

**Chestnut Trails HOA
Board of Directors Meeting
9-20-12**

Members Present:

RL – Rick Long , President

CG – Carol Gilbert, Secretary

CM - Cindy Monson, Treasurer

Non-members Present

ST – Stephanie Thomas

Absent:

CL

PB

A quorum was present and the meeting called to order at 6:00 p.m.

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

1. Consent Agenda

a. Approval of July 19th, 2012 BOD minutes

The board minutes were reviewed. CM motioned to approve the minutes; RL seconded; the BOD approved the July 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. Done.
2. CM to get a quote for no solicitor sign. Ongoing.
3. ST will get estimates for installation of a French drain at the lower 200th PI tot lot from three contractors. Ongoing. Plan is to recheck in coming months when rain saturates the area, and issue is more obvious for contractor to better assess the problem. Ongoing.
4. RL will call county to ask about the responsibility of the county versus the HOA for leveling uneven sidewalk areas. Ongoing.
5. ST will contact the homeowner with temporary storage container by letter to inform that they must move it out within 2 weeks. Letter sent. POD removed. Done.

6. ST to contact lot owner with overgrown bush by email to request bushes be trimmed to improve view for drivers at corner. Done. Owner trimmed bushes back.
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. Ongoing. Next newsletter to be issued in October.
8. ST to resend final reserve report to BOD and CG to post to website. Ongoing.
9. RL will initiate contact with attorney regarding delinquent accounts and attorney will contact ST as needed for input or assistance. Action:RL contacted HOA attorney. Fees are quite large for this process. All complete.

2. Budget and Finance Report

Review of Financial Position

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

Balance Sheet for August 31, 2012:

The balance sheet shows the Association's financial position on the 31st of August 2012. The checking account cash balance is \$44,788.96 plus \$10,281.28 in reserves plus \$9,234.48 in receivables for a total of \$64,304.72.

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

3. Management Report

A Three lots owe more than one year's assessment. BOD requests ST to send final notice of payment due to these lots. Four lots are overdue on one year's assessment amount. CG made a motion to ask ST to send monthly notices to those with one year of unpaid dues showing balance due. CM second. Motion passed unanimously.

B One lot contacted ST regarding an issue trespassing, and ST recommended to them that they call the sheriff to report. Trespassing was in their back yard accessed from NGPA.

C ST presented her spreadsheet regarding CCR's that could be violated by homeowners as regards to the landscaping or general look of the owner lot. During walk through this afternoon, ST noticed garbage cans visible from the street for one lot. RL to deliver friendly reminder to this lot, and will look for others in violation of CCR's regarding trash cans.

d. One lot owner requested a hearing (and then he canceled it) over a concern regarding the BOD late fee policy. Asks that BOD to review policy for late fee and annual dues. BOD discussed issue that many homeowners feel they don't receive a statement. ST suggests that she use a stamp on the statements that clearly identifies the Brink envelop as correspondence from HOA to avoid mistaking it for junk mail. BOD agrees, and ST will obtain a stamp to mark all HOA correspondence.

E Complaint regarding POD storage from two lot owners. Letter sent and POD has been removed by homeowner. See action items above.

F Several lots requested waiver of late fee having paid original amount of assessment. BOD voted on 9-11-12 to waive fees for those who paid full dues amount an owing only a fine.

G Follow up to car accident: fence repair in progress, tree replacement quote at \$1300, but need to requote as Premier did not quote for street tree east of accident. Disposal service for debris totaled \$239. Master policy (HOA insurance) claim filed 9-18-12, because adjuster for driver's policy indicated there would be no coverage. ST following up with Liberty for payment for all repair expenses. At that time, all invoices will be paid.

4. Complaints- See management report for action taken on the following complaints:

- a. Trash/recycle bins
- b. Trespassing through NGPA
- c. POD storage
- d. procedure for notifying owners with unpaid dues.

5. ACC Report:

a. ACC approved one home for exterior paint color change. Also, one request for approval of roof replacement was received very recently and is being reviewed by ACC.

6. Ongoing Business

- a. Maltby Fence repairs (accident)-repair in progress through Cascade Fence
- b. Unpaid dues-liens to consider filing on two lots, ST to check if liens have been filed for the two lots who are more than one year behind on their dues; board will follow up on filing liens if not already filed.

7. New Business

a. CM reported her concerns about the perimeter fence. Concern regarding safety issue- rotting boards and posts can be considered dangerous should it rot and no longer provide an adequate barrier for sidewalk users (beyond the fence is a steep drop into back yards). CM states that the recent accident has made clear that the fence is rotting. Noise is also considerably increased with new developments and increased traffic on Maltby road. CM will be trying to contact WSDOT to ask about a sound barrier type of structure that would also provide some reassurance and safety. ST recommends getting a neighborhood letter together including as many neighbors as possible. RL and CM to follow with WSDOT or Snohomish County to gather info. \$47,000 quote provided by Cascade Fence to CM for replacement of entire fence along Maltby road and retention pond.

Next meeting –October 18, 2012 6:30 PM

Action Item Update:

1. ST to review payment history and notify BOD of any homeowners that paid a late fee this year.
2. CM to get a quote for no solicitor sign. Ongoing.
3. ST will get estimates for installation of a French drain at the lower 200th PI tot lot from three contractors. Ongoing. Plan is to recheck in coming months when rain saturates the area, and issue is more obvious for contractor to better assess the problem. Ongoing.
4. RL will call county to ask about the responsibility of the county versus the HOA for leveling uneven sidewalk areas. Ongoing.
5. 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. Ongoing. Next newsletter to be issued in October.
6. ST to resend final reserve report to BOD and CG to post to website. Ongoing.
7. RL to deliver friendly reminder to lot with trash cans showing, and will look for others in violation of CCR's regarding trash cans.
8. ST will obtain a stamp to mark all HOA correspondence.
9. ST following up with Liberty for payment for all repair expenses. At that time, all invoices will be paid. Reqote also from Premier to cover tree on maltby that was not noted in current quote.
10. ST to check if liens have been filed for the two lots who are more than one year behind on their dues
11. RL and CM to follow with WSDOT or Snohomish County to gather info regarding options for sound barrier or guard rail along maltby for safety /noise concerns.

Motion to adjourn: RL motioned to adjourn the meeting, the meeting was adjourned at 7:05 p.m.