



May 5, 2024

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

Dear Homeowner(s),

Enclosed please find a Ballot for your review and completion prior to the upcoming Annual Membership Meeting. The meeting will be hosted in-person, details are listed below.

**TIME & DATE:** 6:00 pm on Tuesday, May 28, 2024

**LOCATION:** The NoLL Welcome Center  
21802 E Indiana Ave. Liberty Lake, WA 99019

The Association must achieve a quorum of 25%, which is tallied by Ballot submission. Without a quorum, the meeting will proceed as scheduled but the voting deadline will be extended until quorum is achieved. Please refer to the enclosed Voting Instructions for additional information regarding ballot submission.

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

In partnership,  
Rockwood Property Management  
For **River District HOA**

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

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

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



## **2024 Annual Membership Meeting**

6:00 pm on May 28, 2024

In-person at The NoLL Welcome Center

### **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. Ballot Poll Closes at 6:30 pm
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. 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 3:00 pm on 5/28/24**. 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 [riverdistricthoa@rockwoodpm.com](mailto:riverdistricthoa@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 5/28/24**. To vote online, complete the Ballot form at the following web address:

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

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

Ballots can be submitted in person at the Annual Membership Meeting until the polls close, which is expected to occur at approximately 5:30 pm.

**Time/Date:** 6:00 pm on Tuesday, May 28, 2024

**Location:** The NoLL Welcome Center  
21802 E Indiana Ave. Liberty Lake, WA 99019

## 4. VOTE BY PROXY

To vote by proxy, the homeowner must complete the Homeowner Validation section of the attached Ballot and write their Proxyholder's name in the space provided. Your proxyholder must be present at the Annual Meeting to submit the Ballot.

# Candidate Statements

## 2024 Annual Membership Meeting



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

**STEVEN CLARK** My name is Steven Clark, and I'm thrilled to announce my candidacy for a position on the River District HOA Board of Directors. If elected, I sincerely look forward to the opportunity to work with other board members, home owners, volunteers, and the management team to try to help this community continue to flourish. I don't know many of you, because my wife Jennifer and I just recently moved in, having closed on our home on Thompson Ave just this past March. One of the main reasons I want to volunteer my time for this HOA position is because Jennifer and I – along with our two boys, five-year-old Alex and two-year-old Matthew – loved this community so much when we were searching for our next house, and I want to do my part to help maintain our new home. Our boys love going down to Orchard Park, riding their bikes and scooters along the sidewalks, and getting ice cream from Sweet Annie's. I feel like it's my responsibility to try to maintain this beautiful community long enough that they can walk to Selkirk or Ridgeline someday, enjoying the same kind of beautiful neighborhood that drew us to live here.

More importantly, I believe I have the skills and background to make me an asset to this community as a member of the River District HOA Board of Directors. I grew up in Spokane, attending West Valley High School. After attending Saint Joseph's University in Philadelphia, I graduated from the University of Washington School of Law in 2015, then I came back to my roots and have been practicing law here in Spokane ever since. As an attorney, I know about property law, the very precise requirements of what HOA's must provide and what they can accomplish, but maybe more importantly, what they cannot accomplish. As the owner of my own law firm in the Valley, I know about maintaining proper budgets, managing employees, dealing with interpersonal disputes, and working with customers and opposing attorneys, alike. If elected, I would do my best to listen to members and would strive to carry out the wishes of the greater community, to try to maintain this wonderful neighborhood we all call home, for years and years to come. I humbly ask for your vote!

**DAVID CLAY** Mr. David Clay is a current resident of 1768 N. Malad Ct., Liberty Lake, WA. David and his wife Annette of 45 years moved to Liberty Lake in June 2022 from Williamsburg, VA. Prior to moving to the area he served in the US Army Special Operations Command and dedicated 20 years to defend our freedoms as both an active duty Special Forces Green Beret and Army Ranger. After retiring from active duty in 2003 he returned to the Special Operations Command to serve another 18 ½ years as an Army Civilian and finally retired in Aug 2022. David and Annette decided to leave VA and move across the country to live near their Son, his wife and five grandkids (4 months thru 8yrs) who also lives here in the River District. Recently David volunteered and completed the two month Liberty Lake City Academy course where he engaged with City Leaders to learn all he could about the city he now calls home. David has a great understanding of the HOA CC&Rs and recently used that knowledge to challenge the selection and placement of new street trees on Malad Ct. His engagement resulted in a positive resolution for the residents of Malad Ct. David holds several Master's degrees in Strategic Studies, Business Management and

