

CEDARGROVE MAINTENANCE COMPANY  
P.O. BOX 721, CONCRETE WA 98237-0721  
[www.Cedargrove2020@outlook.com](mailto:www.Cedargrove2020@outlook.com)  
**ANNUAL MEMBERSHIP MEETING MINUTES**

**Saturday, May 16 2026 at 10:00 a.m.** in the Concrete Community Center,  
45821 Railroad Avenue, Concrete WA 98237

Meeting Called to Order at 10:18 a.m. by President Brad Monrad.

**President** Brad Monrad welcomed everyone and introduced the Board of Directors: Kathy Monrad/ Treasurer, Dennis Conte/ Secretary, members: Justin Brundage, Chas Edwards. Alice Willis and Terry Hobbs absent.

**Secretary** Dennis Conte informed Brad that we presently have 41 members at the meeting. We need 34 owners/votes or proxies to pass a vote. The meeting has been validated for official business.

Dennie Conte read the minutes of the Annual Membership Meeting on May 10, 2025. The minutes for 2025 were motioned to accept and passed.

**Treasurer**, Kathy Monrad read the annual treasurers report of 2025:

OPENING BALANCE:	\$9,721.07
INCOME	
Dues Received:	\$15,205.00
Transfer Fees:	\$1,400.00
Paid Liens:	\$3,455.60
TOTAL INCOME:	\$20,060.60
TOTAL INCOME PLUS OPENING BALANCE:	<u>\$29,781.67</u>
EXPENSES:	
PSE:	\$8,431.65
POSTAGE:	\$649.49
OFFICE SUPPLIES:	\$407.83
ADMINISTRATION:	\$3,765.07
TRAVEL:	\$511.00
TOTAL:	\$13,765.04

INSURANCE:

PARK:	\$4,075.00	
BOND:	\$170.10	
TOTAL:		\$4,245.10

LEGAL ADMINISTRATION:

TAX PREPARATION:	\$250.00	
FILING FEES FOR LIENS	\$1,517.50	
COPORARTE FEES, WASHINGTON STATE	\$20.00	
TOTAL:		1,787.50

PARK MAINTENANCE: \$309.81

TOTAL EXPENSES: \$20,107.45

CLOSING BALANCE, DEC. 31,2025: \$9,674.22

The Annual Report was motioned to accept and passed.

Brad Monrad welcomed and introduced representatives from Skagit County. Allen Rozema, Assistant Director, and Greg Adams, Code Compliance Officer made a presentation regarding the Skagit County Planning and Development Department. Danny Hagen, Skagit County Assessor explained the responsibilities and policies for the Tax Assessor's Department.

**Park Maintenance Report:** Brad explained the ongoing maintenance in the park, needed repairs for the basketball backboard, and announced that there will be a volunteer cleanup day this June or July. Seven people signed up for the volunteer project.

**Old Business:** Justin Brundage explained the billing policies for PSE. They will issue us a credit for overcharges that we received during the last 2 years. They are also replacing burned out lights and converting old lights to LED.

**New Business:** Justin talked about the new website that has been created for Cedargrove Maintenance Company. The website is at [cedargroveskagit.com](http://cedargroveskagit.com). There are many useful links at this site and a great potential for better communication between members of the HOA. There are currently 2 seats available on the HOA Board of Directors. If anyone is interested in participating please send a response to the Cedargrove Maintenance Company address or send an email to [Cedargrove2020@oulook.com](mailto:Cedargrove2020@oulook.com).

Justin Brundage presented new AMENDMENTS for the by-laws and CCR for Cedargrove Maintenance Company

## **Amendment 1 — Excessive Dog Barking**

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**Amends:** *CCR Article II, Section 1(b) — Dogs (addition of sub-clause)* **Proposed New Language — CCR Article II, Section 1(b), add:**

Excessive Barking: Any dog or dogs that bark, howl, or whine in a continuous, repeated, or persistent manner so as to disturb the peace, quiet, or comfort of neighboring property owners or residents shall constitute a nuisance. Excessive barking is defined as audible barking that continues for more than fifteen (15) consecutive minutes, or more than thirty (30) minutes in any one-hour period, between the hours of 8:00 a.m. and 9:00 p.m., or any audible barking lasting more than five (5) consecutive minutes between the hours of 9:00 p.m. and 8:00 a.m.

