



## Board of Directors Resolution Action Taken by Unanimous Consent

WHEREAS, Bylaws Article 3.9 confirms that any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board consent in writing. This resolution extends to three items of business, as follows:

**Exhibit A: Adoption of a 2024 Budget and submission for ratification by the membership;**  
**Exhibit B: Adoption of Flagpole Rules and Regulations;**  
**Exhibit C: Adoption of Change of Service Process;**

WHEREAS, Section 6.3 of the Covenants, Conditions and Restrictions (CC&R) imposes a duty on the Board to determine and fix the annual Regular Assessment against each Lot, on a yearly basis;

WHEREAS the Board of Directors has reviewed the 2024 Budget prepared by Rockwood Property Management, which is funded sufficient uphold the standard of maintenance and administration expected by the community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has adopted the attached Exhibit A: 2024 Budget, and hereby submits it for ratification by the membership pursuant to RCW 64.90.525.

WHEREAS Bylaws Article 4 imposes a duty upon the Board to enforce the applicable provisions of the Declaration, Articles, these Bylaws, and other instruments relating to the ownership, management, architecture, and control of the property;

WHEREAS the Freedom to Display the American Flag Act of 2005 states that an HOA cannot restrict or prevent an association member from displaying the U.S. flag on residential property. However, the Act does allow for reasonable restrictions to protect a substantial interest of the community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the attached Exhibit B: Flagpole Rules and Regulations.


WHEREAS Bylaws Article 4 imposes a duty upon the Board to enforce the applicable provisions of the Declaration, Articles, these Bylaws, and other instruments relating to the ownership, management, architecture, and control of the property;

WHEREAS the Board realizes that as projects age the members of the different Special Service Communities may desire to adjust their services. For this reason, the Board has developed a process to allow this change of services to be brought forth by the members.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the attached Exhibit C: Change of Service Process.

These actions are hereby taken by unanimous written consent of the Trutina HOA Board of Directors:

DocuSigned by:  
  
 23B73035CBCE441...  
 Signed: Joe Frank, Director  
 10/30/2023  
 Dated: \_\_\_\_\_

DocuSigned by:  
  
 E30E52F30CC5401...  
 Signed: Jennifer Chaparro, Director  
 10/30/2023  
 Dated: \_\_\_\_\_

DocuSigned by:  
  
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 Signed: Kevin Schneidmiller, Director  
 10/31/2023  
 Dated: \_\_\_\_\_



## Board of Directors Resolution Action Taken by Unanimous Consent

**Exhibit A: Proposed 2024 Budget adopted by the Board and submitted for ratification by the membership;**

### 2024 Budget - Trutina Main

		Cost/Month	Frequency	# of homes	2023 Budget	2023 Actuals through Sept and remaining budget	2024 Budget
<b>INCOME:</b>							
5010	Dues: Residential	\$ 70.00	12	225	\$ 150,430.00	\$ 153,317.45	\$ 179,270.00
5011	Dues: Apartments	\$ 70.00	12	92	\$ 77,280.00	\$ 77,280.00	\$ 77,280.00
5012	Dues: Builder	\$ 70.00	6	22	\$ 9,240.00	\$ 14,280.00	\$ 9,240.00
<b>Total Homeowner Assessment:</b>					<b>\$ 236,950.00</b>	<b>\$ 244,877.45</b>	<b>\$ 265,790.00</b>

# of homes

Projected Closings

5014	Transfer Fee				\$ -	\$ -	\$ -
5020	Late Charges					\$ 875.90	\$ -
5021	Late Interest					\$ 91.60	\$ -
5032	Lien Income				\$ -	\$ -	\$ -
5050	Interest Income				\$ 24.00	\$ 29.53	\$ 36.00
5005	Developer Contribution				\$ 15,000.00	\$ 57,502.55	\$ -
5100	Misc. Income				\$ 1,575.00	\$ 2,195.00	\$ 2,200.00
<b>Total Income:</b>					<b>\$ 253,549.00</b>	<b>\$ 305,572.03</b>	<b>\$ 268,026.00</b>

