lived in Eagle Ridge for about 7 years. We wanted a neighborhood with plenty of green space, access to trails, and a strong community feel and Eagle Ridge easily came to the top of the list. Once here, we quickly joined the social committee and loved working on the Easter and movie night events.

Before retiring to Spokane and this beautiful community, I spent 20 years working for Caterpillar Inc., based out of Peoria, IL. For a large portion of that time I was the Customer Service and Procurement Manager

(Jeff Pink continued) overseeing a team of 100 plus employees who dealt with thousands of Caterpillar dealers, and suppliers worldwide. I transitioned to a Facilities Manager role for Caterpillar, where I was responsible for building new plants and renovating existing Caterpillar facilities. You've probably seen one of them here in Spokane on I-90 across from Amazon.

Working with customers, suppliers, and managing timelines are critical attributes I utilized daily. It's not unlike what is required of the ACC where communication with our residents, and timely responses are required so your projects can continue on time. While critical to our residents, it's equally important to uphold our community standards and property values here in Eagle Ridge. It would be an honor to support our community as an ACC member. Thank you.

JOSEPH SICILIA Hello, my name is Joe Sicilia. I am an attorney of 25 years with a highly specialized practice in contracts and government compliance programs. I have lived in Eagle Ridge for nearly a decade and enjoy our community and I think serving on either the ACC or Board would be a great way for me to serve my Eagle Ridge neighbors and community. Thanks for your time.

BALLOT

2024 Annual Membership Meeting



Pursuant to Bylaws Article II, Section 4, in order to hold a vote on any matter at the Annual Meeting or any Special Meeting of the Members, a quorum must be present. Please help to achieve a quorum by returning this Ballot by October 15, 2024. Please complete only ONE of the following ballot options.

OPTION 1: QUORUM ONLY

Please count my lot towards quorum for the 2024 Annual Meeting and any adjournment thereof.

OPTION 2: VOTE BY BALLOT *To submit your vote using this Ballot, please follow the voting instructions for each ACTION FOR VOTE listed below.*

➤ **ACTION FOR VOTE: BOARD OF DIRECTORS ELECTION**

Please mark the box next to one (1) candidate for election to the Board of Directors. Once elected, Directors serve a term of three years.

Michael Baumgartner Joseph Sicilia

Write in Candidate (print name): _____

➤ **ACTION FOR VOTE: ARCHITECTURAL CONTROL COMMITTEE (ACC) ELECTION**

Please mark the box next to three (3) candidates for election to the ACC. Once elected, ACC Members serve a term of two years.

Chris Eichorst Jason Kelly Jeff Pink

Joseph Sicilia

Write in Candidate (print name): _____

Write in Candidate (print name): _____

Write in Candidate (print name): _____

BALLOT

2024 Annual Membership Meeting



➤ **ACTION FOR VOTE: 2025 BUDGET RATIFICATION**

Enclosed please find a copy of the proposed 2025 Budget, which provides for a per lot assessment of \$169.50 per quarter (increase). RCW 64.38.025 mandates that unless a majority of members vote to reject the proposed budget, it's automatically ratified. For this reason you will only find an option to reject the budget in the voting section below. *If you are in favor of ratifying the proposed 2025 Budget, please leave this voting section blank.*

VOTE TO REJECT the proposed 2025 Budget

Homeowner Validation: this ballot is not valid until the following signature section is complete. Each lot/home may submit only ONE (1) Ballot.

Property Address (within Eagle Ridge): _____

Homeowner's Signature Print Name Date

Homeowner's Signature Print Name Date

**** Completed Ballots must be received by 7pm on October 15, 2024 ****

All Ballots are acknowledged and verified by Rockwood Property Management upon receipt.

