



September 19, 2025

RE: 2025 Annual Membership Meeting

Dear Homeowner(s),

Please join us at the 2025 Annual Membership Meeting at **6:00pm on October 21, 2025 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. 2025 Annual Membership Meeting Agenda
2. Voting instructions, candidate biographies and 2025 Ballot, which includes the following actions for member vote:
  - a. The election of two (2) Directors
  - b. The election of two (2) members to the Architectural Control Committee (ACC)
  - c. Option to reject ratification of the proposed 2026 Budget
3. Proposed 2026 Budget

**Please return the enclosed Ballot by October 21, 2025.**

The Association must achieve a quorum of 10% (124 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 2026 Budget.

**The 2026 quarterly assessment will increase from \$169.50 to \$174.00.**

The proposed dues increase reflects rising costs in landscaping, city services, and utilities. Last year, a larger increase was projected to maintain funding; this year, a smaller increase will result in a modest deficit while keeping reserve accounts properly funded and operating costs covered. 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](http://www.eagleridge-hoa.com) in order to enroll in recurring 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](mailto:Eagleridge@rockwoodpm.com)



## **2025 Annual Membership Meeting**

6pm on October 21, 2025, 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](mailto:eagleridge@rockwoodpm.com)
    - (ii) Online Voting via [EagleRidgeLife.com](http://EagleRidgeLife.com)
- 3) New Business
  - (a) 2026 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: 2026 Budget
- 5) Community Update
- 6) Committee Reports
- 7) Adjourn

A brief Board of Directors Meeting will be held directly following the 2025 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



2025 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 21, 2025, 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 21, 2025. Please return your completed Ballot by one of the following methods:

- a. In person at the Annual Meeting.
- b. Email to [eagleridge@rockwoodpm.com](mailto:eagleridge@rockwoodpm.com).
- c. Mail first class US Post using the enclosed 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.

## **LAURA DOW**

Laura is a small business owner and proud mother of two. With a passion for stewardship, she values maintaining and enhancing the neighborhood for future generations. She believes in fostering a strong sense of community where neighbors support and connect with one another. Through her professional and personal experience, she has learned the importance of collaboration, responsibility, and vision. Laura would be honored to give her time and serve on the HOA Board, with a directive of making Eagle Ridge the best community it can be.

## **ALEX JOHNSON**

Hello Eagle Ridge HOA Members,

My wife Peggy and I have been proud residents of Eagle Ridge for the past six years. I have extensive experience serving on various HOA committees in roles such as President, Vice President, and Architectural Committee member. Most recently, I have been involved with the Eagle Ridge ACC and Vistancia Community ACC in Peoria, AZ.

Professionally, I have over 45 years of experience in the construction, electrical engineering, and utility industries. This extensive background has equipped me with a diverse set of skills and expertise that I believe would greatly benefit our community and the Eagle Ridge Board.

I am eager to contribute to our community's growth and improvement and would greatly appreciate your support in my endeavor to serve as a team member. Together, we can enhance, encourage, and elevate the quality of life in the Eagle Ridge community.

Thank you for your consideration.

## **JOHN MANDELLA**

I am a career program manager with over 30 years of experience in managing large programs. The skills acquired in this role are problem identification, problem solving, negotiation, crisp communication and most importantly, EFFECTIVE use of meetings to get work done.

## **SHAUN SMITH** (*incumbent*)

Hello, I am Shaun Smith. Eagle Ridge has been my home for the past eleven years. My background is in team leadership, project management and property/building management. I have served as a Director with the HOA since 2023 and would be happy to continue serving the community. Thank you for your consideration!

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

**VICKI SCHULTE** As a 9 yr resident at Eagle Ridge, I have a vested interest in protecting the visual harmony of the neighborhood and ensuring it remains a beautiful place to live. My motivation to join the ACC is to serve as a fair and transparent representative, balancing the association's guidelines with the needs of neighbors. I will do my best to be a voice of reason for everyone.

