

Date of meeting: 9-16-10

Location: C. Gilbert home, Lot 20

Convened at:6:35 PM

Members present: Chris Lyon (CL) Rick Long (RL), Dan McGilvray (DM) Carol Gilbert (CG)

Absent:0

Non Members present: Stephanie Thomas (ST) from Brink Property Management.

### **Consent agenda**

Motion to approve by:CG

Second:DM

### **Approval of July 15<sup>th</sup> Meeting Minutes**

Minutes approved with change to section 5c (parking and home business)

Motion to approve by: CG

Second: DM

### **Finance review/report**

Balance Sheet for August 31, 2010

The balance sheet shows the Association's financial position on the 31th of August this year. The checking account cash balance is \$28,672.07 plus \$10,200.06 in reserves plus \$10,742.09 in receivables for a total of \$49,614.22.

DM: Financials provided by Brink look fine. Would like to have a format that shows a comparison between our projected (budgeted) spending and our actual spending on a month to month update. DM to get a format from CL and give specifics to ST for future meetings and review.

Motion to approve by: CG

Second:DM

### **Management Report:**

ST has reviewed a variety of homeowner complaints that have come in this summer (July-Aug-Sept).

Lot #32 and #61 complained of parking in vicinity of 20014 32nd Dr SE.-Sheriff contacted. See Ongoing Business Part D  
Lot #32 - Abandoned car by PUD pond-gone, no action needed  
Lot #64 - Slats missing from PUD pond fence-Action: fixed by RL  
Lot #32 - Lot #28 Badminton net- currently taken down when not in use, RL spoke with homeowner  
Lot #64 & 32 - Lot 61 Boat parking: out on street for 1-2 days, then stored in garage. No violation.  
Lot #80 - complained of 35 homes on 200th PL and two homes on 200th Ste SE - Landscaping "issues"-drivethrough by board members and property manager. No violations noted.  
Lot 22 (the email didn't identify themselves) about 20014 34th Ave SE's garbage/recycle bins-Friendly Reminder given, cans in after that on time.

All complaints were reviewed by the board, and if necessary, complaints were responded to in person, and no formal violation notices were issued this month.

In response to multiple landscaping complaints, ST drove through the neighborhood tonight, as did CL and both noted that the neighborhood as a whole looks good. ST noted that the complaints of brown patches in particular would likely be resolved the weather change, and that action may be moot regarding that issue.

ST provided the questionnaires that were returned by homeowners for inclusion in an email newsletter and RL will compile email list, and a list of volunteers.

**ACC report:** Three house painting and one landscaping approval requested. All reviewed and approved.

### **Ongoing Business:**

**A. Fence repairs:** Fence has been repaired, and RL will follow up to purchase paint to complete job, and organize work party.

**B. Retention Pond** project completed by Snoho Couty. No further follow up for the next several years.

**C.Issue of homes not paying dues.** Several homes are 2-3 three years past due. One noted to be in foreclosure. All lots with balance owed will be sent a reminder letter and given the opportunity to pay, using payment schedule to be worked out with Property Manager if needed. Three lots owe over \$1000.00 and will be sent a letter to ask for owner cooperation in paying off the dues, allowing for payment schedule if needed. These three lots that are delinquent and carry balances of over \$1000.00 may be taken to small claims court if arrangement cannot be made to schedule payments./pay in full.

DM asked ST to research the status of Lots 23, 25, 73 and 85 as it is unclear to the current board under what circumstances these lots came to carry a balance due.

CL suggests the board consider a monthly statement system and DM suggested a quarterly statement for those lots carrying over due balances.

**D. Parking Complaints:** Lot 33 alerted ST to ongoing problem with cars parked on upper 200th pl and 33<sup>rd</sup> Dr. SE (Is this correct, not sure of address?). RL called Snoho County Sheriff's office who advised that homeowners who notice cars parked in no

parking areas can call 911 and state they have a non-emergency, and the call will be routed to the proper department within the sheriff's department for action. Sheriff office also stated that the board has no authority to tow or fine. Abandoned cars (more than 7 days on street) should also be called into the Sheriff's office.

**E. Newsletter/Questionnaires:** No one volunteered to be considered for the vacant board position according to the questionnaires that have been returned. Email list from the general Meeting as well as those from questionnaires will be compiled by RL for future newsletter/contact. RL will check into use of campaign monitor for future distribution of neighborhood newsletters, as well as publishing a fall newsletter in paper form.

**F. CC&R Amendment:**Not enough votes to pass CC&R amendment. RL to draft a letter to give to homeowners who haven't voted a "laymans terms" explanation of the amendment. Letters and ballots to be delivered by volunteers to each home that has not voted.

**G. PO BOX:** ST has emailed Ron regarding PO Box. DM to recheck the box that was received from Ron and Frank to see if key is there.

## **New Business**

**A. Fall Newsletter Distribution and Community Email List:** Email list from the general Meeting as well as those from questionnaires will be compiled by RL for future newsletter/contact. RL will check into use of campaign monitor for future distribution of neighborhood newsletters, as well as publishing a Fall newsletter in paper form.

**B. Bylaws:** When able to access domain (website) to upload July Minutes, CL will upload amended Bylaws. Continue to have no response from Ron Duncan after many attempts to have him change over domain name ownership from himself to the HOA. Considering purchasing new domain name to allow homeowners the ability to contact the board (currently board does not receive emails as we do not have necessary passwords.) Ron Duncan has not been forthcoming with this information despite attempts to contact, and has blocked board members email. CL will attempt to touch base with him as he lives near him.

**C. New Email Address for Board:** CL will create a new board email through Comcast.net to allow homeowners to contact the board, due to Ron not providing the board with the necessary passwords.

## **Action Items:**

1. DM to look for key to PO Box in boxes received from Ron.
2. ST to research records retention list and report back to DM.

3. CG, DM,,RL,,CL Board members who know someone who has neglected their dues, they agreed to remind those neighbors and follow up.
4. ST to send a reminder to homeowners that have a balance, and to research payment/fine status of lots 23,25,85,73
5. RL to purchase paint for fence and organize work party to complete fence repair.
6. CL to provide a format for financials to Dan for review, and DM will adjust and discuss changes with ST.
7. ST to provide a summary of lot complaints and actions taken.
8. ST to follow on parking complaint with protocol for homeowner to follow when they notice cars parked illegally.
9. RL to compile a directory from questionnaires and from May meeting and send it to HOA Board.
10. CL will attempt to contact Ron when he sees him out in the neighborhood and provide him with the form needed to change ownership of domain for website to the current board. ST will send any info from invoices that may be helpful to CL.
11. CL will create a new board email through Comcast.net to allow homeowners to contact the board.
12. ST will resend the CC&R amendment list so that board can provide another opportunity to vote for those homeowners who did not yet vote. RL will follow up with letter to explain amendment and with organizing volunteers to deliver the ballots.

**Motion to adjourn by: CL**

**Time adjourned: 8:05 PM**