

**Cascadia Commons Cohousing
HOA Meeting Minutes
11/12/2023**

Attending: John and Marsha Rakestraw, Stacy and Grant Canterbury, Suniti Kumar, Emily Daniel, Harry Dudley, Donna Emerson, Judith Lienhard, Marty Anderson, Lori and Rich Sommer, Ken Brown, Anne and Chuck Goldfarb, Angelica Williams, Monica Franz, David Chilstrom and Sapphire Staehli, Paul Williamson, Camilla Schneider, ShienPei Chang-Silverman, Rufus Knapp

Not in attendance: Jane Ewert and Dave Fabik, Julie Martchenke, Clay and Desi Peterson, Representative(s) of the Estate of Sue Alperin, Tomer Shaked, Pat Storey

Excused: Katie Miranda and Ahmed Al Ali, Jennifer Gates

Quorum reached. This meeting is the required Cascadia HOA Annual Meeting.

Facilitators: Ken Brown, David Chilstrom, and Monica Franz **Scribe:** Stacy Canterbury
Renters: none **Guests:** none

Topic	Discussion
Opening	<ul style="list-style-type: none"> • Agenda Review • Birthdays: John Rakestraw, Harry Dudley, Eli Silverman, Rich Sommers, Marion Lee, Monica Franz, Anya Kumar
Approval of meeting minutes from October 2023	Approved by consensus.
Election of HOA officers	<ul style="list-style-type: none"> • Stacy Canterbury elected as Secretary. • Monica Franz was re-elected as Treasurer. • Donna Emerson elected as Chairperson.
Request for inactive status for Jane and Dave; review of prototype questionnaire for inactive status information	<ul style="list-style-type: none"> • Jane and David's request for inactive status was approved by consensus. • As they have requested inactive status, the Active/Inactive Status working group asked Dave and Jane to fill out a prototype questionnaire. Sapphire reports that they were happy to do so. Jane and David are moving from Cascadia soon and they plan to sell their unit. This may be an inside or an outside sale. They also say that they do not expect to return to live at Cascadia Commons.

Additional note	Tomer has also requested inactive status, but his request did not meet the HOA agenda deadline, so it was deferred until our next meeting.
Coordinating Committee Bylaws Working Group report	<ul style="list-style-type: none"> • Ken, Donna, and Grant have formed a subcommittee to review HOA bylaws as both condo and case law have changed since our bylaws were written. • This working group meets weekly on Sundays at 11am in the Common House library. Visitors are welcome and encouraged. You can also contact them via their box in the bottom right of the community mailboxes to send notes and at Groups.io. • They plan to meet with attorney Kevin Harker on Nov. 21st to get some initial legal advice. • Lori asked about the three red-lined bylaws versions in Groups.io uploaded by Harry. Harry replied that these are drafts only from earlier working groups and that they may not meet current legal requirements and have never been consensed upon.
Additional notes	<p>We have two households renting at the present time. Suniti reports that the family to whom she has leased her unit plans to move in at the beginning of next month.</p> <p>Camilla would like us to be aware that there is a maximum number of homes per community that can be rented out at any one time while still allowing buyers to satisfy Fannie Mae mortgage rules for mortgage sale on the secondary market. There was some discussion on the exact number; further research is probably needed.</p>

Committee reports	<p>B & G: Kathy and Harry’s chimney repair is planned, date TBA. The boats-bikes-kayaks location decision will be decided on by a small decision committee. The next capital reserve envelope inspection will include roofs; inspection tentatively scheduled for 2025. The Common House patio repair and the 94th Avenue sidewalk repair will be done at the same time. The committee would like to research water permeable concrete for these repairs. A group Temperature Check authorized B & G to investigate this. Grant and Stacy received committee approval to attempt repair of the patio paver depression in front of their building. Sapphire and David note that there may be issues with the storm drain in this area.</p> <p>Coordinating: Donna reports that Lori is looking into the risk mitigation strategies recommended by State Farm. Sue Alperin’s family has been contacted to let them know about their rights to participate in the HOA, but there has been no response yet. Sapphire has designated David as her representative when she is not at home. The revenue rollover, consensed upon last year needs to be mailed. The Coordinating Committee has received a copy of the lease for Suniti’s unit which Ken will upload. There are a couple of outstanding issues with flood and earthquake insurance which will be looked at after budget season is over (TBA June). The Bylaws Working Group has discovered that the original land plat has boundary errors that need to be corrected.</p> <p>CH: The Common House Committee has been researching professional cleaning services to be used for deep cleaning. One cleaning is planned before the end of this calendar year to evaluate the company the committee has chosen. Proposed expenses for this are in the 2024 draft budget document attached to these minutes. Alternatively, community members could choose to volunteer their time for Common House cleaning instead of hiring a service.</p> <p>Emergency Committee: Camilla distributed printed hangtags for our water heaters with maintenance tips and instructions for accessing drinking water safely in an emergency. She also encourages households to sign up for local emergency notifications on their phone/tablet. A barcode with how-to will be posted on Camilla’s front door and at the front door of the Common House. She also lets us know that there will be a need for a small decision regarding Emergency Committee use of the hot tub closet.</p> <p>Treasurer: This committee’s report is contained in the discussion of the 2024 budget as Monica and Sapphire have been</p>
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working together to create this document. See below for details and a copy of the Draft Budget for next year.

