

Tusint Ranch HOA Board meeting minutes
August 9, 2007 at 7:00 pm

Present: President Don Pac, newly elected Treasurer Doris Cirelli, newly elected Secretary Andi Charville, ACC member Elke Williams, Backup bank signatory Nate Williams, George Nellans, East Gate project (last half of meeting), and Flo Pac.

New Board members:

Don went over the basics of the job functions for the 2 new board members. He also gave them the signature authorizations for the HOA Bank account. He let Doris know that he would get the Accounts data to her when the resigning Treasurer returns.

Future HOA dues:

It was decided by unanimous vote that the Board would continue to raise the HOA dues by 10% per year, and that we would give residents the option of paying in 2 payments, and charging a minor surcharge if they choose to take advantage of that option.

HOA purchases:

It was decided by unanimous vote that the Board will limit purchases by any member to \$200 dollars without needing approval of the full board.

Payments Receivable:

Doris will look into the Board becoming "Visa merchants" in order to be able to accept credit card payments for HOA dues.

PO Box pickup:

Andi will take over responsibility of picking up the HOA PO box mail. Don will get her the key at the next meeting.

176th road widening project:

The board discussed whether to rebuild the monument on 176th that will be dismantled when the county takes the five feet of easement for the widening project.

HOA Board meeting minutes
August 22, 2007 7 PM

Present: Don Pac, President,
Doris Cirelli, Treasurer
Andrea Charleville, Secretary
Jody Holder, Alternate and Former Secretary

Bank Account:

Don gave Doris copies of the bank withdrawal from Rainier banks and the stubs from the checkbook. He will get the information from the previous treasurer when that person returns into town.

Credit Card Merchant:

Doris checked into the possibility of becoming a credit card merchant. Don was given a list of the fees. Basically, it would cost a minimum of \$25 per month, regardless of whether it's used or not during the month. There would also be a fee per transaction. It was discussed about trying it on a temporary basis to see if it is financially feasible to do. Don will read over the information and it will be discussed in future meetings.

176th widening project:

Don received final paperwork from the county regarding the money owed to the association from the widening project.

\$12490.00 would be received upon signing the agreement/contract

\$28700.00 would be held until monument and street lights are taken down/moved.

\$41190.00 Total

East gate project:

Don met with George and the contractor.

Agreed to the job and presented the contractor with a 65% downpayment.

Rough total for the project is at \$6635.00

Don did indicate that we will possibly the estimate will go up slightly once the contractor starts works and sees if the loops are already there for sensors for the outgoing cars. If they aren't, an additional charge may be added to put them in.

Overdue Homeowners:

Lot 87 paid payment number one of a 6 payment plan.

Nofoa will pay when their house sells-owes \$350.00

No response from Lot 86.

Projects for 2008:

will need to pay to remove monument and streetlights and fence around the retaining pond. This should probably be done in spring or summer of 2008.

Community projects:

Doris checked into becoming a sponsor for a cub scout/boy scout troop. We would need 5 boys and 5 parents in order to apply, but the cub scouts/boy scouts would be more than happy to come out and help start off the troop. We will put a notice in the next newsletter to see what the interest would be.

Special Homeowner's Meeting
8-29-07 6:30PM
Community Park

Our guest was Deputy Travis Hoffman of the Pierce County Sheriff's office, NPD (neighborhood patrol deputy)

Discussed Community policing options for our neighborhood:

Neighborhood Observation Patrols

Crime Prevention Patrol Class

Speed Radar Trailers

Citizen Speed Watch

We should contact Judy Holly, an SO volunteer to get more information on these programs.

Deputy Hoffman will get with Deputy Mike Hayes on where investigations are going regarding the recent car prowls, vandalism, etc in our neighborhood.

Anyone wish to sign up for these programs should contact the Board members.

HOA Board Meeting
Sept 13, 2007 7PM

Present: Don Pac, President
Andi Charleville, Secretary
Doris Cirelli, Treasurer
Elke Williams, ACC member
Jody Holder, Alternate
George Nellens, ACC member

Delinquencies:

We received a check from Lot 86-They are now paid in full. Don has instructed the attorney to remove the lien on their property.

We are still waiting for the next payment from Lot 87, due on the 10th. He called Don to get the address, as he had lost it. We should be receiving that in the next day or two. He owes 4 more payments of \$349.85, and a 5th payment that will include the accruing interest.

One other family is selling their house. We should get the money from them when it's sold.
Two other families have still not contacted the attorney.

Credit Card Merchant update:

Doris informed the Board that we had been approved for becoming a credit card merchant, accepting Visa and Mastercard. They will be sending out a welcome kit this week. There will be a charge of 3.48% plus \$.10 per transaction, which we will pass along to any homeowner that wishes to use this option. Processing can be done over the computer.

Doris will come up with an invoice to include a spot for homeowners to put their credit card information and mail back to us.

Purchases:

Doris would like to buy Quick books in order to help keep track of accounts receivable/payable, indicating that it could also be used to customize Invoices. The board approved this purchase, which will be done using the newly set up Paypal account, which will deduct the purchases directly from the HOA checking account.

