

**Chestnut Trails HOA  
Board of Directors Meeting  
November 14, 2023**

**Members Present:**

BA - Bob Austin  
LL - Linda LaFave  
RP - Roopesh Polanganga  
SB – Shankar Balla

**Non-members Present:** NA

**Absent:**

Navigate Community Management – Sydney Calderon

A quorum was present and the meeting called to order at 5:02pm

**0. Review Agenda:** Agenda approved

**1. Consent Agenda**

**A. Approval of 10/26/23 minutes**

The board minutes were reviewed. The BOD approved the Oct 26, 2023 minutes.

**2. Budget and Finance Report:**

The following statements have been internally prepared and reflects accrual accounting. The balance sheet shows the Association's financial position on November 14, 2023

The checking account cash balance is \$48,887.69 plus \$63,340.73 in reserves and accounts receivable of \$5428.69 for a total of \$117,657.11.

**3. Management Report**

**A.** Accounts Receivable reviewed.

**4. Complaints:**

**A.** None

5. **ACC Report:**

- A. None

6. **Old/Ongoing Business:**

- A. Discussed Collections Attorney. Need further discussion on the threshold for the collections. – **Bob reviewing info received from Navigate - Complete**
- B. Arborist Report coming up soon. Who do we want to do the report, Davies or Monarch? - **Navigate – Email sent to Navigate to have Davey Resource Group do arborist report and to come out ASAP.**
- C. If the board decides to waive late fees on payment of overdue dues, are they actually waived or does the HOA end up paying them? – **Navigate - Complete**
- D. Discussed vandalism of trees in NGPA. Do we put up signs? Trail cameras? – **Board discussed having 3 more signs done. Linda to contact Navigate to get cost. - Complete**
- E. Bob made a motion to move \$20K from operating cash to reserves. Board approved. - **Complete**
- F. Discussed Reserve Study. Bob to send email to find out who to contact with questions. **Complete**
- G. Discussed Budget. Email sent to Navigate with changes and questions. **Complete**

7. **New Business:**

- A. Discussed the 10/31/23 delinquency report. The Board decided to waive the minor late fees on 4 homes. Also when is a lien letter sent to homeowner? **Linda to email Navigate.**
- B. Discussed cars parked where the county has marked as no parking. **Bob sent email to board with the Snohomish County Parking Violation Report form.**

**Motion to adjourn:** Meeting was adjourned at 6:45pm

**Next meeting:** TBD