**MARK SMITH** I am a new resident as of June 2025 having just moved to the area as an active-duty Air Force member. I will bring 16 years of management experience to the ACC position. In my professional role as Airfield Manager at Fairchild AFB I am responsible for the safe and efficient operation of a 34 million sq ft airfield including oversight of all construction projects. This year we have completed 4 projects worth \$38 million in support of a \$254 million flying hour program and 3.3K annual flight operations. I have previously been stationed in Japan, Arizona, England, and Hawaii and have vast experience working with diverse cultures and values. My experience in the Air Force has provided me with a strong foundation for managing organizational processes/procedures and making fair, well-reasoned decisions.

I am dedicated to upholding the community's high standards while also approaching each homeowner's request with an open mind. I believe that clear, consistent communication is essential to a well-functioning committee and positive resident experiences. I look forward to retiring from the Air Force in 2030 and making Eagle Ridge my forever home.

**WELLS WILLIAMS** Hi I'm Wells Williams. My family has owned a home in Eagle Ridge for 12 years. I've been retired for 10 years after spending 33 years as a local government city planner. A native of Charlotte North Carolina, I have a BA in Political Science from UNC Chapel Hill and a Masters in Urban Planning from Michigan State.

My 33 year career includes positions in Wyoming, Nebraska, and 29 years in Alaska. The 29 years in Alaska was spent for 3 years in the City of Palmer ( outside of Anchorage ) and 26 years in the City and Borough of Sitka ( 90 miles SW of Juneau ). I was the Planning Director during those 26 years in Sitka. Most of that time included positions on professional boards

I'm the proud father of a son who is an Eastern Washington graduate ( along with an MBA from the University of Alaska ) and a daughter who went to college in Nova Scotia Canada. My wife holds a Master's in Teaching and taught in Sitka.

As a local government planner I wrote zoning codes, was a regulator, developed subdivisions, and undertook projects such as GIS map development. That work gave me familiarity with private sector covenants and controls.

My view is that Eagle Ridge architectural standards need to be followed with common sense and compassion. There is no room for blindly enforcing standards without taking into account the broad purposes that make this a great community.

If you think I'd be a useful member of the ACC, I'd appreciate your vote. If not, please consider voting for someone else.

Thanks for reading. WW

# BALLOT

## 2025 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 21, 2025. Please complete only ONE of the following ballot options.

### OPTION 1: QUORUM ONLY

Please count my lot towards quorum for the 2025 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 two (2) candidates for election to the Board of Directors. Once elected, Directors serve a term of three years.

Laura Dow                       Alex Johnson                       John Mandella

Shaun Smith (incumbent)

Write in Candidate (print name): \_\_\_\_\_

Write in Candidate (print name): \_\_\_\_\_

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

Please mark the box next to two (2) candidates for election to the ACC. Once elected, ACC Members serve a term of two years.

Vicki Schulte                       Mark Smith                       Wells Williams

Write in Candidate (print name): \_\_\_\_\_

Write in Candidate (print name): \_\_\_\_\_

# BALLOT

2025 Annual Membership Meeting



➤ **ACTION FOR VOTE: 2026 BUDGET RATIFICATION**

Enclosed please find a copy of the proposed 2026 Budget, which provides for a per lot assessment of \$174.00 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 2026 Budget, please leave this voting section blank.*

VOTE TO REJECT the proposed 2026 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 21, 2025 \*\***

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

**Proposed 2026 Budget - Eagle Ridge HOA**

INCOME:	Cost/Mo	Frequency	# of lots	2025 Budget	2025 Actuals Plus Remaining Budget	2026
5010 Dues: Residential	\$ 51.45	12	1240	\$ 725,895.08	\$ 717,904.67	\$ 764,967.18
5013 Capital Reserve Assessment	\$ 6.55	12	1240	\$ 94,716.22	\$ 98,121.60	\$ 97,386.49
<b>Total Homeowner Assessment:</b>				<b>\$ 820,611.30</b>	<b>\$ 816,026.27</b>	<b>\$ 862,353.68</b>

