

**Chestnut Trails HOA  
Board of Directors Meeting  
July 19<sup>th</sup> 2012**

**Members Present:**

RL – Rick Long , President

CG – Carol Gilbert, Secretary

PB - Pratibha Bachal Assistant Secretary

**Non-members Present**

ST – Stephanie Thomas

**Absent:**

Chris Lyon, Cindy Munson

A quorum was present and the meeting called to order at 6:40 p.m.

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

**1. Consent Agenda**

**a. Approval of June 2012 BOD minutes**

The board minutes were reviewed. RL motioned to approve the minutes with amendments. CG seconded all agreed; the BOD approved the June 2012 minutes unanimously.

**b. Action Item Review**

1. CG and CM will add link to website to describe property manager's role in our community and post Brink's contract for member reference. Ongoing.
2. ST will send copy of current master insurance policy to all BOD. Done.
3. CL will check into godaddy and advise ST and BOD with regard to renewal of web hosting service. Paid and completed.
4. ST to send a response letter to complainant regarding lot 82 Done
5. CM will ask Cascade for a bid to address replacing fence with and without paint. Further discussion in old business
6. CM to get a quote for no solicitor sign. Ongoing.
7. ST to report to BOD what the drainage issue is at tot lot on lower 200<sup>th</sup> PL, and to provide a quote by June 25<sup>th</sup> or ASAP for filling all the tot lots with a bark product. Issue is that this lot needs a French drain to relieve water

retention issue. ST ball park estimate that it will be 5,000 to fix. ST will get estimates for the work from three contractors.

CM made a motion to approve purchase of bark product not to exceed \$1500.00. If larger sum, an email vote will be called. RL seconded, passed unanimously. Done

8. RL will call county to ask about the responsibility of the county versus the HOA for leveling uneven sidewalk areas. Ongoing.

## **2. Budget and Finance Report**

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date June 30, 2012.

The balance sheet shows the Association's financial position on the 30<sup>th</sup> of June this year. The checking account cash balance is \$34,582.70 plus \$ 10,280.85 in reserves plus \$ 3,129.92 in receivables for a total of \$ 47,993.47.

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

## **3. Management Report**

A Review and discussion of delinquent dues. One lot owner asked for an extension to end of July for the current dues cycle. CG motion to waive pending fines, as long as payment in full is received by July 31, 2012. PB seconded. Passes unanimously

B One homeowner raised a question regarding the CCR's and temporary storage. Concern was brought to the PM that a storage unit is in place in front of one lot, and that it has been there for about a month. ST will contact the homeowner by letter to inform that they must move within 2 weeks.

C Concern regarding bushes blocking the view (safety concern) at the corner of 3212 200<sup>th</sup> PI SE. ST attempted to contact, but the phone number on file was not correct. ST to contact by email (as recently received from RL), so that BOD/PM can make contact to request bushes be trimmed improve view for drivers.

D Parking remains an issue. ST will continue to inform homeowners who call, and will direct them to the letter posted on website from the local fire department regarding which side is OK to park and which are not. RL to include portion of this letter in the next newsletter.

E Reserve study. ST to resend final reserve report to BOD and CG to post to website.

4. Complaints: See management report.

5. ACC Report:

a. One lot requested siding / paint approval-it is not approved . Lot #74.

**6. Ongoing Business**

a. Fence-deferred until next BOD meeting.

b. Dues delinquent for 3 lots. ST recommends consulting an attorney for collection action. Discussion by BOD. Motion made by CG to contact attorney for assistance in collecting the debt from the 3 delinquent owners. RL seconded, passes unanimously. RL will initiate contact, and attorney will contact ST as needed.

**7. New Business**

a. Next BOD meeting is scheduled for August 16<sup>th</sup>, 2012.

VII Action Item Update. CURRENT/ONGOING ACTION ITEMS

1. CG and CM will add link to website to describe property manager's role in our community and post Brink's contract for member reference.
2. CM to get a quote for no solicitor sign.
3. ST will get estimates for installation of a French drain at the lower 200<sup>th</sup> PI tot lot from three contractors.
4. RL will call county to ask about the responsibility of the county versus the HOA for leveling uneven sidewalk areas.
5. ST will contact the homeowner with temporary storage container by letter to inform that they must move it out within 2 weeks.
6. ST to contact lot owner with overgrown bush by email to request bushes be trimmed to improve view for drivers at corner.
7. RL to include portion of letter from fire department regarding the no parking signs in the next newsletter to help clarify the question of parking for the residents .
8. ST to resend final reserve report to BOD and CG to post to website.
9. RL will initiate contact with attorney regarding delinquent accounts and attorney will contact ST as needed for input or assistance.

**Motion to adjourn:** RL motioned to adjourn the meeting, the meeting was adjourned at 7:26 p.m.