Proposed 2025 Budget - Eagle Ridge HOA

INCOME:		Cost/Mo	Frequency	# of lots	2024 Budget	2024 Actuals Plus Remaining Budget	2025 Budget
5010	Dues: Residential	\$ 49.95	12	1212	\$ 592,157.12	\$ 596,397.00	\$ 725,895.08
5013	Capital Reserve Assessment	\$ 6.55	12	1212	\$ 94,716.22	\$ 96,943.00	\$ 95,187.44
Total Homeowner Assessment:					\$ 686,873.34	\$ 693,340.00	\$ 821,082.52
5014	Transfer Fee				\$ -		\$ -
5020	Late Charges				\$ 4,800.00	\$ 9,412.00	\$ 4,800.00
5021	Late Interest				\$ 1,440.00	\$ 4,875.00	\$ 1,440.00
5025	NSF Income				\$ -		\$ -
5026	Fine Income				\$ -	\$ 50.00	\$ -
5032	Lien Income				\$ -	\$ 1,000.00	\$ -
5050	Interest Income				\$ 9,000.00	\$ 9,195.00	\$ 9,000.00
5100	Misc. Income				\$ -	\$ 42,902.17	\$ -
Total Income:					\$ 702,113.34	\$ 760,774.17	\$ 836,322.52

Snow Removal Expenses					2024 Budget	2024 Actuals Plus Remaining Budget	2025 Budget
6615	Mail Boxes and select sidewalks				\$ 36,000.00	\$ 17,099.00	\$ 36,000.00
Snow Removal Total					\$ 36,000.00	\$ 17,099.00	\$ 36,000.00
Landscaping Expenses							
6810	Mowing - Commons				\$ 128,575.31	\$ 133,998.00	\$ 142,186.14
6820	Fertilize - Commons				\$ 13,655.52	\$ 13,655.52	\$ 15,024.56
6830	Turf/Noxious Weed Spray - Commons				\$ 16,843.77	\$ 16,843.77	\$ 18,525.64
6843	Master Tree Program				\$ 35,847.85	\$ 36,950.00	\$ 36,932.09
6850	Flower Planting & Landscape Committee Budget				\$ 4,500.00	\$ 3,051.00	\$ 7,750.00
6860	Sprinkler Turn On & Blow Out				\$ 8,583.75	\$ 8,583.75	\$ 9,442.67
6880	Landscape Labor for Irrigation				\$ 37,000.00	\$ 36,850.00	\$ 39,500.00
6890	Planter Beds/Shrub Pruning				\$ 28,988.68	\$ 29,373.00	\$ 31,690.17
6891	Pond Maintenance				\$ 7,250.00	\$ 4,077.00	\$ 7,250.00
Landscaping Total					\$ 281,244.88	\$ 283,382.04	\$ 308,301.27
Community Event Expenses							
6120	Community Events				\$ 25,314.00	\$ 43,321.00	\$ 44,376.00
6320	Staffing				\$ 20,380.00	\$ 20,380.00	\$ 21,600.00
Community Event Total					\$ 45,694.00	\$ 63,701.00	\$ 65,976.00
Common Area Utilities							
6415	Irrigation/Street Lights/Water Fall Pumps				\$ 63,390.81	\$ 59,552.00	\$ 61,000.00
6420	Water				\$ 86,500.00	\$ 96,643.00	\$ 101,500.00
Common Area Utilities Total					\$ 149,890.81	\$ 156,195.00	\$ 162,500.00
Common Area Repair & Maintenance							
6410	Refuse Removal				\$ 3,324.00	\$ 3,889.00	\$ 3,984.00
6425	Porta Potty/Sewer Lift Station Main.				\$ 4,800.00	\$ 5,546.00	\$ 5,300.00
6620	Capital Reserve Transfer				\$ 93,700.00	\$ 96,943.00	\$ 95,187.00
6630	Repairs and Maintenance				\$ 15,000.00	\$ 20,674.00	\$ 23,300.00
6631	Common Area Fence Repairs				\$ -		\$ 15,000.00
6635	Special Projects: Raptor Peak, Forest Ridge Park				\$ 60,000.00	\$ 61,500.00	\$ -
Common Area Repair & Maintenance Total					\$ 176,824.00	\$ 188,552.00	\$ 142,771.00
Administrative Expenses							
6135	Board & Annual Meetings				\$ 1,110.00	\$ 1,110.00	\$ 1,110.00
6305	Accounting				\$ 3,270.00	\$ 3,270.00	\$ 3,485.00
6306	Legal				\$ 5,000.00	\$ 6,304.00	\$ 5,000.00
6308	Lien Filing Fees				\$ -	\$ 1,821.00	\$ -
6310	Insurance Expense				\$ 12,650.00	\$ 13,308.00	\$ 14,640.00
6330	Bank Charges				\$ -	\$ 20.00	\$ -
6626	Postage				\$ 8,300.00	\$ 10,695.00	\$ 8,300.00
6900	Web Fees/ Maintenance				\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7505	Management Fee				\$ 75,978.00	\$ 75,949.00	\$ 83,628.00
7508	Property Taxes				\$ 2,798.60	\$ 4,581.00	\$ 4,600.00
7515	Income Taxes				\$ 2,700.00	\$ 3,830.00	\$ 5,383.50
Administrative Total					\$ 115,806.60	\$ 124,888.00	\$ 130,146.50