5014 Transfer Fee				\$ -	\$ 2,303.65	\$ -
5020 Late Charges				\$ 4,800.00	\$ 6,393.97	\$ 5,400.00
5021 Late Interest				\$ 1,440.00	\$ 1,317.17	\$ 1,620.00
5025 NSF Income				\$ -	\$ -	\$ -
5026 Fine Income				\$ -	\$ 800.90	\$ -
5032 Lien Income				\$ -	\$ 200.00	\$ -
5050 Interest Income				\$ 9,000.00	\$ 8,190.31	\$ 9,000.00
5100 Misc. Income				\$ -	\$ 285.00	\$ -
<b>Total Income:</b>				<b>\$ 835,851.30</b>	<b>\$ 835,517.27</b>	<b>\$ 878,373.68</b>

				2025 Budget	2025 Actuals Plus Remaining Budget	2026
<b>Snow Removal Expenses</b>						
6615 Mail Boxes and select sidewalks				\$ 36,000.00	\$ 23,044.95	\$ 28,000.00
<b>Snow Removal Total</b>				<b>\$ 36,000.00</b>	<b>\$ 23,044.95</b>	<b>\$ 28,000.00</b>
<b>Landscaping Expenses</b>						
6810 Mowing - Commons				\$ 142,186.14	\$ 137,001.14	\$ 150,372.04
6820 Fertilize - Commons				\$ 15,024.56	\$ 14,945.58	\$ 15,577.41
6830 Turf/Noxious Weed Spray - Commons				\$ 18,525.64	\$ 13,139.08	\$ 18,935.37
6843 Master Tree Program				\$ 36,932.09	\$ 37,525.16	\$ 42,604.75
6850 Flower Planting & Landscape Committee Budget				\$ 7,750.00	\$ 8,032.28	\$ 8,500.00
6860 Sprinkler Turn On & Blow Out				\$ 9,442.67	\$ 9,045.23	\$ 10,386.94
6880 Landscape Labor for Irrigation				\$ 39,500.00	\$ 42,967.15	\$ 44,250.00
6890 Planter Beds/Shrub Pruning				\$ 31,690.17	\$ 29,187.09	\$ 32,982.55
6891 Pond Maintenance				\$ 7,250.00	\$ 10,864.05	\$ 8,650.00
<b>Landscaping Total</b>				<b>\$ 308,301.27</b>	<b>\$ 302,706.76</b>	<b>\$ 332,259.06</b>
<b>Community Event Expenses</b>						
6120 Community Events				\$ 44,376.00	\$ 45,818.50	\$ 49,384.00
6320 Staffing				\$ 21,600.00	\$ 13,056.75	\$ 21,600.00
<b>Community Event Total</b>				<b>\$ 65,976.00</b>	<b>\$ 58,875.25</b>	<b>\$ 70,984.00</b>
<b>Common Area Utilities</b>						
6415 Irrigation/Street Lights/Water Fall Pumps				\$ 61,000.00	\$ 66,314.35	\$ 70,500.00
6420 Water				\$ 101,500.00	\$ 120,923.88	\$ 129,500.00
<b>Common Area Utilities Total</b>				<b>\$ 162,500.00</b>	<b>\$ 187,238.23</b>	<b>\$ 200,000.00</b>
<b>Common Area Repair &amp; Maintenance</b>						
6410 Refuse Removal				\$ 3,984.00	\$ 3,979.30	\$ 4,344.00
6425 Porta Potty/Sewer Lift Station Main.				\$ 5,300.00	\$ 3,140.14	\$ 5,900.00
6620 Capital Reserve Transfer				\$ 95,187.00	\$ 95,187.00	\$ 97,386.49
6630 Repairs and Maintenance				\$ 23,300.00	\$ 16,451.76	\$ 23,500.00
6631 Common Area Fence Repairs				\$ 15,000.00	\$ 1,782.37	\$ -
6635 Special Projects: Raptor Peak, Forest Ridge Park				\$ -	\$ 5,148.11	\$ -
<b>Common Area Repair &amp; Maintenance Total</b>				<b>\$ 142,771.00</b>	<b>\$ 125,688.68</b>	<b>\$ 131,130.49</b>
<b>Administrative Expenses</b>						
6135 Board & Annual Meetings				\$ 1,110.00	\$ 1,034.67	\$ 1,200.00
6305 Accounting				\$ 3,485.00	\$ 3,185.00	\$ 3,685.00
6306 Legal				\$ 5,000.00	\$ 6,899.11	\$ 5,550.00
6308 Lien Filing Fees				\$ -	\$ 453.50	\$ -
6310 Insurance Expense				\$ 14,640.00	\$ 12,283.00	\$ 14,640.00
6330 Bank Charges				\$ -	\$ -	\$ -
6626 Postage				\$ 8,300.00	\$ 8,760.64	\$ 9,110.00
6900 Web Fees/ Maintenance				\$ 4,000.00	\$ 4,016.74	\$ 4,000.00
7505 Management Fee				\$ 83,628.00	\$ 83,674.00	\$ 89,280.00
7508 Property Taxes				\$ 4,600.00	\$ 4,352.40	\$ 4,800.00
7515 Income Taxes				\$ 5,383.50	\$ 5,948.00	\$ 6,358.34
<b>Administrative Total</b>				<b>\$ 130,146.50</b>	<b>\$ 130,607.06</b>	<b>\$ 138,623.34</b>

