

Poulsbo Place II Owners Association Board Meeting
January 12, 2016 – Meeting Minutes - “APPROVED”

Board President, Carol Winkler, called a regular meeting of the PPII Board to order at approximately 4:00pm. A quorum existed, with all five Board members present: Carol Winkler, Susie Watts, Jim Schlachter, Vicki Cunning and Matt Lyons. The meeting was held at the home of Susie Watts.

QUORUM ESTABLISHED

APPROVAL of MINUTES from Nov. 19 MEETING: Vicki moved, Susie seconded, Unanimous approval

OFFICER & COMMITTEE REPORTS

- Treasurer
 - Completion of 2015
 - Our total operating expenses for the year: \$83,000
 - Our expenses in 2015 exceeded our income by \$650
 - Infrastructure expenses: hillside and asphalt repair: approx. \$4,000
 - We have yet to pay \$5500 (out of reserve account) for geo-engineering consulting and attorney fees (all due to the collapsing parking lot at Hillside50 and the consequent concern for our own hillside behind Scoter).
 - We benefited by not having to pay for backflow testing this year (\$2500) and deferring it to Spring 2016
 - We deposited \$7500 into our reserve account but withdrew \$4000
 - 2016 Budget and Dues Increase:
 - As we reviewed the budget for 2016, we saw that at our current revenue from assessments versus projected expenses, we would end up with a deficit by the end of 2016.
 - It became clear that with our increased expenses – incurred from taking over the maintenance of the common areas (hillside, park) from Central Highland Builders (and other unanticipated expenses) – an increase in dues is called for.
 - The Board has not raised dues for the past three years but a 10% increase (which can be approved by the Board) is necessary for us to balance our budget.
 - Voting:
 - ***Matt: moved to increase the dues from \$81 to \$89 (a 9.88% increase) beginning April 1, 2016. Vicki: seconded Unanimous approval***
 - ***Susie moved to adopt budget for 2016, Matt seconded, Unanimous approval***
 - NOTE: This approved budget will be presented to homeowners at the 2016 Annual Meeting, to be held on March 10, 2016.
 - ***Approval of Treasurer Report: Jim moved, Vicki seconded, Unanimous approval***
- Landscaping
 - Update on Transition to *His Hands*
 - Currently, *His Hands* is doing basic cleanup of our homes and common area and installing bark.

OLD BUSINESS

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- Hillside Status
 - As you may know, there has been a flurry of activity in the past months revolving around the collapse of the Hillside50 parking lot and subsequent concerns over the hillside below the parking lot and above our homeowners on Scoter.
 - At Jim’s recommendation, the Board hired a geotechnical engineering expert, Vinnie Peronne, from Bainbridge Island, to make an assessment of the situation.
 - The Board has met with the City on two occasions (with representatives from the Hillside50, the PPII Board, and CHB) to discuss the situation, present findings and determine next best steps.
 - Jim is awaiting a ruling from the City along with their recommendations. We will then determine next, best steps.

- Board Training/Retreat
 - We have discussed the benefits of bringing in some training for the Board to better equip us in handling the various issues we are facing.
 - Juanita Carbaugh at HOA Solutions will give us a proposal for a Board training (maybe ½ day to start). Matt is working on this.

- PPII Website
 - The Board is looking at the possibility for a community website which could provide all of us with relevant information about our PPII community.
 - Matt researched this option and found a company: athome.net who could provide us a very functional website for approximately \$50/month. This community website could also be a moneymaker by having adds posted from local businesses.
 - We determined it was best to put this project on hold for now (given current expenses), but would love for someone in our community to take on this project.
 - This item will be on the agenda for our annual meeting to see if anyone might be interested in heading this up.

- CC&R Revisions (Audit + Electronic Voting)
 - Results of voting
 - Both of these referendums passed (50% is needed to pass).
 - The final vote on Electronic Notification for voting: 81 yes, 3 no
 - The final vote on deferring the audit (which, BTW, simply makes us in alignment with Washington State laws): 68 yes, 16 no.
 - Background on voting
 - 53 homeowners responded out of 84 homes
 - According to CCRs any owners who do not respond in 50 days in the negative automatically becomes a yes vote. Consequently 31 more yes votes were added to the total on Dec 3.
 - Next steps:
 - We need 2 notarized signatures in order to get these revisions recorded.
 - Once this is complete, we will send out an electronic consent form for homeowners to opt-in on the email list.

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NEW BUSINESS

- 2016 Board Makeup
 - 1 to 2 board members may be stepping down after the Annual Meeting.
 - Vicki’s position is up for re-election: she wishes to continue serving on the Board
 - Matt: took Donna’s position and has two years left on his term, however he must be verified at the annual meeting
 - Jim: has one more year on his term.
 - