Montrose Master Association

Board of Directors Meeting Minutes

4:00pm on October 6, 2026 @ Model Home 1645 N. Chetco Rd., Post Falls, ID 83854

The meeting was called to order at 4:00 pm with 3 Directors present: Jen Barbieri, Joe Turner, & Kristin Moody
Lacy Smay arrived at 4:03 and Nancy McLaughlin at 4:12
Also present: Gil Pierce and 5 homeowners

09.01.26 BoD Meeting Minutes approved by unanimous vote via email.

Financial reports through August 2026 were reviewed.

Directives needed

- None

Jen asked whether a separate violation notice could be created for missing trees that would not include the standard 48-hour response timeline used in courtesy violation notices. The Board agreed to retain the existing language to encourage homeowner acknowledgment and communication regarding violations. However, the Board recognizes that replacing missing trees may not be immediately feasible and will work with homeowners toward a timely resolution.

It was clarified that the violations under discussion involved trees removed by homeowners, not trees removed by the city.

Gil confirmed that he drove the neighborhood with Yochum and determined that the HOA will plant 15 trees in the common areas to replace those that are missing or dead.

HOMEOWNER FORUM

- A homeowner addressed the Board regarding a denied Architectural Review Committee (ARC) request for a proposed shop on their lot. The homeowner requested variances to allow 16-foot sidewalls, rather than the 14-foot specified in the ARC guidelines, to accommodate a 14-foot door, and to increase the shop width from the permitted 36 feet to 40 feet.

  Gil confirmed that he had spoken with Kevin and that the request for 16-foot sidewalls had been approved, but the additional width had not. The homeowner presented plans and lot information demonstrating that the proposed width would maintain compliance with the City's structure lot coverage requirement.

  Following discussion, the Board unanimously approved the requested increase in shop width to 40 feet, contingent upon city approval of the plans.
- A homeowner addressed the Board regarding the establishment of a neighborhood watch program in partnership with the Post Falls Police Department (PFPD). The program encourages residents to remain aware of activity within the neighborhood. The homeowner is working with PFPD and several neighbors to organize the program and requested HOA support to purchase signs for the neighborhood entrances.
  - Board Questions and Discussion:
    - Sign placement and installation: The Board asked about the appearance of the signs, their proposed locations, and installation responsibilities. A picture of the proposed sign was presented. Four signs were requested for installation at four neighborhood entrances, with the City responsible for installation.
    - Sign maintenance and replacement: The Board asked who would be responsible for replacing or repairing signs if they were vandalized or damaged. The neighborhood watch committee would initially seek assistance from the Board but would also be willing to pursue funding independently for future replacements or repairs following the initial purchase.
    - Committee participation and meetings: Approximately 15 residents have signed up to participate. Regular committee meetings will begin once the signs have been purchased.

- Communication with the Board: The Board asked whether a committee representative would be willing to provide updates. Megan volunteered to attend Board meetings as her availability allows to share information about the neighborhood watch program.

The Board unanimously approved a one-time purchase of four neighborhood watch signs totaling $252. The signs will be installed by the City of Post Falls, with payment made directly to the City. Megan will make sure the purchase request gets sent to Rockwood Property Management (RPM) so Gil can arrange payment.

- A homeowner brought two questions before the Board:
  - The homeowner asked whether the parcel of land between Issaquah, Clark Fork, Snoqualmie, and Poleline is slated for development. The Board confirmed that the parcel is planned for development as the final phase of the neighborhood, pending necessary sewer line improvements.
  - The homeowner expressed interest in replacing the siding on his home but has not yet selected a color. He was encouraged to submit an Architectural Review Committee (ARC) application and contact the committee with any questions.

CC&R Hearing Requests

None

OLD BUSINESS

Fall Newsletter: The newsletter was reviewed via email and unanimously approved by the Board. Jen will send the final copy to Gil for distribution to homeowners via email.

Holiday Lighting Resolution: A proposed resolution clarifying holiday lighting requirements under CC&Rs 4.1 and 4.2 and Section 8 of the ARC guidelines was discussed at the September Board meeting and subsequently drafted for review. The Board unanimously approved the resolution, and all Board members signed the document. The final resolution will be uploaded to the HOA website this week.

Carried over accounts:

MON040107 – The account has an outstanding balance of $2,874.50, including $274 in unpaid assessments. The most recent violation was issued on February 17, 2026, for trash cans. The homeowner is on a payment plan, but the last payment was received in May, and the automatic payment declined in July. The Board unanimously agreed to waive the outstanding fines if the homeowner pays $924.50, which includes interest and lien fees, and the property remains violation-free until the amount is paid.
MON110310 – The account has $850 in outstanding fines. The most recent violation was issued in December 2025. The Board unanimously agreed to waive the fines due to the homeowner's ongoing compliance.
MON010203 – The Board unanimously agreed to reassess the account at the January meeting. Fines will continue to be assessed for existing ongoing violations and any future violations.

NEW BUSINESS

2027 Proposed Budget Review:

- Unanimously approved as presented. Budget will be posted on montrosehoa.com.
- Board unanimously approved $4,950 for Pfaff Engineers to complete the reserve study.

Event committee formation: The Board will establish a Community Events Committee to assist with planning and organizing neighborhood events, including the summer community party. Kristin will create a nomination form to be distributed to the membership via email. The Board plans to appoint committee members at the November meeting.

CC&R Violation Report: The Board reviewed the noted violations regarding moving forward with fines.
MON030402 – UAS – CCR 649691 unanimous vote to fine

MISC:
Kids have been riding bikes and scooters on the new pickleball courts. Gil will ask Kevin whether he is willing to cover the cost of a sign for the court fence stating that bikes and scooters are not permitted on the courts.

Fencing along Alsea Loop near the pathway has been climbed on by children. Greenstone will be responsible for addressing any resulting fence damage until the homes next to the pathway are built.

The CBU for the alley behind Willamette has been acquired, and the Post Office has been notified. RPM is awaiting further guidance from the Post Office regarding next steps.

With no other business being rightfully brought before the Board, the meeting was adjourned at 6:22 pm.

Respectfully submitted,
Kristin Moody, Secretary