It is the duty of the property owner to take reasonable steps to prevent or correct excessive barking. Complaints shall be submitted in writing to the Board. Upon receipt of a complaint, the Board shall issue a written notice to the property owner. Failure to remedy the nuisance within fifteen (15) days of written notice shall subject the member to fines as set forth in the current fine schedule.

Motion to Accept and Vote on Amendment 1: 28 YES and 11 NO

Amendment Passed

## **Amendment 2 — Short-Term Rental Contact Requirements Amends: CCR Article II — new Section 3 (Short-Term Rentals)**

Proposed New Language — CCR Article II, add Section 3:

Section 3. Short-Term Rentals. For purposes of this section, a "Short-Term Rental" is defined as any property rented or offered for rent to transient guests for a period of thirty (30) consecutive days or fewer, including but not limited to listings on platforms such as Airbnb, VRBO, or similar services.

Any member operating a Short-Term Rental within Cedargrove on the Skagit shall, prior to listing the property and annually thereafter, provide the following information in writing to the Board of Directors:

- Owner's full legal name, current mailing address, phone number, and email address;
- Name, phone number, and email address of a local emergency contact who can respond to the property within two (2) hours;
- Name, phone number, and email address of the property manager or management company, if applicable;
- The applicable Short-Term Rental license number issued by Skagit County or the State of Washington, if required by law.

The property owner remains fully responsible for ensuring that all guests and renters comply with the CCRs, By-laws, and rules of Cedargrove Maintenance Company. Failure to provide the required contact information within thirty (30) days of written notice from the Board shall subject the member to fines as set forth in the current fine schedule. The current deadline is July 31, 2026. Fines for rental property violations as described in Article VIII, Section 4 of the By-laws continue to apply.

Motion to Accept and Vote on Amendment 2: 35 YES and 11 NO

Amendment Passed

## **Amendment 3 — Official Website & Electronic Delivery of Minutes**

Amends: By-laws Article VII — new Section (Website) + Article V, Section 3 (notice method)

Proposed New Language — By-laws Article VII, add new Section:

Section \_\_\_\_ . Official Website. The corporation shall maintain an official website at [www.cedargrove-concrete.org](http://www.cedargrove-concrete.org) (or such other URL as the Board may designate by resolution). The website shall serve as an official communication channel of Cedargrove Maintenance Company and may be used for the following purposes:

- Posting the annual meeting minutes following approval by the Board;
- Publishing current CCRs, By-laws, and amendments;

- Posting notices, announcements, and fine schedules;
- Any other communication the Board deems appropriate.

Following each annual or special meeting, the Secretary shall post the approved minutes to the official website within thirty (30) days of approval. Posting to the website shall satisfy the requirement to make minutes available to members. Physical copies shall be provided upon request at no charge.

Motion to Accept and Vote on Amendment 3: 33 YES and 3 NO

Amendment Passed

#### **Amendment 4 — Member Email List**

Amends: By-laws Article VII — new Section (Electronic Communications)

Proposed New Language — By-laws Article VII, add new Section:

Section \_\_\_\_\_. Electronic Communications & Member Email List. The corporation shall maintain a member email list for the purpose of delivering non-emergency communications, including but not limited to meeting notices, newsletters, and annual minute availability notifications.

Participation in the email list shall be governed as follows:

- Current members: Paper mail shall remain the default method of communication. A current member who wishes to receive non-emergency communications by email instead of paper mail may opt in by submitting a written request (including email address) to the Secretary. Members who opt in will receive non-emergency items by email in lieu of paper mail.
- New members (joining after the effective date of this amendment): New members shall provide their email address to the Secretary within thirty (30) days of completing their property purchase. Email communications shall be the default for new members. A new member who does not wish to receive communications by email may opt out by submitting written notice to the Secretary, after which paper mail shall be used. The Board of Directors shall include notice of this email requirement in any welcome materials provided to new property owners, and shall work in good faith with the title company or seller's agent to ensure new owners are informed of this requirement at or near the time of closing.
- Emergency notices and official legal notices (including lien notices) shall continue to be delivered by U.S. mail to the member's address of record, regardless of email opt-in status.
- A member may withdraw from the email list at any time by submitting written notice to the Secretary, after which paper mail shall resume as the default.