		Cost	Frequency	SqFt	2023 Budget	2023 Actuals through Sept and remaining budget	2024 Budget
<b>EXPENSES:</b>							
<b>Snow Removal Expenses</b>							
6615	Streets/Sidewalks/Parking Lots				\$ 10,380.00	\$ 8,733.79	\$ 10,935.00
<b>Snow Removal Total</b>					<b>\$ 10,380.00</b>	<b>\$ 8,733.79</b>	<b>\$ 10,935.00</b>
<b>Landscaping Expenses</b>							
6810	Mowing - Commons/Lodge				\$ 20,968.97	\$ 21,007.09	\$ 23,065.87
6820	Fertilize - Commons/Lodge				\$ 2,583.38	\$ 2,583.39	\$ 2,841.73
6830	Turf Spray - Commons/Lodge				\$ 7,035.76	\$ 3,694.05	\$ 2,553.50
6843	Master Tree Program				\$ 2,829.52	\$ 2,392.77	\$ 3,012.47
6844	Pest Control				\$ 300.00	\$ 291.68	\$ 300.00
6850	Flowers/Baskets				\$ 600.00	\$ 307.15	\$ 600.00
6860	Sprinkler Turn On & Blow Out				\$ 1,071.85	\$ 1,071.85	\$ 1,179.04
6880	Landscape Labor for Irrigation				\$ 4,625.00	\$ 7,300.27	\$ 5,145.00
6890	Planter Beds/Shrub Pruning				\$ 6,090.78	\$ 8,429.54	\$ 6,699.89
<b>Landscaping Total</b>					<b>\$ 46,105.25</b>	<b>\$ 47,077.79</b>	<b>\$ 45,397.50</b>
<b>Community Center Expenses</b>							
6412	Comm Ctr- Refuse				\$ 516.00	\$ 541.13	\$ 624.00
6417	Comm Ctr- Electricity				\$ 32,800.00	\$ 36,807.91	\$ 37,338.75
6422	Comm Ctr- Water				\$ 8,250.00	\$ 9,301.03	\$ 8,185.51
6427	Comm Ctr- Sewer				\$ 907.32	\$ 905.88	\$ 955.07
6705	Comm Ctr- Staffing				\$ 55,251.35	\$ 50,147.93	\$ 58,883.55



## Board of Directors Resolution Action Taken by Unanimous Consent

(Exhibit A continued)

6710	Comm Ctr- Décor				\$ 400.00	\$ 100.00	\$ 400.00
6715	Comm Ctr- Social Activities				\$ 18,800.00	\$ 12,155.31	\$ 19,400.00
6720	Comm Ctr- Fitness Activities				\$ 7,812.00	\$ 7,076.20	\$ 7,812.00
6725	Comm Ctr- Hospitality				\$ 10,628.99	\$ 9,219.08	\$ 11,965.00
6730	Comm Ctr- R&M Tech Supplies/Services				\$ 5,400.00	\$ 3,491.73	\$ 6,271.20
6740	Comm Ctr- HVAC R&M				\$ 5,360.00	\$ 3,663.55	\$ 5,560.00
6745	Comm Ctr- Pool License and R&M				\$ 6,000.00	\$ 3,998.04	\$ 5,000.00
6750	Comm Ctr- Fire and Security				\$ 416.00	\$ 308.51	\$ 236.00
6755	Comm Ctr- Janitorial				\$ 8,768.00	\$ 8,354.69	\$ 10,134.00
<b>Community Center Event Total</b>					<b>\$ 161,309.66</b>	<b>\$ 146,070.99</b>	<b>\$ 172,765.08</b>
<b>Common Area Utilities</b>							
6415	Gate/Irrigation/Street Light Electricity				\$ 1,848.00	\$ 1,800.26	\$ 1,863.24
6420	Water				\$ 10,307.64	\$ 10,724.12	\$ 11,637.00
<b>Common Area Utilities Total</b>					<b>\$ 12,155.64</b>	<b>\$ 12,524.38</b>	<b>\$ 13,500.24</b>
<b>Common Area Repair &amp; Maintenance</b>							
6440	Private Streets/Parking Lots				\$ -	\$ -	\$ -
6590	Gate operations- Phone line				\$ 2,790.00	\$ 2,729.37	\$ 4,920.00
6630	Site Amenities/Dog Station Supplies				\$ 2,500.00	\$ 639.39	\$ 1,500.00
<b>Common Area Repair &amp; Maint Total</b>					<b>\$ 5,290.00</b>	<b>\$ 3,368.76</b>	<b>\$ 6,420.00</b>
<b>Administrative Expenses</b>							
6135	Board & Annual Meetings				\$ 120.00	\$ 127.55	\$ 130.00
6305	Accounting				\$ 220.00	\$ 220.00	\$ 220.00
6306	Legal				\$ -		\$ -
6310	Insurance Expense				\$ 4,400.00	\$ 3,725.00	\$ 4,023.00
6330	Bank Charges				\$ -	\$ -	\$ -
6626	Postage				\$ 42.00	\$ 10.75	\$ 42.00
6635	Centennial Trail Sponsorship/Maintenance				\$ -	\$ -	\$ -
6900	Web Fees/ Maintenance				\$ 3,157.00	\$ 3,227.97	\$ 3,300.00
7508	Property Taxes - HOA Tracts				\$ 95.00	\$ 73.97	\$ 95.00
<b>Administrative Total</b>					<b>\$ 8,034.00</b>	<b>\$ 7,385.24</b>	<b>\$ 7,810.00</b>
<b>Total Expenses:</b>					<b>\$ 243,274.55</b>	<b>\$ 225,160.95</b>	<b>\$ 256,827.82</b>
<b>NET CASH FLOW:</b>					<b>\$ 10,274.45</b>	<b>\$ 80,411.08</b>	<b>\$ 11,198.18</b>





