



May 2, 2024

RE: 2024 Annual Membership Meeting  
Voting Materials – Election of Directors

Dear Homeowner(s),

Enclosed please find a Ballot for your review and completion in preparation for the upcoming Annual Membership Meeting. All Members are invited and encouraged to attend the Annual Meeting to receive information about the Association and to vote on matters subject to member approval. Please refer to the enclosed Agenda for a schedule of business to be addressed at the meeting, details of which are listed below:

**ANNUAL MEETING TIME & DATE:** 6:00 pm on Tuesday, June 4, 2024

**LOCATION:** Trutina Clubhouse  
22495 Clairmont Ln. Liberty Lake, WA 99019

**CANDIDATE MEET AND GREET** 4:00 pm on Thursday, May 30, 2024

**LOCATION:** Trutina Clubhouse  
22495 Clairmont Ln. Liberty Lake, WA 99019

The Association must achieve a quorum of 25% for the vote to move forward. Quorum is determined by Ballot return. Without a quorum, the meeting will proceed as scheduled but the voting deadline will be extended until quorum is achieved. Ballots may be submitted by any means set forth in the enclosed Voting Instructions.

Please reach out to Rockwood Property Management by any means listed below with questions or concerns. Thank you for your continued support of Trutina.

In partnership,  
Trutina Homeowners Association  
c/o Rockwood Property Management

**WEBSITE:** [www.TrutinaHOA.com](http://www.TrutinaHOA.com)

**PHONE:** (509) 321-5921

**EMAIL:** [trutinaha@rockwoodpm.com](mailto:trutinaha@rockwoodpm.com)

Enclosures: Agenda, Voting Instructions, Candidate Statements, Ballot & Return Envelope (postage paid)



## **2024 Annual Membership Meeting**

6pm on June 4, 2024  
In-person at Trutina Clubhouse

### **AGENDA**

1. Call to Order
2. Introductions & Meeting Format
3. Board of Directors Election
  - a. Call for Nominations from the Floor
  - b. Candidate Introductions
  - c. Online Ballot Poll Closes at 6:30pm
4. 2024 Community & Development Update
5. Financial Review
  - a. 2023 Yearend
  - b. 2024 Year to Date
6. New Business
  - a. IRS Revenue Ruling 70-604
  - b. Adopt 2023 Annual Meeting Minutes
7. Homeowner Forum – Questions
8. Adjourn



# Voting Instructions

2024 Annual Membership Meeting

Members may submit their vote online or via the enclosed Ballot. 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. Each lot may vote only once; multiple owners of a single lot should discuss their voting preferences prior to submission then cast their vote collectively. The description of each action subject to member vote is included in the enclosed Ballot and can be accessed via [www.trutinahoa.com](http://www.trutinahoa.com). Ballots received after the deadlines specified below are invalid and will not count towards the voting outcome.

## 1. DELIVER to ROCKWOOD PROPERTY MANAGEMENT

Ballots delivered to Rockwood Property Management's (RPM) office **must be received by 3pm on 6/4/24**. Please select from the following options for delivering your completed Ballot to RPM.

- a. Personal delivery to RPM at 1421 N Meadowwood Ln Suite 200, Liberty Lake WA. *Office hours are Monday through Friday, 9am – 5pm but Ballots may be deposited into the green HOA payment collection box (located at the northeastern entrance to the building) at any time up until the deadline stated above.*
- b. Courier or first-class US Post. *Please use the enclosed postage-paid return envelope and allow at least 10 days for delivery.*
- c. Email to [trutinahoa@rockwoodpm.com](mailto:trutinahoa@rockwoodpm.com). *Please complete the enclosed Ballot then scan (or take a picture) then email to the address listed above.*

## 2. ONLINE BALLOT

Online Ballots must **be received by 6:30 pm on 6/4/24**. To vote online, complete the Ballot form at the following web address:

[www.trutinahoa.com/online-ballot](http://www.trutinahoa.com/online-ballot)

## 3. VOTE IN-PERSON at the ANNUAL MEMBERSHIP MEETING

Ballots may be submitted in person at the Annual Membership Meeting until the polls close, which is expected to occur at approximately 6:30pm. A final call for Ballots will be made from the floor of the meeting prior to closing the polls.