The Board shall maintain the confidentiality of member email addresses and shall not share the list with third parties. The email list shall be used solely for official Cedargrove Maintenance Company communications.

Motion to Accept and Vote on Amendment 4: 31 YES and 0 NO

Amendment Passed

#### **Amendment 5 — Webmaster Position**

Amends: By-laws Article VII — new Section (Webmaster)

Proposed New Language — By-laws Article VII, add new Section:

Section \_\_\_\_\_. Webmaster. The Board of Directors may appoint a Webmaster to administer and maintain the official corporation website. The Webmaster may be a member of the corporation or, if no qualified member is available, a non-member retained by the Board. The Webmaster need not be a Director or officer of the corporation.

The duties of the Webmaster shall include:

- Maintaining the official website in a functional and up-to-date condition;
- Posting approved minutes, CCR/By-law updates, meeting notices, and other materials as directed by the Board;
- Managing domain registration, hosting accounts, and website access credentials on behalf of the corporation;
- Transferring all credentials and access to the Board upon the conclusion of their appointment.

The Webmaster shall serve at the pleasure of the Board and may be removed by majority vote of the Board at any time. As compensation for their service, the Webmaster shall receive a full waiver of their annual dues for each year in which they serve in the role. The Webmaster position does not constitute a corporate officer position under these By-laws.

Motion to Accept and Vote on Amendment 5: 38 YES and 0 NO

Amendment Passed

### **Amendment 6 — Board Authority When Annual Quorum Is Not Reached**

Amends: By-laws Article V, Section 3 (amendment/addition)

Proposed New Language — By-laws Article V, Section 3, add the following:

Notwithstanding the above, in the event that a quorum is not reached at a duly noticed Annual Meeting, the Board of Directors shall retain the authority, at that same meeting, to convene as a Board and vote independently on any business item on the published meeting agenda, including proposed amendments to the By-laws and CCRs. Such a vote shall be conducted solely among the Directors

present at the meeting; members in attendance may not vote under this provision. Any such Board action shall require approval by a majority of the seated Directors in order to pass.

The results of any vote taken under this provision shall be recorded in the minutes and shall carry full legal effect. This provision applies to Annual Meetings only; special meetings shall continue to require a quorum as set forth in these By-laws.

Notice of any agenda items subject to a vote must have been included in the meeting notice mailed or delivered to all members no fewer than ten (10) calendar days prior to the meeting date.

Motion to Vote on the Amendment 6 tabled for next year: 36 YES and 0 NO

Motion Passed

### **Amendment 7 — Removal of Director for Meeting Absences**

Amends: By-laws Article IV — Directors (new Section)

Proposed New Language — By-laws Article IV, add new Section:

Section \_\_\_\_\_. Removal of Director for Excessive Absences. Regular attendance at Board meetings is a material obligation of serving as a Director of Cedargrove Maintenance Company. A Director shall be subject to removal by vote of the remaining Board of Directors if either of the following conditions is met:

- The Director misses two (2) consecutive regularly scheduled Board meetings; or
- The Director misses three (3) or more regularly scheduled Board meetings within any four (4) month period.

Before any removal vote is held, the following procedure shall be observed. Upon determining that a Director has met one of the above absence thresholds, the Secretary shall send written notice to that Director by U.S. mail and, if an email address is on file, by email. The notice shall state: (1) the specific absences giving rise to the removal consideration; (2) the date, time, and location of the Board meeting at which the removal vote will be held, which shall be no sooner than ten (10) calendar days after

the date of mailing; and (3) that the Director has the right to appear at that meeting to address the Board before the vote is taken.

At the designated meeting, the Director shall be given a reasonable opportunity to speak before the vote is conducted. The removal vote shall then proceed among the remaining Directors present. Removal requires an affirmative vote of a majority of the remaining seated Directors. A Director removed under this section shall be deemed to have vacated their position as of the date of the vote, and the vacancy shall be filled in accordance with the vacancy provisions of these By-laws. Removal under this section does not preclude the removed Director from standing for election at the next Annual Meeting.