<p>Review of Annual Operating Budget</p>	<ul style="list-style-type: none"> • Monica began part one of a review of the Annual Operating Budget. An average of \$38.17 increase per household will go into effect if all budget requests are approved. • Each section was discussed line by line and lines were highlighted green if conditional consensus was given, yellow if further discussion was needed, and red if not yet conditionally approved. • Paul said that he believes the Common House Committee, in his experience, uses funds very judiciously. There were many positive comments on the new budget planning meeting with the Treasurer. • Budget items to still to review from part one were the Emergency Prep budget, flood insurance, electric utility detail, and B&G minutes for plumbing.
<p>Meeting Evaluation and Review of Decisions</p>	<ul style="list-style-type: none"> • Many thanks were given to all who have given their time and energy to create next year's budget. • There was a general feeling that the new process for meeting with each committee ahead of this meeting went very well and led to a smoother process overall. • It was also noted that the going rate for bookkeeping is \$200 per hour, so that we are realizing substantial savings with Sapphire as our community bookkeeper. • Decisions reached by consensus at this meeting: October 2023 meeting minutes approved, Stacy Canterbury elected Secretary, Monica Franz elected Treasurer, and Donna Emerson elected as Chairperson. Jane Ewert and Dave Fabik's request for inactive status was approved.
<p>Announcements</p>	<ul style="list-style-type: none"> • Hardship waiver funds are still available for HOA monthly dues if needed. • <i>Sapphire announced that she is turning 70 next year and would like to retire from her bookkeeping role at Cascadia. She is willing to train someone for this.</i> • Many households will be gone over the Thanksgiving holiday. For those at Cascadia, Emily has volunteered to help organize a dinner. Please talk with her for more information.