# Candidate Statements

## 2024 Annual Membership Meeting



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

**DAVID CLAY** (*continued from prior page*) Organizational Development that will assist in handling board proceedings and dealing with conflict management and achieving the best resolution for all. Back in Virginia David was also very involved in his community and held a board position on their HOA where he utilized his educational background and 41 years of government leadership to make a significant impact. He believes that if you want a better place to live you must roll up your sleeves and get involved in order to make a difference. David looks forward to meeting more of his neighbors and giving his time to the place he and Annette now calls home. David's hobbies include: spending time with grandkids, an avid cyclist, outdoor enthusiast, a certified NRA Weapons Instructor, and he enjoys spending most of his free time in his personal woodworking shop making furniture and craftwork.

**TAYLOR DEMARS** Having been raised in Liberty Lake and lived in the Valley for 18 years, I'd like to express my interest in serving on the HOA board. I'm a dad of 2 young kids, and am deeply invested in the long-term vitality of River District and positioning it as a premier suburb of the area. By day I'm a financial advisor. I enjoy working with people and numbers to create a plan and see it through. My education includes an MBA from Purdue and an undergrad from BYU. When attending CVHS I was a board member with the Spokane Valley Partners. Previously I served as the financial secretary in Brazil for a church mission, managing a \$1M annual budget. Like you, I'm keen on prioritizing the wise spending of our HOA dues, as well as leveraging the board's ability to maintain a vibrant community atmosphere. I want to be accessible and serve as a liaison for my neighbors for areas of feedback and improvement.

**PATRICIA "Pat" DOUGLAS** The River District is a wonderful place to live! If elected, I would maintain an open door policy and would act to benefit the community. Thank you for your vote.

**TIM OLSEN** (*incumbent*) Tim and his wife Erin are longtime residents of the River District, and they find immense joy in their community. You can often spot them walking with their two beloved rescue dogs, Chase and Ashby, along the neighborhood streets. Tim's dedication to the River District runs deep. Having served on the Board of Directors for two years, he is now seeking re-election for a second term. Despite a successful 30-year career in finance, Tim made a career shift in 2017, delving into residential real estate. Over the past six years, he's facilitated over 200 transactions, totaling a remarkable \$82 million.

His commitment extends beyond real estate. Tim prioritizes preserving the neighborhood's charm and value, evident in his diligent work on the Board of Directors. As the current President of Liberty Lake Kiwanis, he's deeply involved in community projects and events.

# Candidate Statements

## 2024 Annual Membership Meeting

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

**TIM OLSEN** *(incumbent)* *(continued from prior page)* In their downtime, Tim and Erin share a passion for travel, while Tim indulges in his love for fly fishing in the local rivers and lakes. Approachable and attentive, Tim ensures community concerns reach the HOA board, underscoring his dedication to maintaining the neighborhood's standards and fostering growth.

**BETTE ZERBA** Bette Zerba is a Spokane native who moved to the River District in Liberty Lake in 2012. She has been a Realtor for 20 years, licensed in both Washington and Idaho and employed as a Managing Broker, having supervised hundreds of agents for brokerages in Spokane and Coeur d'Alene. Bette and area neighbors worked hard last year to successfully defeat a proposed Liberty Lake zoning change for River District parks and the Farm from Residential to Open Space. By defeating this zoning change, we protected the intended leisure activities allowed in our beautiful parks and denied the placement of steel cargo containers in the parks and the Farm. "This is YOUR community, and you should have a voice in what the impacts of the HOA Board and Developer's decisions are and what you will be paying for in the future. Our HOA fees have skyrocketed. I will listen to you and be your voice on the HOA Board," Bette said.

# BALLOT

2024 Annual Membership Meeting



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 ballot 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(s) below.*

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

Please select up to TWO (2) candidates for election to the Board of Directors; mark the box next to your candidate(s) to indicate your vote.

STEVEN CLARK                       DAVID CLAY                       TAYLOR DEMARS

PATRICIA DOUGLAS                       TIM OLSEN *(incumbent)*                       BETTE ZERBA

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 River District HOA*

\_\_\_\_\_  
*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.

c/o Rockwood Property Management • 1421 N Meadowwood Ln. Suite 200, Liberty Lake WA 99019