176th Widening Project:

The Board has received a check from Pierce County for the amount of \$12,490 for part of what they will owe us due to the widening project. This check encompasses the following:

\$3,400.00	for property taken
\$300.00	for easement
\$1300.00	for landscaping
\$1200.00	for paving
\$5400.00	for fencing
\$275.00	for irrigation system
<u>\$615.00</u>	for temporary fencing
\$12490.00	
<u>\$28700.00</u>	due when monument and fencing removed.
\$41,190.00	Total due to the HOA by Pierce county

Don gave the check to Doris for deposit. The Board decided not to use any of that money now, but to invest in a CD or other high-interest-paying option in order to increase our return.

It was discussed that some of the plants and shrubbery that will be removed might be replanted into the two community spaces to replace plants that are dying/dead in those areas. Unsure whether to remove the plants now, using Homeowner volunteers, or wait until the County is closer to demolition of the front area. No decision was made at this time.

Treasurer's Report:

Doris submitted a detailed Treasurer's report from 1-1-07 through 9-10-07. Copies were given to all Board members. The final numbers are:

\$2262.23 in checking

\$6163.68 in savings

\$5122.41 in CD

\$11286.09 total

East Gate Project:

Don got the requirements from the city on what is needed at the east gate for the Fire Dept. He will forward that on to the contractor, including the height requirements for a strobe and a Knox(spelling) lock.

West gate:

There was discussion that the Strob on the West gate may be malfunctioning. Don will call CPFD and have them come down at their convenience to check the operation. If it is broken, a call will be placed to Southgate to come and fix per their maintenance contract.

Possible Signage violation:

The sign has been removed from the HOA property, but re-appeared on a homeowners property on a longer pole in order to be seen. The company indicated that had paid this homeowner for that. This is a violation of CCR rules. The board will send out a letter to this homeowner to have the sign removed.

Landscaping issues:

George Nellans has proposed that a group of homeowner volunteers take over the landscaping, saving the HOA funds. The Board requested that all the homeowners wishing to volunteer for this submit a proposal to the board outlining exactly what they would do and their firm commitment to do it, so that no volunteers sign up, then the work never gets done. George said that he would get together with them and submit a proposal at a later date. The board will make decisions at that time.

ACC issues:

One homeowner has put in a gravel driveway, against CCR rules and contrary to what they put on their proposal. The board discussed whether they wanted to go after this violator, since others in the community also have gravel driveways, some grandfathered in, others not. It was decided to possibly mail out a letter to all homeowners reminding them that if they have a gravel driveway, it is their responsibility to maintain it in pristine condition, removing all weeds, etc, or incur fines. Unsure as to whether this will be done for sure, and if so, when.

HOA Board Meeting
10-11-07 7PM

Present: Don Pac, President; Doris Cirelli, Treasurer; Andrea Charleville, Secretary; Nate Williams, Alternate; Elke Williams, ACC Committe

East Gate Project:

The project may go over budget.

PSE will charge \$325 for license and the subcontractor to Connect the East gate power.

Then Meridian Electric will need \$12-1300 to get all the lines in and working.

It was brought up about lighting at the East gate. It was decided that we should wait until the county is finished installing all the lights along 176th, to see what would be needed in the way of additional lighting.

Credit Card Merchant:

Board decided to have Don Pac call the delinquent owners to notify them of our new credit card capability. All information is in the bank book, which was handed over to Don Pac while Treasurer Doris Cirelli is out of town.

Treasurer's Report:

We have received bills for \$80 for Electric and \$431.50 for Safeco insurance. It was agreed that we should pay the insurance quarterly.

It was noted that the timers for the sprinklers on the common areas will need to be replaced next spring.

176th Widening:

We need to find out from George Nellans if volunteer homeowners will be willing to take down the monument at the West gate. That must be done before any additional monies will be received from the County.

Upcoming Dues Invoices:

Doris is getting a free trial of the software. She will make a mock invoice to show the board to determine if any changes are needed before the invoices are sent out to the homeowners for the 2008 HOA dues.

Delinquent Homeowners:

Lot 72-the attorney needs to send a supplemental to the court

Lot 87-the monthly payment has not been received (UPDATE-Payment received on Oct 15)

Nofoa-home has been listed for sale

Lot 66-still no response. Attorney indicated arrest warrants have been issued for contempt of court.

Lawn care service:

Further ideas need to be looked at for possibly getting rid of the lawn care service and using other means.

This will be discussed at future meetings.

HOA Board Meeting
November 10, 2007 5PM

Present: Don Pac, President; Doris Cirelli, Treasurer; Andi Charleville, Secretary; Elke Williams, ACC member, Jody Holder, Alternate; Nate Williams, Alternate, Flo Pac

Treasurer's report:

One of our CD's is maturing this month. The board will let Doris decide how much to transfer.
Received a \$300 bill from attorney for filing of supplementals for Schmidt
Received bills from Landscaper and Insurance Co

Insurance-they said if we signed up for monthly autopay, there would be no fee to us, so we did.
Landscaper-Flo will call Barb from Landscaper on Tuesday to request an itemized bill. They have stated that when the monument by the West Gate comes down, they will adjust the bill for the landscaping that will no longer be done there.

