



**HOA Board Meeting January 22, 2020**

**Members virtually Present: Nikkie Cushing (President), Jason May (Sgt of Arms), Zenaida Lucero (Treasurer), Linda Bowers (Secretary)**

*Virtual Meeting Called to order at 9:59 a.m.*

1. Community letter was written and prepared for upcoming community meeting to present Association Services taking over management of the board. Letter to be sent to Association services was approved by the board on 1/21/2020.
2. Motion before the board regarding 2020 dues currently set at \$500 be increased to \$650 due at the end of April should no one step into the vacated roles.
  - a. 1<sup>st</sup> motion – Jason
  - b. 2<sup>nd</sup> Motion – Zenaida
  - c. All in favor – Unanimous

Meeting adjourned at 10:45 a.m.



**HOA Board Meeting January 10, 2020**

**Members Present: Nikkie Cushing (President), Jason May (Sgt of Arms), Zenaída Lucero (Treasurer),  
Linda Bowers (Secretary)**

*Meeting Called to order at 7:00 p.m.*

1. Recently appointed to President, Jay turned in his verbal resignation to Nikkie Cushing. The board voted to remove him as president
  - a. 1<sup>st</sup> motion – Jason
  - b. 2<sup>nd</sup> Motion – Zenaída
  - c. All in favor – Unanimous
2. 2019 HOA Dues are past due and all delinquent accounts must be paid by February 29<sup>th</sup> to Association Services to avoid further legal action.
  - a. 1<sup>st</sup> motion – Jason
  - b. 2<sup>nd</sup> Motion – Zenaída
  - c. All in favor – Unanimous
3. 2020 dues will be increasing to \$500 as per the recent study of reserves needed to continue operating and paying for the necessary maintenance of the community.
  - a. 1<sup>st</sup> motion – Jason
  - b. 2<sup>nd</sup> Motion – Zenaída
  - c. All in favor – Unanimous
4. 4 new board members are needed by the end of January or the board will have no other choice but to enlist the services of Association Services for all Property Management services, currently just using for management of our bookkeeping. Nikkie will be meeting with the organization on 1/11/2020 to discuss the 2020 dues and what the increase will be for every homeowner in the community. It is estimated that dues will likely double for every homeowner to pay for such services. She will also be discussing how the community association would look with no board of directors within the community.

Positions needed to continue are President, Vice President, Sergeant of Arms, and Treasurer. Linda has agreed to stay on as Secretary should the board continue. One of the positions, will need to take on the role of Webmaster as well as Gate management. All positions will be trained prior to resignation of current positions.

5. Linda posed the question of dissolving the HOA. Jason and Nikkie mentioned that a quorum would be needed to make that happen.

Meeting adjourned at 7:41 p.m.



**HOA Board Meeting February 15, 2020**

**Members Present: Nikkie Cushing (President), Jason May (Sgt of Arms), Linda Bowers (Secretary)**

*Meeting Called to order at 11:12 a.m.*

1. This emergency meeting is being called to appoint new board members. Effective 2/15 the previous board members are stepping down from their positions and their last day will be effective immediately.
  - 1<sup>st</sup> motion – Jason
  - 2<sup>nd</sup> Motion – Linda
  - All in favor – Unanimous
2. New motion is brought forth to appoint new board members Effective 2/16 as follows:
  - Linda Bowers – President
  - Charlaire Bramlett – Vice President
  - Dennis Nathan – Sergeant at Arms
  - Katie Sletterink – Treasurer
  - Montana Farrell - Secretary
    - a. 1<sup>st</sup> motion – Jason
    - b. 2<sup>nd</sup> Motion – Linda
    - c. All in favor – Unanimous
3. A third motion was brought forth to appoint the following new members to the ACC effective immediately.
  - Evan Falkin – Lead
  - Joh Hartman
  - Tim Sletterink
  - Sandra Thompson
  - Jeff Shaw
    - a. 1<sup>st</sup> motion – Jason
    - b. 2<sup>nd</sup> Motion – Linda
    - c. All in favor -

Meeting adjourned at 11:19 a.m.