	<ul style="list-style-type: none">• Marsha would like to start a community circle around the issue of ecological collapse. Please contact her if you are interested.• Marsha would also like to see more celebrations of community milestones like birthday cakes.• Finally, there are persimmons in the CH refrigerator. Please let Rufus know if you would like some.
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Cascadia Commons Co-Housing HOA	Budget	Actual Expended	% Expended	Balance Available	Budget Approved at the HOA Meeting of February 12, 2023
Account	2023	as at 10/31/23	at 89% of the year	or Overspent	
400 - Income					VVVV 2023 Budget Notes VVVV
Dues	\$103,567.49	\$90,039.01	87%	\$13,528.48	
Dues - Prior Year Arrears	\$311.99	\$311.99	100%	\$0.00	
440 - Donations	\$1,300.00	\$2,735.00	210%	-\$1,435.00	(Hardship Fund balance = \$3,279.66)
451 - Energy Trust Grant		\$5,645.00	#DIV/0!	-\$5,645.00	Full refund on Heat Pump Expense, including last year's deposit
450 - Miscellaneous (carry-in from ops.)	\$5,230.48	\$5,180.48	99%	\$50.00	Carried forward from prior years
470 - Interest Inc	\$5.00	\$19.79	396%	-\$14.79	
INCOME TOTAL	\$110,414.96	\$103,931.27	94%	\$6,483.69	
500 - CH Expense					
502 - Hired Help & Prof Cleaner	\$850.00		0%	\$850.00	2023 increased \$100 (add dryer vent & furniture cleaning)
505 - Doors, locks, windows	\$150.00		0%	\$150.00	
525 - Heating & air conditioning	\$758.00	\$4,145.00	547%	-\$3,387.00	Net amount to install heat pump in the Living Room, after \$4,000 rebate (\$1,500 paid in 2022) (See Grant Income)
540 - Appliance Repair/Replace/Supply	\$500.00	\$205.50	41%	\$294.50	
563 - Plumbing, Drains, Water Supply	\$500.00		0%	\$500.00	2023 increased by \$100
582 - Maintenance of interior GCE (repairs)	\$250.00	\$68.91	28%	\$181.09	
585 - Household Supplies	\$600.00	\$148.41	25%	\$451.59	
586 - Furnishings	\$750.00	\$121.32	16%	\$628.68	
COMMON HOUSE TOTAL	\$4,358.00	\$4,689.14	108%	-\$331.14	
600 - B&G Expense					
610 - B&G Umbrella					
611 - Workparty Meals	\$840.00	\$463.00	55%	\$377.00	increased to \$70/month
612 - Shop (except utilities)	\$200.00		0%	\$200.00	
616 - Safety/Fire Prev/Min. Liability/Insp	\$815.00	\$0.00	0%	\$815.00	(201 60 Wyatt CH sprinkler repair moved to CR) Annual backflow & sprinklers inspections
618 - Supplies, Tools, Parts	\$150.00	\$126.21	84%	\$23.79	
620 - Equipment rental	\$0.00	\$191.64	#DIV/0!	-\$191.64	
B&G UMBRELLA TOTAL	\$2,005.00	\$780.85	39%	\$1,224.15	
630 - B&G Grounds					
639 - Parking-inclld grass pavers	\$150.00		0%	\$150.00	
640 - Playground	\$100.00		0%	\$100.00	
642 - Removal of unwanted materials	\$166.00	\$201.39	121%	-\$35.39	\$91 for SS fence landfill + \$75
B&G GROUNDS TOTAL	\$416.00	\$201.39	48%	\$214.61	
670 - B&G Exteriors					
677 - Electrical & Lights	\$100.00		0%	\$100.00	Light fixtures are in Capital Reserve
678 - Gutters & Downspouts	\$2,600.00	\$2,600.00	100%	\$0.00	Annual Professional Cleaning
684 - Plumbing	\$1,150.00	\$3,311.15	288%	-\$2,161.15	Shut-off valves need work (Some moved to CR)
B&G EXTERIORS TOTAL	\$3,850.00	\$5,911.15	154%	-\$2,061.15	
BUILDING & GROUNDS TOTAL	\$6,271.00	\$6,893.39	110%	-\$622.39	
800 - Admin Expense					
775 - Utility - Gas	\$1,663.00	\$1,225.04	74%	\$437.96	
780 - Utility - Garbage	\$2,120.00	\$1,785.82	84%	\$334.18	
785 - Utility - Water & Sewer	\$20,750.00	\$16,954.98	82%	\$3,795.02	
780 - Utility - Electric	\$4,224.00	\$1,909.16	45%	\$2,314.84	Includes \$1,208 EV Fees Paid
802 - Accounting/Bookkeeping Svcs	\$2,150.00	\$2,100.00	98%	\$50.00	Annual Tax Review \$350 + \$330 QuickBooks Online + \$1,800 Reserve Study
804 - Bank Charges	\$25.00	\$0.00	0%	\$25.00	
806 - Board Education (many forms)	\$0.00	\$0.00	#DIV/0!	\$0.00	
818 - Ins - Employee Dishonesty	\$365.00	\$361.00	99%	\$4.00	Renews in March
820 - Ins - Flood	\$802.00	\$802.00	100%	\$0.00	FEMA re drew flood lines!!!
822 - Ins - General Liability	\$8,651.00	\$2,885.64	33%	\$5,765.36	Renews in July - monthly payments
823 - Ins - Earthquake	\$8,977.00	\$11,090.00	124%	-\$2,113.00	
828 - Legal Services	\$1,000.00	\$280.00	28%	\$720.00	Rollover from 2022 budget. Will need bylaws evaluation
830 - Licenses	\$75.00	\$150.00	200%	-\$75.00	Two years of Annual Reports filed at once?
840 - Office Supplies, Photocopying	\$100.00	\$21.84	22%	\$78.16	
852 - Marketing - website, guest meals, outreach	\$180.00	\$59.96	33%	\$120.04	Website paid thru 06/24 + Zoom \$180
853 - Internet	\$540.00	\$403.97	75%	\$136.03	Comcast says \$45/mo
854 - Memberships	\$0.00	\$750.00	#DIV/0!	-\$750.00	National Cohousing Partnership paid by donations
ADMIN TOTAL	\$51,622.00	\$40,779.41	79%	\$10,842.59	
900-Community Expense					
920 - Celebrations	\$500.00	\$0.00	0%	\$500.00	\$500 for holidays and such.
935 - Group Wellbeing	\$2,400.00	\$2,875.42	120%	-\$475.42	Conflict Resolution Workshop Spring '23
936 - Emergency Prep	\$200.00	\$0.00	0%	\$200.00	Miscellaneous emergency supplies
905 - Childcare	\$1,800.00	\$739.00	41%	\$1,061.00	18 events \$50 each x 2 non-agency sitters
COMMUNITY TOTAL	\$4,900.00	\$3,614.42	74%	\$1,285.58	
Total Operating Funds Expense	\$67,151.00	\$55,976.36	83%	\$11,174.64	
Contribution to CAPITAL RESERVE	\$43,263.96	\$36,053.30	83%	\$7,210.66	Reserve Study allocation for 2023 \$3,605.33/month
Total Operating Funds Disbursements	\$110,414.96	\$92,029.66	83%	\$18,385.30	
DIFFERENCE BETWEEN INCOME & EXPENSE	\$ -	\$ 11,901.61		\$ (11,901.61)	