**Time/Date:** 6:00 pm on Wednesday, June 4, 2024

**Location:** Trutina Clubhouse  
22495 Clairmont Ln. Liberty Lake, WA 99019

## 4. VOTE BY PROXY

To vote by proxy, the homeowner must complete the Homeowner Validation section in the enclosed Ballot and write their Proxyholder's name in the space provided then deliver the Proxy by any means listed herein. The Proxyholder must be present at the Annual Meeting to submit a Ballot on your behalf.

# Candidate Statements

2024 Annual Membership Meeting



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

**DELORIS DUQUETTE** I retired last year after 34 years of working for Itron Inc., primarily in finance, business operations, sales support, strategy, and leadership roles. Prior to joining Itron I worked for Avista and Deloitte in accounting and finance roles. I have my CPA certificate but do not work as a licensed CPA. After retiring I started my own business, D2 Business Services, LLC to offer consulting, project, and contract business services to people that I have worked with in my career. I have been on the BOD of several non-profits including United Way of Spokane County, Greater Spokane Incorporated, YMCA and Women Helping Women Fund.

**JOE FRANK** I am the President of Greenstone Corporation. I have been involved with development and construction for nearly 20 years. As the developer of the Trutina Community, we have an insight and history for Trutina that I believe would be beneficial to the board as the transition from declarant to the homeowners.

**SUSAN HEISE** I was on the BoD of Oakesdale School District for 11 years when my children were in school. I am currently on the Board of Directors at our condo complex on the Hawaii Island, Kona Sea Ridge. I have only been on this Board for about 10 months. The current Board is facing several challenges as in the past the HOA was not treated as a business and the Bylaws were not followed closely. We now find ourselves having to figure out ways to restore our financial stability. I don't want that to happen here.

**GARY KEYMER** In my working career I have had extensive interaction with people in a variety of settings including a career in pharmaceutical sales as well as being an owner/operator and sales professional of a printing and graphics company. I am a registered Respiratory Therapist and worked for Providence Medical for 17 years as a Cardio Pulmonary technician. I feel that my people skills would be an asset as an HOA board member. I have also served as a board member of the Muirwood HOA in Spokane, WA.

I have been a homeowner at Trutina since October 2020 and have enjoyed the life it offers. I feel it is important to have an open line of communication between the homeowners and the HOA board. As a board member I will work towards that goal.

**CYNTHIA NELSON** Chief Deputy Clerk for Ferry County Superior Court - 4 years.  
Handled all court filings and records.

Office Administrator/Paralegal for Ferry County Prosecutor - 28 years. Supervised staff, budgets and scheduling for office. Scheduled court dates for both the prosecutor and deputy. *(continued...)*

# Candidate Statements

2024 Annual Membership Meeting



**CYNTHIA NELSON** *(continued from prior page)* Managed confidential files and information. Worked with multiple law enforcement agencies and county officials.

Volunteered as Fair Treasurer for Ferry County - 5 years. Prepared budgets, handled all expenses and receipts, scheduled volunteers and vendors.

**JAREN OVERSTREET** My name is Jaren Overstreet. I was born and raised on the Gulf Coast of Florida (Pensacola, Florida). I have family both back in Florida and here in Spokane/Liberty Lake (Trutina). I'm prior active-duty US Navy (Corpsman), received a B.S. in Business Management from the University of Phoenix (2001), and have spent the last 20+ years working in the financial industry (Navy Federal Credit Union). During this time, I have supported both military/DOD members and their families. The last 15 years of my career with (NFCU) I've been assigned to the Consumer/Credit Card Lending Training Division. During my career, I've gained extensive experience listening to, collaborating with, and keeping an open line of communication with customers and coworkers. This experience has aided me in successfully collaborating with individuals of varied views, opinions, and backgrounds. Additionally, this extensive experience gained has fostered many valuable relationships over the years.