**Total Expenses:** \$ 845,694.77    \$ 828,160.93    \$ 900,996.88  
**Net Cash Flow:** \$ (9,843.47)    \$ 7,356.34    \$ (22,623.21)

**BEGINNING CASH BALANCE:** \$ 384,713.61    \$ 384,713.61    \$ 392,069.95  
**ENDING CASH BALANCE:** \$ 374,870.14    \$ 392,069.95    \$ 369,446.74

**2025 Projected Year End**

**Operating Account:** \$ 392,069.95    \$ 369,446.74  
**Reserve Account:** \$ 497,897.96    \$ 501,432.47

## Capital Expense Budget 2026

INCOME:		Cost per Month	Bill/mo.	# of homes	2025 Budget	2025 Actuals Plus Remaining Budget	2026 Budget
5000-900	Capital Reserve Income	\$ 6.55	12	1240	\$ 93,700.00	\$ 95,187.00	\$ 97,386.49
5050-900	Interest				\$ 9,600.00	\$ 10,076.37	\$ 8,760.00
5100-900	Misc Income				\$ -	\$ 20,000.00	
<b>Total Income:</b>		\$ -			<b>\$ 103,300.00</b>	<b>\$ 105,263.37</b>	<b>\$ 106,146.49</b>

Capital Expenses:					2025 Budget	2025 Actuals Plus Remaining Budget	2026 Budget
6621-900					\$ -		\$ -
6621-900	Street Lights				\$ 166,400.00	\$ -	\$ -
6621-900	Repair 1/4 of Fence				\$ -	\$ -	\$ 10,981.00
6621-900	Fence Repairs/Painting/Pavilion				\$ 10,807.00	\$ -	\$ -
6621-900	Major Landscaping Allowance				\$ 5,000.00	\$ 5,818.81	\$ 5,000.00
6621-900	Replace Tot Park and Sport Court Playsets				\$ -	\$ -	\$ 16,000.00
6621-900	Replace 1/3 of benches/tables/garbage pots				\$ -	\$ -	\$ 11,000.00
6621-900	Sport Court Maintenance				\$ -	\$ -	\$ -
6621-900	Reserve Study Update				\$ -	\$ -	\$ 3,000.00
6621-900	Shed/pavilion Roofing				\$ -	\$ -	\$ -
6621-900	Seal Coat trails/fire lanes				\$ 6,500.00	\$ -	\$ 6,500.00
6621-900	1/3 of Mailbox Replacement				\$ -	\$ -	\$ 35,200.00
6621-900	Fire Wise Program				\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
<b>Total Expenses:</b>					<b>\$ 103,763.76</b>	<b>\$ 27,818.81</b>	<b>\$ 109,681.00</b>
<b>Net Cash Flow:</b>					<b>\$ (463.76)</b>	<b>\$ 77,444.56</b>	<b>\$ (3,534.51)</b>

### 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:	\$106,149
	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:	\$157,096
	Projected balance by current yearend:	\$375,532.46
	Percent funded by current yearend:	239%
f)	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