**HOA Board Meeting February 29, 2020**

**Members Present: Linda Bowers (President), Charlaine Bramlett (VP), Dennis Nathan (Sgt of Arms),  
Montana Farrell (Secretary)**

*Meeting Called to order at 10:10 a.m.*

1. Introductions to the new board and guests from the new ACC.
2. Motion brought forward to officially appoint Montana Farrell to the position of Secretary.
  - a. 1<sup>st</sup> motion – Charlaine
  - b. 2<sup>nd</sup> Motion – Dennis
  - c. All in favor – Unanimous
3. 2020 Budget was discussed stating the increase in Dues. Linda explained in full the breakdown of the 2019 expenses and is requesting a slight adjustment to reflect the bad debt collections. Once adjustment completed the budget will be approved. And communicated to the community in a community meeting. Linda to send out final budget for approvals and send off to Association Services.
4. Discussion of the number one expense and why we were not saving enough money into our reserve account was a lengthy discussion. We have several homeowners who over the transition to Association Services may need to contact them directly to discuss the balances and in many cases show proof of payment, for account adjustments. The balances of uncollected dues, is the amount of our reserves for 2019. Linda and Katie will be working with Associate Services for a plan on collecting and or communicating the balances.
5. The subject was brought up regarding section 7 and increasing dues beyond 10%. Linda to find out more information prior to the community meeting to support the increase.
6. Discussion was brought forward on the additional committee of volunteers and the liability issues. If we see projects that can be done as a community with out increasing our liability exposure, then we will send forth to the planning committee.
7. Evan is in the process of building procedures around the ACC and will be having an additional meeting Wednesday March 4<sup>th</sup> to work with the duties of the new ACC members.

Meeting adjourned at 11:50 a.m.



**HOA Board Meeting June 27, 2020**

**Members Present: Linda Bowers (President), Katie Sletterink (Treasurer), Dennis Nathan (Sgt of Arms)**

*Meeting Called to order at 11:02 a.m.*

1. Upon completion of our Zoom Budget meeting, the board needed to discuss any open questions raised and not answered during the meeting. Overall, the board felt the meeting went well, and was well organized. We expect the budget to be ratified and once results are in, we will move forward with the long awaited 2020 dues collections.
2. Charlene Bramlett has stepped down from her position for Vice President effective immediately and is expected to submit a formal resignation within the next 2 weeks. Mark Roach and Jeff Shaw both showed interest in replacing the position. Motion brought forward by Dennis Nathan to officially appoint Jeff Shaw to the position of Vice President.
  - a. 1<sup>st</sup> motion – Linda
  - b. 2<sup>nd</sup> Motion – Katie
  - c. All in favor – Unanimous
3. The board is still awaiting correct account balances for all members on 2019 and previous dues, but Katie has tallied that approximately \$11K outstanding. Linda will research the extent of the moratorium regarding the collections processing going forward so that we may be able to recoup prior to posting new assessments.
4. Further discussions regarding transition this coming year and taking the accounting/treasury duties back on as a board. Linda will be purchasing Quickbooks programming with online functionality so that all board members will have visibility of accounts as well as spend and being able to pull accounting reports for transparency should any of our members request visibility. This will be a process to ensure our account listing of current homeowners is correct and assessments built is balanced correctly.
5. Dennis brought forward an idea to provide a “welcome” kit to new homeowners moving in to allow them access to our systems as well as introduce the new homeowner to where to find items they may need within the community. Katie followed through and purchased a few kits in preparation for a few new homeowners moving in within the next month.
6. We have given notice to our current landscaper that we will not be renewing our contract after August and we have hired a new landscaper to begin thus providing the community some additional savings. Katie is continuing to look into the removal of the branch on 176<sup>th</sup> through Pierce County as it is on their land.
7. Dennis brought forth an idea regarding cell phone towers for a future income possibility. Linda will investigate this option a bit more.

Meeting adjourned at 12:25 p.m.

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# Board Meeting

Saturday, 08.01.2020

MEETING CALLED TO ORDER AT 10:30am

MEETING ADJOURNED AT 12:50pm.

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## Attendees

Linda Bowers, President

Jeff Shaw, Vice President

Dennis Nathan, Sergeant in Arms

Montana Farrell, Secretary

Katie Sletterink, Treasurer

Evan Falkin, ACC Lead

## Agenda

### Last Meeting Follow Up

1. Ending relationship with Association Services-Linda
2. Financials as of today-Katie

### New Business

3. Wake Zone Complaint-Katie/Dennis
  4. Update on lawyer and past due process-Katie/Linda
  5. Open projects-Linda
  6. Open Complaints/Contact Us-Jeff
  7. Budget line items NEW-Katie/Linda
  8. Gate Info-New Damage
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## Notes

- New cell gate system should be coming in the next couple weeks; Southgate is backed up.
- Looking to file a complaint for Wake Zone for noise and visual barrier requirements.
- Fixing man gates to maintain security. Using a punch code to get in and a mesh backing so no one can reach around to open.

## Action Items

- Linda-Letter to Wake Zone for complaint on behalf of the neighborhood and HOA
- Jeff-Investigation of the tract area to see if there is a possibility of cleaning up for future use.
- Katie-New gate system installation updates, keep in touch with insurance for back gate fix.
- Linda/Katie-New Budget line items for next year.
- Katie-Aug 7, pick up funds from Association Services to bring to Umpqua.