## Board of Directors Resolution Action Taken by Unanimous Consent

(Exhibit A continued)

### 2024 Budget - Trutina Residential

INCOME:		Cost/Month	Frequency	# of homes	2023 Budget	2023 Actuals through Sept and remaining budget.	2024 Budget
5010	Dues: Residential	\$ 191.00	12	225	\$ 343,840.00	\$ 356,566.91	\$ 489,151.00
5012	Dues: Builder	\$ 191.00	6	22	\$ 21,120.00	\$ 29,640.00	\$ 25,212.00
5013	Special Assessments- Fencing					\$ 2.00	
Total Homeowner Assessment:					\$ 364,960.00	\$ 386,208.91	\$ 514,363.00

### # of homes Projected Closings

5045	Initiation Fees				\$ -	\$ -	\$ -
5050	Interest Income				\$ -	\$ -	\$ -
5005	Developer Contribution				\$ -	\$ -	\$ -
Total Income:					\$ 364,960.00	\$ 386,208.91	\$ 514,363.00

EXPENSES:		Cost	Frequency	SqFt	2023 Budget	2023 Actuals through Sept and remaining budget.	2024 Budget
<b>Snow Removal Expenses</b>							
6615	Streets/Sidewalks/Driveways				\$ 78,161.25	\$ 61,415.29	\$ 93,801.15
Snow Removal Total					\$ 78,161.25	\$ 61,415.29	\$ 93,801.15
<b>Landscaping Expenses</b>							
6810	Mowing - Entire Site				\$ 170,444.49	\$ 191,379.12	\$ 243,765.73
6820	Fertilize - Entire Site				\$ 14,345.12	\$ 14,493.76	\$ 18,716.59
6830	Turf Spray - Entire Site & Curb lines				\$ 9,960.81	\$ 13,319.84	\$ 12,544.44
6843	Master Tree Program- Entire Site				\$ 9,704.48	\$ 8,566.16	\$ 9,600.00
6860	Sprinkler Turn On & Blow Out Commons/Homes				\$ 12,177.74	\$ 15,064.45	\$ 21,034.20
6880	Landscape Labor Common Area Irrigation				\$ 1,550.00	\$ 787.94	\$ 1,550.00
6890	Planter Beds Weed Control & Spring/Fall Cleanup				\$ 20,649.60	\$ 35,988.91	\$ 58,339.52
Landscaping Total					\$ 238,832.24	\$ 279,600.18	\$ 365,550.48
<b>Common Area Utilities</b>							
6415	Street Lights/Irrigation Meter Electricity				\$ 5,440.00	\$ 6,495.45	\$ 7,260.00
6420	Water				\$ 2,735.00	\$ 2,471.55	\$ 3,415.00
Common Area Utilities Total					\$ 8,175.00	\$ 8,967.00	\$ 10,675.00
<b>Common Area Repair &amp; Maintenance</b>							
6440	Private Streets/Parking Lots				\$ -	\$ -	\$ -
6630	Site Amenity Repairs				\$ -	\$ 24.98	\$ -
Common Area Repair & Maintenance Total					\$ -	\$ 24.98	\$ -
<b>Administrative Expenses</b>							
6620	Reserve Account Fund				\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6626	Postage				\$ 1,180.00	\$ 1,287.57	\$ 1,180.00
7505	Management Fee	\$ 13.00			\$ 25,308.00	\$ 26,004.00	\$ 32,721.00
Administrative Total					\$ 36,488.00	\$ 37,291.57	\$ 43,901.00

Total Expenses: \$ 361,656.49 \$ 387,299.02 \$ 513,927.63  
NET CASH FLOW: \$ 3,303.51 \$ (1,090.11) \$ 435.37