Board decided that when the Landscaper contract comes up for renewal next year, we may ask them to not do any maintenance from November thru March.

Delinquencies:

Lot 66-They have a buyer for their house. Don has talked to tile/escrow company about the amount the HOA is owed.

Nofoa-They have a buyer for their house. Don has talked to Mortgage company about the amount HOA is owed.

Lot 87-He has been paying the monthly plan worked out as agreed.

Lot 72-Don says the "For Sale" sign is gone. He has gotten no response from the letter regarding now being able to accept Visa/Mastercard. No one answered at the door. The Board will try to send a set of letters, one through regular mail, and another certified mail, to see if we can get any kind of response from them. If no response is received, we will contact the attorney to bring supplemental proceedings.

East Gate Project:PSE subcontractor has come out to tell us where the electric pole would be set and where to dig. A check plus the plans is ready to go to PSE and will be mailed on Tuesday the 13th. Once PSE approves everything, Talarico's crew will dig for the wiring so that PSE can come in and make the connection for the gate. The total cost for getting the east gate operation will be approx \$10,000.

176th Widening project:

The board has agreed that the west gate monument will not be replaced.

The board agrees to get three bids for the removal of the west gate monument. One from our current landscaper, one from Talarico. The third bid will either be from Nate's acquaintance, Cliff, or we will get a third bid from someone else. Once received, the board will go over them at the next board meeting after receiving. The bids will need to include the cost for removing the monument, removing unoperable floodlights and capping the electric, removing/replanting the shrubs and removing all the materials that are removed.

The irrigation will NOT be removed or capped due to the fact that we still need to water the other side's landscaping.

Once the monument has been completely removed, we can contact the County and should receive the remainder of the money owed for the property they are taking.

2008 Dues:Doris will have a sample invoice at the next meeting. Elke and Flo are going to make phone calls to make sure the homeowner's list of names and phone numbers is as complete as it can be.

HOA Board Meeting Minutes
December 11, 2007 7PM

Present: Don Pac, President; Doris Cirelli, Treasurer; Andi Charleville, Secretary; Elke Williams, ACC Committee member; Jody Holder, Alternate; Flo Pac

2008 Dues Invoice:

Doris submitted a sample invoice for the 2008 dues. It was mentioned that we need to include an indication that the homeowner should detach the bottom portion and submit it with their payment. It was discussed putting a phone number for anyone with questions or problems making any kind of payment. It was decided by the board to just include a statement to "contact a board member." It was decided that the payments will be due on or before January 31, 2008.

Delinquent owners from 2007:

Lot 66--We have received payment for the Schmidt residence through escrow. The amount was paid in full and also included the 2008 dues for new homeowner. Doris has already credited their account and the dues invoice that will go out to them will show a zero balance due and indicate "paid during escrow."

Lot 87--We still have 2 more payments due from him. His December payment is late.

Nofoa--They claimed they had a buyer, but no information has come through to us. Flo Pac thinks the house is empty and they are not answering their phones.

Lot 72--The certified letter sent to them was never picked up and has been returned to us. They have failed to make any attempts to contact the board. It will be turned over to the attorney when he gets back from vacation after the first of the year.

Doris has set up the new software to send out automatic notices each month to the outstanding homeowners. She has letters now for out three outstanding balances and will mail them on Wednesday, December 12, 2007.

Lot 16 has sold and is due to close on December 21. Don will contact the title company to verify who is going to pay the 2008 dues and that the new owners are aware that the dues will be needed to be paid.

February Meeting for all homeowners:

Jody will try to set up a meeting at the library for one of the Saturdays, possibly for the late morning or early afternoon.

East Gate Project:

PSE has spliced the powerline. Telerico has dug the ditch. The next step is for Meridian Electric to connect to the power box. After Meridian Electric is done, then an inspector, probably from PSE, needs to come out and a meter needs to be added. Then we can get the motor and gears installed. We are shooting for a January 1, 2008 opening. The new homeowner, Zink, outside the gate has been informed that there will be some work and digging on his property and is okay with that. He has been assured it will be fixed.

Monument removal:

Telerico may submit a bid for the removal. Our Landscaper is also going to submit a bid. Don will call someone in the phone book to get a third bid. We will go from there once the bids are submitted.

Outstanding check:

A check written to the lady with the ads has not yet been cashed. Don will contact her to find out what is going on.

General repairs:

We need a 'handyman' around the community to make general repairs, such as the fence around the holding ponds. Some suggestions were handed out, but nothing was decided on.

Landscaper:we have decided to make sure next year's contact will not include the winter months. The present contact is good until March.
Don will send a letter to the landscaper to get an itemized statement each month or notification that our present contact will be "null and void."

Petty Cash:

It was decided that as of January 1, 2008, the board will set up a \$200 petty cash fund for supplies and incidentals.

Doris indicated that she will need to get supplies to get the invoices sent out for the 2008 dues. They will be mailed out the 1st of January.

The board set a tentative date for the next Board meeting of January 8, 2008.