## Next Meeting Agenda Items

- Review Action items from previous meetings and report on any issues during that time.
- Any concerns from homeowners
- NEW MEETING DATE: September 12 at 10:30am at Linda Bowers House

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# Board Meeting

Saturday, 09/19/2020

MEETING CALLED TO ORDER AT 10:48 am

MEETING ADJOURNED AT 1:19pm

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## Attendees

Linda Bowers, President

Jeff Shaw, Vice President

Dennis Nathan, Sergeant in Arms

Katie Sletterink, Treasurer

Evan Falkin, ACC Lead

## Agenda

### Last Meeting Follow Up

1. Wake Zone Complaint Update-Katie
2. Complaints-Updated

### New Business

3. Lawyer process updates-Katie
  4. Gate update from accident-Katie
  5. Tract 1 update-Linda/Katie
  6. New Projects for 2021-All members
  7. Budget line items NEW-Katie/Linda
  8. CC&R rewriting? Section by section rewrite to Greg.
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## Notes

- Email to Davis regarding requests and tree removal
- Sign complaint-Our CC&Rs state on signs vs flags
- New ACC form presented by Evan for approval'
- Interest charges for next year and this year following our CC&Rs
- Tract 1 being cleared by our landscapers to continue opening up the tract and provide maintenance to rain pond fence
- Project ideas for 2020-2021: \*Redevelop front entrance, \*Gate box and brick and mortar, \*Gate box area fixing the dip/road-Front, \*Front Lights for entrance for safety, \*Flag Pole-lighting: locked box and airplane cable, \*Shade/picnic structure in the park, and Upgrading the timers for irrigation.
- Road Repair and Tree Removal-Issues with continued damage.
- Status of books and next year budget conversation

## Action Items

- Linda-Email to Davis for request and tree removal details
- Katie-Respond to Simon regarding incident
- Dennis-Conversation with Schultz
- Katie-Interest charges placed for this year's dues and letter stating next years dues
- Katie-All City Gate quote to quote the back gate
- Jeff-Email to homeowners warning of maintenance-top up to 25' and then trimmed up to 13' 6" for delivery vehicles, emergency vehicles, and recreational trailers. Warning of HOA doing it at their cost.

## Next Meeting Agenda Items

- Follow up on Action Items
- Begin budgeting next year's budget to prepare for the annual member meeting in November.

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# Board Meeting

Saturday, 10/10/2020

MEETING CALLED TO ORDER AT 4:20 pm

MEETING ADJOURNED AT 6:00 pm

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## Attendees

Linda Bowers, President

Jeff Shaw, Vice President

Dennis Nathan, Sergeant in Arms

Katie Sletterink, Treasurer

## Agenda

### Last Meeting Follow Up

1. Updates on Interest Charges
2. All City Gate Update
3. Tree Trimming Email-Jeff will send out
4. Complaints-Updated

### New Business

1. Highlights of the year
2. Next year's budget

## Notes

- Revamped and redesigned our HOA webpage
  - Updated HOA page
  - New board-gained Montana and Katie
  - Mostly fully funded "in house" management
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- Updated Invoicing and re-evaluated spending at every level of our budget
- Saving \$5000 a year from going away from Association Services
- Updates this year:
  - \$8,000 in operating in the beginning
  - Around \$100k currently in all accounts
  - 65 homeowners at 90+ days past due equaling around \$23,000 past due
  - Today's past due \$3413.35
  - 83.54% 2020 collected dues in the last 5 months
  - 93.99% 2019 and past dues collected in the last 5 months
  - We still need to collect \$11,590.10 for 2020 dues
- Looking at getting a physical address for HOA from Pierce County
- Contact Gate company for maintenance
- Road Repairs-Looking for a company that can patch and repair within budget
- Getting ALL buses inside the neighborhood to pick up all grade level students
- Budget Complete and ready to present to homeowners next month

## Action Items

- Katie-Contact Guardian for gate repair
- Dennis-Sarah Dubois for transportation entering the community for pickup of all ages
- Jeff-Email to homeowners warning of maintenance-top up to 25' and then trimmed up to 13' 6" for delivery vehicles, emergency vehicles, and recreational trailers. Warning of HOA doing it at their cost.
- Linda and Katie-Budget Meeting PowerPoint
- Linda-Contact Pierce County for WakeZone
- Linda-Man Gate locks and mesh
- Linda-Grant process Puget Sound Energy for upgraded street lighting

## Next Meeting Agenda Items

- Follow up on Action Items-November 21-Board Only at 9:30 am
- Community Budget Meeting-November 21-11 am via Zoom
- Board Debriefing Following Community