Total Expenses: \$ 806,590.39 \$ 833,817.04 \$ 845,694.77
Net Cash Flow: \$ (104,477.06) \$ (73,042.87) \$ (9,372.25)

BEGINNING CASH BALANCE: \$ 384,713.61 \$ 384,713.61 \$ 311,670.74

ENDING CASH BALANCE: \$ 280,236.55 \$ 311,670.74 \$ 302,298.49

2024 Projected Year End
Operating Account: \$ 311,670.74
Reserve Account: \$ 375,532.46

Capital Expense Budget 2025

INCOME:	Cost per Month	Bill/mo.	# of homes	2024 Budget	2024 Actuals Plus Remaining Budget	2025 Budget
5000-900 Capital Reserve Income	\$ 6.55	12	1206	\$ 93,700.00	\$ 96,943.00	\$ 95,187.00
5050-900 Interest				\$ 9,600.00	\$ 8,850.00	\$ 8,760.00
Total Income:	\$ -			\$ 103,300.00	\$ 105,793.00	\$ 103,947.00

Capital Expenses:				2024 Budget	2024 Actuals Plus Remaining Budget	2025 Budget
6621-900				\$ -		\$ -
6621-900	Street Lights					\$ 166,400.00
6621-900						\$ -
6621-900	Fence Repairs/Painting/Pavilion			\$ -	\$ 23,000.00	\$ 10,807.00
6621-900	Major Landscaping Allowance			\$ 5,000.00	\$ 8,210.97	\$ 5,000.00
6621-900	Park Equipment			\$ 11,000.00	\$ 5,387.64	\$ 16,000.00
6621-900				\$ -		\$ -
6621-900	Playground Inspection			\$ 4,000.00		\$ -
6621-900	Sport Court Maintenance			\$ 16,144.00	\$ 8,500.00	\$ -
6621-900	Fountain pumps			\$ 750.00	\$ 1,947.57	\$ -
6621-900	Shed/pavilion Roofing			\$ 3,949.76		\$ -
6621-900	Seal Coat trails/fire lanes			\$ 5,720.00		\$ 6,500.00
6621-900	Mailbox Replacement			\$ 35,200.00	\$ -	\$ -
6621-900	Fire Wise Program			\$ 22,000.00	\$ 30,000.00	\$ 22,000.00
Total Expenses:				\$ 103,763.76	\$ 77,046.18	\$ 226,707.00
Net Cash Flow:				\$ (463.76)	\$ 28,746.82	\$ (122,760.00)

RESERVE FUNDING DISCLOSURE per RCW 64.38.25

The following information has been extracted from the most recent reserve funding models for compilation herein per requirements set forth by RCW 64.38.25. The data below has been extracted from the Association's most recent Reserve Study.

- a) Next year's reserve contribution: \$103,947
- Funding plan on which it's based: Alternate Funding Plan #1
- b) Planned special assessments: NO
- c) Will reserves will be sufficient at the end of each year? YES
- d) Will additional funds be needed and if so, when? NO
- e) Recommended balance by current yearend: \$340,999
- Projected balance by current yearend: \$375,532.46
- Percent funded by current yearend: 110%

	Projected Balance
Estimated reserve balance by yearend 2025:	\$157,096.00
Estimated reserve balance by yearend 2026:	\$194,624.00
Estimated reserve balance by yearend 2027:	\$263,138.00
Estimated reserve balance by yearend 2028:	\$318,767.00
Estimated reserve balance by yearend 2029:	\$375,374.00