Some of my interests/hobbies are: Gardening, Collecting Native American Pottery & Jewelry, Thrifting, Classic Cars, and Singing.

**CINDY THOMSON** Lynn & I have lived in Trutina since November, 2020 & in our home on Edgewater since June, 2021. I see a great need for better collaboration between the board and the community at large and feel that my skillset is a great fit for heightening the communication and getting community members more involved in continuing to improve the great atmosphere we have here. In my working life, I worked for 28 years for Sysco, starting as a Customer Service representative, and working my way up to the role of President of Sysco Spokane & Sacramento. My ability to work with a diverse group of people and thrive in a team environment will be an asset to the board and bring a culture that will welcome a diverse community of people to an already thriving neighborhood. I enjoy working with others in the garden club and as a member of the Trutina Art committee. We chose Trutina for what it had to offer, and we now are excited about the opportunity to engage with our neighbors and continue to see our neighborhood grow and be the model for what an active retirement can look like!

**STEVE WARD** By selling our South Hill home I feel so fortunate to have arrived in Trutina. I have benefited so much from the uniqueness of this living area by making new friends and enjoying the activities that come from the talented people that live here. Giving back by helping lead the transition from developers to our own HOA is something I feel qualified to do. My previous home was in a Jim Franks development where we did this same transition. I served for several years on the HOA board there.

After graduation from Washington State University I was a teacher, coach and principal. My career required that I lead by listening to my staff and thoughtfully working toward goals.

I think this board will require the same approach. I enjoy working on a team. I know I will be a cooperative and contributing board member.

# BALLOT

2024 Annual Membership Meeting



Per the Bylaws, a quorum must be present to hold a vote on any matter at an Annual or Special Meeting of the Members. Please help us achieve quorum by returning this Ballot to Rockwood Property Management by the deadline set forth in the Voting Instructions. Please complete only **ONE** of the following options:

## OPTION 1: QUORUM ONLY

Please count my lot towards quorum for the 2024 Annual Meeting and any adjournment thereof.  
*(If you select this option, do not complete Option 2.)*

**OPTION 2: VOTE BY BALLOT** *To submit your vote using this Ballot, please complete the voting section below.*

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

Please select up to FIVE (5) candidates for election to the Board of Directors; mark the box next to your candidate's name(s) to cast your vote. To vote for a candidate not listed below, please write their name(s) in the space(s) provided for write-in candidates.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Deloris Duquette</b> | <input type="checkbox"/> <b>Joe Frank (Declarant)</b> | <input type="checkbox"/> <b>Susan Heise</b>      |
| <input type="checkbox"/> <b>Gary Keymer</b>      | <input type="checkbox"/> <b>Cynthia Nelson</b>        | <input type="checkbox"/> <b>Jaren Overstreet</b> |
| <input type="checkbox"/> <b>Cindy Thomson</b>    | <input type="checkbox"/> <b>Steve Ward</b>            |  |

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

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

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

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

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

**Homeowner Validation;** *this Ballot is not valid until the following information is complete:*

\_\_\_\_\_  
*Homeowner's Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address in Trutina Homeowners Association*

\_\_\_\_\_  
*Date*

**(OPTIONAL) PROXYHOLDER AUTHORIZATION** To vote by proxy, complete the Homeowner Validation section above and write your Proxyholder's name in the space provided below.

*"By my completion of this proxyholder assignment, I, the afore signed homeowner, hereby assign my voting rights and authorize my Proxyholder to vote on my behalf at the 2024 Annual Meeting or any adjournment thereof."*

Proxyholder Name: \_\_\_\_\_

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