Motion to Accept and Vote on Amendment 7: 35 YES and 0 NO

Amendment Passed

### **Amendment 8 — Fine and Fee Appeal Process**

Amends: By-laws Article VI — Powers and Duties of Directors (new Section)

#### **Proposed New Language — By-laws Article VI, add new Section:**

Section \_\_\_\_ . Fine and Fee Appeal Process. Any member who has been assessed a fine, charge, or special fee by the Board of Directors shall have the right to appeal that assessment. The following procedure shall govern all appeals:

1. Notice of Appeal: The member must submit a written notice of appeal to the Secretary within thirty (30) calendar days of the date of the written notice of assessment. Appeals submitted after this deadline shall not be considered and the assessment shall stand.
2. Contents of Appeal: The written notice of appeal shall include the member's name, lot number(s), the assessment being appealed, the amount, and a clear statement of the grounds for the appeal.
3. Hearing: The Board shall schedule an appeal hearing at its next regularly scheduled Board meeting following receipt of the appeal, provided the appeal was received at least seven (7) days prior to that meeting. If not, the hearing shall be held at the subsequent Board meeting. The member shall be notified in writing of the hearing date no fewer than seven (7) days in advance.
4. Appearance: The member shall have the right to appear before the Board at the hearing to present their case. The member may bring supporting documentation. The Board may ask questions but the hearing shall not be conducted as a formal legal proceeding.
5. Decision: Following the hearing, the Board shall vote on whether to uphold, reduce, or rescind the assessment. A majority vote of the Directors present shall determine the outcome. The Board's decision shall be communicated to the member in writing within fourteen (14) days of the hearing and shall be final.
6. Effect on Payment: Filing an appeal does not suspend the obligation to pay the assessed amount. However, if the appeal results in a reduction or rescission of the assessment, any overpayment shall be credited to the member's account. Interest shall not accrue on a disputed assessment during the pendency of a timely-filed appeal.

#### **Note to Members**

These are proposed amendments and have not yet been adopted. Members with questions may contact the Board in writing at P.O. Box 721, Concrete, WA 98237, or by attending the meeting. You may vote by proxy if you are unable to attend in person. Proxy forms are available upon request or on the official website.

*This document does not constitute legal advice. Members are encouraged to consult an attorney with questions about their rights and obligations.*

Motion to Vote on the Amendment tabled for next year: 38 YES and 0 NO

Motion Passed

### **Amendment 9 — Process for Filling Vacant Board Positions Amends: By-laws Article VI**

Powers and Duties of Directors (new Section) Proposed New Language — By-laws Article VI, add new Section: Section \_\_\_\_ . Process for Filling Vacant Board Positions. This section governs the process for filling vacant Director positions on the Board of Cedargrove Maintenance Company, with the intent of ensuring that members who seek to serve do so with demonstrated commitment to the community. The following rules apply: 1) Equal or fewer volunteers

than vacancies: Where the number of members who volunteer to fill Board vacancies at the Annual Meeting does not exceed the number of open positions, each volunteer shall be required to attend the following June Board meetings, with written notice of intent to serve provided to the Secretary no fewer than seven (7) days prior to the August meeting. Volunteers who fulfill this attendance requirement shall be inducted as voting Board members at the August Board meeting. 2) More volunteers than vacancies: Where the number of members who volunteer to fill Board vacancies at the Annual Meeting exceeds the number of open positions, the current Board shall conduct interviews of all prospective candidates at the June Board meeting. The Board shall then vote at the August Board meeting to fill the vacancies from among the candidates. A majority vote of the seated Directors shall determine who is appointed. 3) Board solicitation of candidates: The Board may, at its discretion, solicit current members in good standing to volunteer for Board service. Members recruited in this manner shall become voting Board members at the following Annual Meeting.

Motion to Accept and Vote on Amendment 9: 34 YES and 0 NO

Amendment Passed

## **PART II**

### **Proposed Fine & Fee Schedule**

*Proposed — Effective upon Membership Adoption*

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Motion to table this Amendment for the meeting next year: 31 YES and 0 NO

Motion passed.

Motion was made to adjourn the meeting at 12:45. Motion passed.