

**SCHOA Board Meeting Minutes**  
**March 26, 2014**  
**Willis Tucker Park**

The meeting opened at 7:00 pm and was called to order at 7:03 pm.

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

**Homeowners in attendance:** Ric Newgard, Chris Birchman, Nancy Guthrie, Bob Roush, Lori Witucki, Karen Frost, Tricia Cooke, Colleen Ferrari, Robbi Medak, Janet Church, John Logan

**Note taker:** Nancy Guthrie

**Welcome:** Denae Bastian welcomed the homeowners and let them know they were welcome to ask questions and share comments during the meeting.

Denae announced that the board discovered the reason some homeowners did not receive one of the emails last month. Gmail only allows 500 emails to be sent in a 24 hour period. The board has more than 300 homeowners receiving email communication now, so when the board sent the February meeting reminder and the Hot Sheet in one 24 hour period, some were dropped off. The board now makes sure it does not send more than one group email in a 24 hour period.

**Motion** made by Denae Bastian to approve the meeting minutes from Oct. 8, 2013 and February 26, 2014. The motion was seconded by Michelle Haneberg and was approved by all three directors. The board had hoped to also approve the Nov. 12, 2013 meeting minutes as well, but those minutes, prepared by Palette Property, were provided unfinished. They will therefore be posted as a draft. An attempt has been made to see if other board members who were present at that meeting took notes.

**Financial Report** presented by Shelley Logan  
Number of Homeowners who paid Dues YTD: 274  
Operating Budget Balance: \$57,299.30  
Reserve Allocation Total: \$89,223.54

Many homeowners returned payments with a copy of their invoices that were electronically delivered by Aynax. We are very pleased with these results.

**Expenses Paid in March 2014:**

Attorney: Barker Martin \$2099.00	Now Paid in Full. (Legal fees from 2013)
Nature's Way: \$3936.75	Now Paid in Full. (Contract terminated)
Archey's Landscape: \$3500	Clean-up project (partial payment). Regular maintenance begins April 1, 2014
Silver Lake Water: \$65.70	Monthly service fee
Supplies: (Postage, Printing, etc.) \$135.88	Periodic cost
PUD: \$259.28	Monthly service fee
Aynax: \$9.95	Monthly service fee

Blue Host: \$178.20  
ABC Water Specialty: \$438.52

Web Host fee for 3 years  
Back-flow testing and waterfall check

### **Website update:**

Blue Host remains our service provider. The transfer was made from Palette Property to SCHOA on March 21, 2014. Penni Johnson, our volunteer web master, reports that a new domain name was purchased. Penni hopes to have the new web address and site available soon.

### **Landscape Update:**

Fertilizing and first mow scheduled for first week in April. Shelley Logan shared “before and after photos” of some of the clean-up projects currently being done by Archey Landscape Maintenance LLC. They are doing a phenomenal job. We appreciate the emails from homeowners to the board about the changes they see and how happy they are with the work being done.

South corner entrance is completely clean. Sport court area is clean and picnic tables are ready for use. Kids are commenting on how nice it is to play there now. Wood chips were spread over very soggy area. More gravel to come soon to cut down on the mud. Trail heads on Cascade Drive SE are clean and inviting. Trail work and continued clean-up along Snohomish Cascade Drive will continue. Stumps will either be ground down, or cut down more and covered with new soil, compost, and plants.

The board is looking at the need to remove some trees that may be potentially hazardous to the community.

**Irrigation Update:** Michelle Haneberg reported that ABC Water Specialty came out to inspect and evaluate the irrigation system and waterfall. Back flow testing was done. Test results will be sent to Silver Lake Water shortly. Juan from ABC, Michelle Haneberg, Bob Roush, and David Archey worked for over two hours locating control valves and irrigation heads. All but two were found. Battery boxes need to be replaced along with some of the system heads. Progress is being made to get the system working. Because the irrigation pipes are 1” rather than 1 ¼”, we will need to install a few more control valves to have sufficient water pressure.

The waterfall was inspected by ABC and the pump appears to be in good working order. They indicated the moss is not causing any problem to the feature and tends to make it look very natural. Bob Roush suggested we have ABC inspect the pipe that runs from the vault to the storm drain because an inspection camera that was inserted into the pipe broke off during a prior inspection a couple years ago and may have caused damage. The board will look into this further.

**Announcement** made by Denae Bastian that Jamie, the Fish & Wildlife Department representative for our area, was out yesterday to give direction on the project of repairing the footbridges. Both Snohomish County and Fish and Wildlife require project applications before work can begin, and the anticipated wait time for project approval is two to three months. The board is collecting bids for the project.

## **New Business**

### **2013 Taxes:**

**Motion** made by Shelley Logan to employ accounting services of Jenderuss Forensic Accounting Services LLC to file extension and complete taxes for 2013 at the cost of \$375.00. The motion was seconded by Michelle Haneberg. Discussion was brief, but members present at the meeting were very happy with the cost of this service. Motion carried.

**2013 Audit Update:** Denae Bastian reported on how challenging it is to find firms that will do an HOA audit. With that said, we have received bids from two qualified firms. They range in cost from \$2,800.00 to \$3,700.00 for service. Members discussed options with the board.

**Motion** made by Denae Bastian, at the encouragement of homeowners present, to choose an auditor whose fee will not exceed \$3,700.00. Shelley Logan seconded the motion. The choice of firms was discussed. Denae will negotiate with the local firm in Everett to see if they will be competitive with the firm in Seattle. Both firms seem very competent, but the aspect of a local business doing the job was appealing. Once negotiation is complete, one of the two firms will be used for the audit. The motion passed unanimously.

### **Collection Policy Revision:**

**Motion** made by Denae Bastian to continue with a \$25 late fee when a payment or installment payment is more than 30 days past due, but to drop the \$25 every month thereafter fee. Michelle Haneberg seconded the motion. Discussion: If a person chooses the two payment option, they run the risk of a \$25.00 fee twice if they are delinquent on both payments. If they are on a payment plan with 4 installments, they run the risk of a \$25 late fee four times if they are delinquent in each payment. The motion passed unanimously.

### **Fence Advisory Team:**

The Board has determined it will form a Fence Advisory Team whose charge is to thoroughly research and consider all circumstances regarding the fence bordering Snohomish Cascade Drive and advise the Board as to its best options for replacing the fence which are both legal and viable. Team participation is by Board invitation. The Board will work with the Team to establish a timely reporting schedule.

### **Operating Budget Draft for 2014:**

Please see the attachment for complete details of this draft.

### **Reserve Fund:**

**Motion** made by Michelle Haneberg to adjust the language of the fence line item to include all common wood fences and omit 50 linear feet x 6 feet. Motion seconded by Shelley Logan. Discussion about fence replacement continued. All members in attendance agreed that common fences need to be replaced. Motion passed unanimously.

**Announcement** of "The Falls Garage Sale" dates: Friday, May 16 and Saturday, May 17, 2014. This event will be publicized on Facebook, Craigslist, and in the local newspaper. Signs will be placed at both entrances to the development to advertise the event one week prior.

**Announcement** of Neighborhood Beautification Day. Ideas shared by members were clean mail boxes, clean sidewalks, pick up garbage, clean trails, spread bark, help a family in need with yard work, etc. May or June was discussed.

**The next meeting will be on Wednesday, April 23, 2014 at Willis Tucker Park at 7 pm (4<sup>th</sup> Wednesday each month)**

Meeting adjourned at 9:00 pm.

(These minutes will be approved at the April board meeting.)

Approved:

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Date

\_\_\_\_\_

Shelley Logan, Secretary

UNAPPROVED