

May 28, 2014 Board Meeting Minutes

Totem Falls Elementary Library

Denae Bastian passed out Talents, Skills, & Interest Forms and then called the meeting to order at 7:02 pm.

Board members Present: Denae Bastian, Shelley Logan, and Michelle Haneberg

Homeowners in Attendance: Chris Birchman, Sanda Ewalt, Lori Witucki, Bob Cooke, Donna Shaler, Robbi Medak, Janet Church, Sam Grant, Bob Roush, Tom Ryan, Erin Touchette, Kim Hawley, Tami Zevenbergen, John Logan, Mike Kumar

After the quorum was established, Denae Bastian welcomed everyone to our meeting. She expressed appreciation to the many who have responded so quickly to the invitation regarding our Beautification Day Event.

Motion was made by Shelley Logan to approve the meeting minutes from April 23, 2014. and September 10, 2013. The motion was seconded by Michelle Haneberg and was approved by all three directors.

Financial Report presented by Shelley Logan

of Homeowners Dues Collected YTD: 300

Operating Budget Balance: \$42,442.70

Reserve Allocation Total: \$87,872.53

Expenses Paid in May 2014:

Archey's Landscape Cleanup Projects: \$273.75

Archey's Landscape Monthly Maintenance: \$3,285.00

EcoTree NW: \$2,573.25

Snohomish Garden Center: \$601.37

Pacific Topsoils: \$2,261.68

Silver Lake Water: \$70.95

Supplies: (Postage, Printing, etc.): \$86.84

Reserve Allocation: \$1,604.00

PUD: \$478.00

Aynax: \$9.95

Everett Herald: \$25.00 (for community garage sale ad)

Snohomish County Recording: \$73.00

Bad Debt 2014: \$375 X 6 = \$2,250.00

Shelley reported that 157 partial payments of \$187.50 are expected to be submitted by July 15, 2014 from homeowners who opted to pay in installments.

Motion was made by Shelley Logan to use funds from the reserve account to cover replacement of a mailbox that was hit by a car today in our development. The replacement and installation cost should not exceed \$1800.00. Details of the hit and run incident were discussed. The USPS will be notified of this issue. The motion was

seconded by Michelle Haneberg and was approved unanimously.

Announcement: Shelley Logan announced that on June 2, 2014, Aynax invoices will be emailed to homeowners as a courtesy reminder for second installment payment due July 15, 2014.

Motion was made by Denae Bastian to release lien on home discussed in executive session because homeowner's account is now current. Shelley Logan seconded the motion and it was approved unanimously.

Motion was made by Michelle Haneberg to accept payment plans and to waive late fees due to financial hardship for those discussed in executive session. Shelley Logan seconded the motion which was approved unanimously.

Motion Denae Bastian motioned to have an executive session prior to the next board meeting to discuss private matters relating to individual homeowners. Michelle Haneberg seconded the motion and it was approved unanimously.

Announcement: Denae Bastian announced that the 2013 audit is underway. She explained that this is required by law. Michelle Haneberg further explained that if a quorum is present, an audit can be waived if 67% of the votes cast vote to waive it, or in the event of extreme hardship. This audit will entail on site visits, unlike the 2012 audit that was done for our HOA by a CPA out of California.

Update: Chris Birchman, homeowner, gave a brief explanation of the Citizen's Patrol and Off Duty Officer programs available to communities to increase safety neighborhoods. He contacted the head of Citizen's Patrol and noted that they did a drive through of The Falls the very next day. The Off Duty Program Coordinator is Alex Ross. Further exploration of this program requires board contact with Alex. The possibility of sharing this service with another neighborhood was discussed and will need to be cleared with Mr. Ross. The minimum shift for the off duty patrol is 4 hours at a cost of time and a half per hour. There is no charge for the Citizen's Patrol, but they are working with a limited number of volunteers, so may not be available as often as we would like.

Presentation—Donna Shaler

Donna Shaler shared photos and information regarding decorative mailbox enclosures to increase curb appeal. These are made of wood and surround the mailbox units (on two sides and the top). The average cost to build one of these is around \$1500.00. Discussion was held about this idea. In light of the need to replace the fence, funds are not available to dedicate to this project, however, if neighbors wanted to go in together to do this for their mailboxes, that is an option.

