

Whispering Heights/Collingwood Community Association  
Board Meeting Minutes  
March 14, 2005

Attendees: Laura Warren, Ingrid Durenberger, Richard Reeves, Wally Larson, Will Hargreaves, Stephanie Hauge, Mike and Cathy Halliday

7:00 Meeting Called to Order

- Final Approval of WHCCA Bylaws
    - Reviewed proposed edits submitted by Will Hargreaves - approved
    - Final - Approved
    - Wally will update with approved edits, submit to Will for posting on the web site.
  - Mail Box Upgrade Subsidies Update
    - NEP – rotates yearly
    - Matching Funds – Yearly
      - Wally submitted application at the end of February.
      - Approval letters distributed sometime after May 15.
        - Per Wally, preliminary indications support an approval
  - Treasurer Report
    - Working on a new reporting spreadsheet – proposed format will be presented at next board meeting
    - Annual WA State Registration arrive later in the Spring, but Judy Brewer (previous treasurer) will forward it to Will Hargreaves when it arrives and our new permanent address will be registered.
    - Post box as permanent address for WHCCA
      - WHCCA
      - PMB 342
      - 4957 Lakemont Blvd SE
      - Bellevue, WA 98006
        - Will purchased box from UPS Store at Lakemont
        - Cost: \$10 per month
  - Interest bearing account for WHCCA funds
    - About \$12k in the account
    - Will transferred \$10k into a 9 month CD at 2.25%
      - After 6 days (~Friday, 3/18) we can start drawing it below \$10k and still earn the interest with no penalty
  - Water Bills
    - Waiting on new PO box to go in effect
  - Watering
    - Drought: Board will recommend to cease watering common areas if voluntary restrictions are proposed by the City
  - Website Hosting
    - Domain: trying to get “WHCCA.org”
    - Will working to get non-local host site
- Communications

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- City to make decision on type of communication system recommended for organizations like WHCCA
- WHCCA “Walkie Talkie” system test scheduled on April 23
- Board Member Contact Info
  - Wally will update list
- Future Board Meeting Dates/Locations
  - April 11: Warren
  - May 9: Hauge
  - June 13: Larson
  - July 11: Durenberger
  - August 8: Reeves
  - September 12: Halliday
  - October 10: Warren
  - November: Annual Meeting
  - December: Smith ?
- Newsletter Deadlines
  - April 15
  - June 17
  - August 12
  - October 14
    - Kim will send out draft for board member approval 48 hours after deadline
    - Board members have requested more time to review and approve draft
      - Wally will submit request to Kim proposing a 5-day review period
- 2005 Events
  - 5 - “Sandwich” boards have been refurbished
    - Wally will store the boards
      - Event chairmen can request and pick up boards from Wally
  - WWW.WHCCA.COM banner is complete for boards
  - Kim has completed 22”x17”event titles for boards
    - Kim will store event titles
      - Wally will obtain applicable titles from Kim for each event
  - Easter Egg Hunt
    - Chairman - Ingrid
    - Saturday, March 26<sup>th</sup> at 11am
    - Need additional support hiding eggs Saturday morning
      - Ingrid will send out email next week reminding Board Members that additional support is needed
    - Ingrid will set up “sandwich” boards for Easter egg hunt on Monday or Tuesday next week.
    - Event table will be set up and staffed during egg hunt
      - Neighborhood Q&A, paying dues, etc...

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- Wally will bring table and “sandwich” board
- Name tags will be supplied for Board Members and neighbors
  - Ingrid will purchase name tags and Sharpies
- Mega-phone
  - Use Mega-phone for announcements during events
    - Stephanie will check with Michelle for mega-phone
- Spring Clean-Up
  - Scheduled April 23<sup>rd</sup> (Bellevue Arbor Day)
- Mail Box Upgrade Project
  - Optional locked boxes?
  - Resident expense?
  - Cathy and Mike will review options (submitted by Wally) and provide suggested vendor(s) and guidelines, for uniformity, to board for review.
- Community Volunteers
  - Ongoing
- Call for articles for Whispers
  - Update and list Block Captains – Wally
  - Dues reminder
  - Event Calendar
  - Upcoming event article
  - BOD Pictures/Bio

8:45 Meeting adjourned