

Chestnut Trails HOA
Board of Directors Meeting
September, 29, 2011

Members Present:

RL – Rick Long , President
CL – Chris Lyon, Vice President
CG – Carol Gilbert, Secretary
PB - Pratibha Bachal Assistant Secretary
CM - Cindy Monson, Treasurer

Non-members Present

Absent:

Stephanie Thomas, ill

A quorum was present and the meeting called to order at _____ p.m.

0. Review Agenda The agenda was reviewed and approved by the board.

I. Consent Agenda

a. Approval of 8/2011 BOD minutes

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

b. Action Item Review

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)-DONE
2. ST to order the tree removal work per previous bid by Seattle Tree Preservation. (NEW AI) -DONE
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). Con't 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). 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. -DONE
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. In Progress. CL or RL will contact before next BOD meeting.
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.-Permission received from Lot owner, ST in process of contacting Premier.

2.Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for August 31, 2011

The balance sheet shows the Association's financial position on the 31st of August this year. The checking account cash balance is \$39,741.74 plus \$10,265.94 in reserves plus \$7,959,76 in receivables for a total of \$57,967.44.

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

15 lots have late dues. ST to send a letter requesting payment.
3 lots have balance greater \$900.00 at this point. ST to provide update on payment plan status for these lots.

3. Management Report

NA-See action items update. Manager not at meeting due illness.

4. Complaints

- a. Lots 64 and 32 complained that lot numbers are reported in the minutes. No action taken. The board takes the position that complaints will be recorded in the minutes regularly, including lot numbers for clarity.
- b. voice mail-lot 80 putting dog poop on sidewalk. Board unable to verify this action by lot 80. Should evidence appear, board will act as needed at that time.
- c.

5 ACC Report:

- a. Lot 64, 48, 71 requested paint color change. Lot 71 requested approval to install pavers. All approved.

6. Ongoing Business

- a. tree removal completed

7. New Business

- a. Late dues plan-ST to send follow up letters for those who are late in paying dues.
- b. Fall newsletter-Lot 24 asked Carol Gilbert if newsletter could include a reminder to “scoop your poop” as they have noticed more poo near the playground and near community school bus stop. RL to put in newsletter.
- c. Task force to assess the need for management company. RL to put information in the Fall newsletter and ask for community volunteers for this task force. One board will act as liaison to this task force once established and the board will then provide guidance as needed.

8. Action Item Update. CURRENT/ONGOING ACTION ITEMS

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). Con't in progress.
2. 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). In progress.
3. 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. In Progress. CL or RL will contact before next BOD meeting.
4. 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.-Permission received from Lot owner, ST in process of contacting Premier. In progress.
5. RL will draft Fall newsletter and include recommendations as noted previously in these minutes.

9. Next meeting: October 20th, 2011. 6:30- 7:30 PM

Motion to adjourn: CG motioned to adjourn the meeting, the meeting was adjourned at 7:15 p.m.