

**Chestnut Trails HOA
Board of Directors Meeting
August 18th, 2011**

Members Present:

RL – Rick Long , President
CL – Chris Lyon, Vice President
CG – Carol Gilbert, Secretary
PB - Pratihba Bachal Assistant Secretary

Non-members Present

ST – Stephanie Thomas

Absent:

Cindy Monson, Treasurer

A quorum was present and the meeting called to order at 6:38 p.m.

0. Review Agenda The agenda was reviewed and approved by the board with addition of New Business items 3,4.

I. Consent Agenda

a. Approval of July 2011 BOD minutes

The board minutes were reviewed. RL motioned to approve the minutes CG seconded all agreed; the BOD approved the July 2011 minutes unanimously.

b. Action Item (AI) Review

1. RL will establish a draft of the process for contacting property manager and board. With goal of refining the process and posting on the website for homeowner informational purposes. In Progress.
2. Friendly reminder to be given to lot 43 regarding play structure. PB to write up and deliver. AI COMPLETED. Lot owner has moved play structure off driveway.
3. CL will continue to attempt to contact Ron regarding turning over website ownership, and will contact godaddy.com to see if there is a way to petition to have ownership of URL changed. Update: Ron has moved address to

Brink, will get renewal and ST can then pay and ownership will change to Chestnuttrails HOA. Ron is slowly turning materials over. AI Completed.

4. Possible trustee sale. ST reports no new information, but will continue to check records to find out if sale has occurred. Update: Trustee sale has happened. ST in process of attempting to get as much of dues as possible that are past due.
5. ST will reapply late fees for lot 57 and calculate total that is delinquent so BOD can update lien once that info is received. ST-late fees remain on the lot's balance. AI completed. Lien remains in place on Lot.
6. ST to check lien status on 2 lots (#46 and #44) and report to the board for consideration of updating or initiating lien if necessary. Wait for update from ST. Update: Trustee sale will extinguish lien on #44. Lot 46 should be released. Other liens should also be released. AI Completed.
7. ST to clarify if third bid obtained for tree work and scope of work for each bid, and make sure bids are for removal of all 10-12 trees leaving wood and brush in green belt. ST reports that she obtained two bids. One considerably lower, for same 10-12 trees. AI Completed. See Management report section A for more info.

II . Budget & Finance Report

Review of Financial Position

The following statements have been internally prepared and reflect accrual accounting.

Balance Sheet for July 31, 2011

The balance sheet shows the Association's financial position on the 31st of July this year. The checking

account cash balance is \$15,794.87 plus \$10,251.94 in reserves plus \$2,187.27 in receivables for a total of \$28,234.08.

RL made a motion to accept the financial report and CG seconded; passed unanimously.

III. Management Report

A Clarification provided by ST regarding two tree bids. Motion to approve using Seattle Tree Preservation for tree removal made by CL. RL seconded. Approved unanimously. ST to order the tree removal work per previous bid by Seattle Tree Preservation.

B Fine remains on lot 34 from over a year ago. Homeowner has paid current HOA dues. Discussed current condition of lot. Motion made by CL to remove based on seeing the lot owner has made effort to improve their landscaping, and send letter explaining why fine removed. CG second. Motion approved. ST to remove fine, and notify lot owner of the removal of fine and the reason for removing it.

C Complaints received from Lots 32 and 64. To be discussed in New Business.

D. Current dues and payments: As of 8-16-2011, many lots have not paid, however it is likely that many payments are in the mail.

IV ACC Report:

- a. Lot # 77 made an ACC request for exterior painting of his home. As an ACC member, this homeowner recused himself from involvement in the decision. The remaining ACC member and Board ACC liaison voted to approve colors submitted for trim, body and door. ACC members reviewed and work appears to be completed as submitted.
- b. Patio cover approved for Lot 48. Board members will drive by to check if completed.
- c. Lot 20 requested approval of exterior painting and the ACC board approved body, trim and door as submitted.

V. Complaints

a. Lot 32 and 64 complained that recent work approved by ACC for Lot 77. Discussion regarding appropriateness of colors as relates to CC&R 7.17. All Board members present at this meeting agree that the colors are acceptably within this standard (CC&R 7.17). Prior to this meeting, all split level entries in the community were examined by board members, and several examples comparable to this lot's color contrast are already present in our community.

VI. Ongoing Business

a. NGPA tree removal-see management report. Trees to be removed. ST to request work begin with tree Preservation as soon as possible.

VII. New Business

a. Communications with the developer on East Side of Community. Need to begin a dialogue with developer and address issue of the fence being replaced in line with the ground below it. RL and CL to make personal contact with developer and discuss concern. Official letter to follow if necessary.

b. **Review of Board functions-roles and responsibilities of Board members.** CL provided information about roles and responsibilities of members. POINTS: Board members have decision making power during meetings. When not in an official board or annual meeting we are not empowered to address issues brought up by neighbors as an individual board member. As an individual board member we cannot take action on behalf of the board. Outside of this, we can bring information to property manager and/or bring information to meetings, and then act as a board to resolve it. In addition, non-board members cannot speak on behalf of the board unless the board authorizes it such as is the case with Stephanie and Brink Property Management.

c. Lot 1 concern regarding trees in common area near her lot. Homeowner expressed concern to HOA president that common area has large trees that line her back yard are not being trimmed by the HOA landscape contractor, Premier. Apparently Premier is trimming one side, but not the whole tree, and the lot owner lacks the tools to trim them safely on her side. Asks if HOA landscaper should be trimming them, or if it is her responsibility. Discussion. RL to ask for access to trees on a regular basis so that landscaper can safely trim. Motion to approve fee if any to trim the back side of the trees, and add to budget for an ongoing basis if Premier asks for addition pay for this service. ST will contact Premier to instruct them to begin including this area in current landscaping service.

VIII. Action Item Update. CURRENT/ONGOING ACTION ITEMS

1. CG to full out paperwork/online forms to release liens on lots # 46 , #33, # 42, #43, as they have a zero balance at this time. (NEW AI)
2. ST to order the tree removal work per previous bid by Seattle Tree Preservation. (NEW AI)
3. RL will establish a draft of the process for contacting property manager and board. With goal of refining the process and posting on the website for homeowner informational purposes. (In Progress).
4. ST in process of attempting to get as much of dues from bank as possible that are past due on lot that has had recent trustee sale. (In progress).
5. ST to remove fine, and notify lot owner by letter telling them that the fine has been removed and the reason why.
6. RL and CL to make personal contact with developer (at east side of community) and discuss concern regarding fence and notice for future work that involves using the easement. Official letter from property manager to follow if necessary.
7. Lot 1: RL to ask for access to trees on a regular basis so that landscaper can safely trim. ST will contact Premier to instruct them to begin including this area in current landscaping service.

Motion to adjourn: CL motioned to adjourn the meeting, the meeting was adjourned at 7:59 p.m.