## **Board of Directors Resolution Action Taken by Unanimous Consent**

### **Exhibit B: Adoption of Flagpole Rules and Regulations;**

#### **Trutina HOA Flagpole Rules and Regulations**

1. No flagpoles are allowed in the front yard of a home.
2. Placement of a flagpole within 30ft of a neighboring property line will require the respective neighbor's approval.
3. U.S. flags, official U.S. state flags or official flags of any military branch of the United States armed forces will be permitted to be flown from the flagpole.
4. Permitted flags must be displayed in a respectful manner according to the current relevant federal, state or military code. Only permitted flags listed above are allowed to be flown.
5. All flag poles must be approved the Architecture Review Committee including any free standing flagpole and additional illumination associated with the display of permitted flags.
6. Only one flagpole is allowed per property. Flagpoles must be constructed of permanent, long-lasting materials with an appropriate finish that is harmonious with the dwelling.
7. Flagpoles must not generate unreasonable noise levels which would disturb the quiet enjoyment of other residents. Each flagpole owner should take steps to reduce noise levels by using vinyl or plastic snap hooks, installing snap hook covers, securing a loose halyard (rope) around the flagpole with a flagpole clasp or taking the flag down when other measures are not effective.
8. Permitted Flags shall be no larger than three feet (3') by five feet (5') in size.
9. Free-standing flagpoles may not be taller than twenty feet (20') in height including any ornamental caps. Only one Permitted Flag may be displayed on a free-standing flagpole. Free-standing flagpoles must be permanently installed in the ground according to manufacturer's instructions. If the footing and/or stand for a free-standing flagpole extend above the surface of the ground, installation of landscaping to screen the stand and/or footing is required.
10. Free-standing flagpoles may not be installed in any location described below:
  - a. In any location other than the Owner's property.
  - b. In any location owned in common by members of the HOA.
  - c. Beyond any setback lines.
  - d. Closer to a dwelling on an adjacent lot than the height of the flagpole (for example, a 20' flagpole cannot be installed closer than 20' from the adjacent house).
11. Lighting may be installed to illuminate permitted Flags if they will be displayed at night. Flag lighting must:
  - a. Utilize a fixture that screens the bulb and directs light in the intended direction with minimal spillover.
  - b. Provide illumination not to exceed the equivalent of a 60-watt incandescent bulb.
12. Any infractions of the installation of a free-standing flagpole, illumination of the Permitted Flag, displaying flags other than the Permitted Flags or installation of any freestanding flagpole without the ARC permission may result in the owner taking down the flagpole at their own expense.



## Board of Directors Resolution Action Taken by Unanimous Consent

### Exhibit C: Adoption of Change of Service Process;

#### Trutina HOA – Change of Service Process

The Board realizes that as projects age the members of the different Special Service Communities may desire to adjust their services. For this reason, the Board has developed the following process to allow this change of services to be brought forth by the members. The process will be member driven with oversight by the Board of Directors.

*Step 1:* Any member or group of members (“Presenter”), within the community, can initiate this process with the redrafting of the “Scope of Services”.

*Step 2:* The Presenter of the action is then responsible for collecting signatures of not less than 67% of the affected members. The collection of signatures will require an address, legal name, valid phone number and valid email address.

*Step 3:* Upon the completion of Step 1 and Step 2, the Presenter will submit the packet of information to the Board, along with an application fee. The application fee is used for expenses related to the confirmation of the submitted information and signatures. Upon completion of this step the Board will issue a formal determination of a “complete” or “incomplete” application. In the circumstances of an incomplete application the Board will either request additional information or deny the application (either action would be done in writing by the Board to the Presenter).

*Step 4:* If the application is deemed complete, a notification will be sent out to the affected members. If additional costs are incurred, above the application fee, the member or group of members will be responsible for these costs. This notification will include:

- a. The updated draft of the “Scope of Services”
- b. A dated deadline for members to submit a letter in favor of or in opposition to this action.
- c. A date for the official member vote on this action and instructions on how to vote.

*Step 5:* Upon the deadline for members to submit letters in favor or opposition, all letters will be made available on the HOA website and a link will be emailed out to all affected members.

*Step 6:* Upon the deadline for voting, the action will only be approved if 67% or more of the voting members vote in favor of the action. A vote not submitted would count as a vote in denial of the application. There will be no appeal allowed of this final vote. Any continued effort by the Presenter will need to go back through the process outlined above.

*Step 7:* Upon a vote of approval, the updated “Scope of Services” will go into effect as of the next budget cycle or expiration of contracted services, whichever is most restrictive.