Fence Advisory Team Report:

The Fence Team received bids from 3 surveying companies and recommended ASPI to the Board. The contract was signed and returned to the surveying company. John

Logan reported that the team has been diligently studying the history of the fence. The team has gone over attorney letters, management company documentation, newsletters, meeting agendas and meeting minutes from 1991 to present. History shows that until 2009, the fence was repaired and maintained by the HOA. The board at that time obtained a few bids, and felt that the expense for replacement was greater than they could afford as the HOA was in financial difficulty/crisis. The question to replace or not replace the fence has continued since then. Our HOA did fully recover from the financial crisis and is now sound.

Landscape Update:

Shelley Logan explained the total dollars originally slotted for landscaping, bark, tree removal, etc. in the operating budget and the reserve allocation. The board is staying within budget for all landscape improvements.

Motion: Shelley Logan motioned to move \$3,137.68 from reserves to operating budget to cover the cost of compost /bark that was purchased for Snohomish Cascade Drive/Puget Park Drive corners, the waterfall area, and behind Totem Falls at the trail entrance. Michelle Haneberg seconded the motion and it was approved unanimously.

Denae Bastian reminded homeowners that since we are not using a property management company, the SCHOA is saving ~ \$30,000.00 per year.

Motion: Michelle Haneberg motioned to move \$2573.25 from reserves to operating budget to cover tree removal near the sport court. Shelley Logan seconded the motion and it was approved unanimously.

Motion Shelley Logan motioned to use up to \$4,500.00 of additional reserve funds for bark/compost for remaining beds and islands. Denae Bastian seconded the motion and was approved unanimously.

Announcement: Michelle Haneberg explained why the board recommends we hold off on fixing the irrigation system for now as we are learning the system may need to be replaced which would be very expensive. We have been hand-watering the new plants and appreciate those families who have been helping us with this - 7 families. We could use more help with watering and would like to put together a rotation list for homeowners to volunteer to help with watering. This is only necessary until the new plants take hold in the fall. Plants in other areas seem to be doing well.

Motion: Since the board has chosen to not fix the irrigation system at this time, Shelley Logan motioned to transfer \$7,500.00 from the irrigation line item in the reserve budget to the lighting/electrical line item in the reserves so that we will have funds available to replace lighting and repair electrical for both the north and south entrances to The Falls. These repairs and replacements would not exceed \$7500.00. Discussion about LED lighting and safety resulting from well-lit areas ensued. Having the areas well lit may help decrease vandalism and LED lighting should cut electricity costs. LED lighting being considered has a lifespan of 10 years and is much more vandal resistant. Michelle Haneberg seconded the motion. Michelle Haneberg and Shelley Logan voted

in favor of the motion. Denae Bastian abstained stating she did not have enough information on the subject to vote on it at this time.

Announcement: Beautification Day is Saturday, June 7, 2014 9:00 am-Noon. All volunteers will meet at Totem Falls Elementary. Goals for the day: Plant Laurels in median, pick up trash, clean mail boxes, help neighbors who have expressed a need with yards, weed rock paths.

Pizza/Salad will be served at the Logan's at Noon. Little Caesar's is donating the pizza for us. Homeowners are asked to RSVP so we know how many to plan for.

The Board acknowledged and thanked volunteers that have already signed up to help and look forward to hearing from more homeowners.

Unkempt Yards topic was tabled until the next meeting due to lack of time.

Footbridges: Denae Bastian will give an update, if possible, at the June 10th short board meeting.

Announcement: Denae Bastian announced a Special Board Meeting to be held on Tuesday, June 10, 2014 to vote on adoption of the 2014 budget. This will be held at the home of John and Shelley Logan at 14320 Cascade DR SE. Then, the 4th Wednesday, our normal day for a board meeting, we will hold the budget ratification meeting.

Announcement: Denae Bastian announced that the Budget Ratification Meeting and the Summer Board Meetings (4th Wednesday of June, July and August) will be held at Fire Station 13 in Silver Firs, across from Safeway.

The Budget Ratification Meeting, to be held on June 25th will be a meeting of the association (the members) for ratification of the board's 2014 operating budget. Homeowners will be voting to approve or disapprove the budget adopted by the board.

The remaining summer board meetings will be held on Wednesday, July 30 and August 27, 2014.

Meetings will resume at Totem Falls Elementary library in September.

Meeting Adjourned by Denae Bastian at 8:45 pm.

These minutes will be approved at the June Board Meeting.