

**Chestnut Trails HOA
Board of Directors Meeting
11-17-2011**

Members Present:

RL – Rick Long , President
CG – Carol Gilbert, Secretary
CM - Cindy Monson, Treasurer

Non-members Present

ST – Stephanie Thomas

Absent:

Chris Lyon- CL
Pratibha Bachal- PB

A quorum was present and the meeting called to order at 6:35 p.m.

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

1. Consent Agenda

a. Approval of October 2011 BOD minutes

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

b. Action Item Review

1. ST to clarify why the 0-30 column and 30-60 columns are not relieving the accounts receivable columns on her Aged Receivables Summary. Clarified- late fee is about \$100.00. DONE
2. ST to please send reminder letter to those who have not paid this years dues. Also, BOD requests more info at next BOD meeting regarding 2 lots that are greater than one year delinquent. Letters sent today (11-17-11) to remind that annuals dues are past due. DONE.
3. ST to pay tree removal bill. DONE.
4. 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. CM will take over this AI and produce a draft for BOD review. (In Progress).

5. 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. No change. In progress. Will continue to follow up with bank and/or owners to attempt to obtain dues. Will continue to research 2 lots (Lot 98 to be researched. Trustee sale should have happened in September. and Lot 44-sold contacting bank) IN progress.
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. Board is reviewing paperwork submitted by Mr. Sebranke for completion of fence work and other easement issues. In Progress. BOD has revised paperwork and signed the release for fence work, and contact has been made by ST. ST to follow up with lot 18 to confirm relationship has been established.
- 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. In progress. Appears to be having this work completed, CM will follow with Lot 1 owner to confirm. RL to follow up. In progress. Premier will follow up to trim common area trees near Lot 1 . CM reports that Lot 1 states they are satisfied with the trimming. DONE.
- 8 RL will draft Fall newsletter and include recommendations as noted previously in these minutes. Board recommends getting additional help for newsletter to expedite. CM and CG will look for volunteers to help with this task. CM found a volunteer to complete the draft newsletter. CM to follow up when completed, and submit to BOD for review.

2.Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for October 31, 2011. The balance sheet shows the Association's financial position on the 31st of October this year. The checking account cash balance is \$33,830.34 plus \$10,266.79 in reserves plus \$7782.13 in receivables for a total of \$51,879.26.

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

3. Management Report

A. Two homes with payment of dues arriving very shortly after the Sept 1 due date, have fines. Motion to waive fines for these two lots made by CG, CM seconded. Motion past.

B. Sending out 5-7 letters for reminders for dues payment.

Motion made by RL to send final notice letter in December to all owners that do not respond to the November mailing with a payment in full. Second by CG. Motion passed. Notice to owners who do not pay in the time frame allotted, will be considered for sending to collections.

C. Tree on Maltby road replacement at \$385.00. Motion made by CG to approve ordering this work. Seconded by RL. Motion passed.

D. Reserve study update: ST feels this new law (effective Jan 1, 2012) applies to our HOA because of our significant assets in our playground and sport court. Recommends having a study completed in the next fiscal year, and adding a line item to our budget for next year. Price of study is expected to be \$2,000-\$3,000. Discussion tabled until absent board members can be informed of the recommendation and give their input.

4. Complaints:

a. None this month

5. ACC Report:

a. In October, Lot 48 was approved for additional lighting on exterior, and lot 71 had some additional pavers installed in landscaping approved. ST was absent for October meeting, so this information is reported this month.

6. Ongoing Business-see action item review.

a. Park Ridge Fence issue and punch list-resolved.

b. Late Dues action plan-ST to send reminder letters.

c. Impact of new reserves study-see Management report above.

d. Fall/Winter newsletter-follow up by community volunteer to finalize draft. See action item above

7. New Business

a. Tree removed in green belt area by an owner. Discussion regarding follow up by property manager and the BOD. This act appears to violate NPGA Act. ST to research standard of replacement in Snohomish County, and review CC&R's for possible recourse to owner involved in the incidence. Fine may result.

b. Replacement box for flyers for the one missing at 32nd Ave mailboxes. Will plan to use these boxes for newsletter distribution, as well as requesting emails for those who prefer to receive by email. RL to pick up a suitable box at office supply store.

8. Next meeting January 2012.

9. Action Item Update. CURRENT/ONGOING ACTION ITEMS

1. ST will email board the Assessment Recovery contract (collections agency) for review.

2. CM 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. CM will take over producing draft of newsletter and produce a draft for BOD review.

3. 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. No change. In progress. Will continue to follow up with bank and/or owners to attempt to obtain dues. Will continue to research 2 lots (Lot 98 to be researched. Trustee sale should have happened in September. and Lot 44-sold contacting bank) IN progress.

4. ST to follow up with lot 18 to confirm relationship has been established with Park Ridge.

5. ST to research standard of replacement in Snohomish County, and review CC&R's for possible recourse to owner involved in the incidence. Fine may result.

6. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution.

7. ST to request tree removal and replacement be completed by Premier per the quote provided to BOD by Premier.

8. ST to send out final notice in December to any lot owners that still owe dues and have not responded to the November mailing.

Motion to adjourn: CG motioned to adjourn the meeting, the meeting was adjourned at 7:40 p.m.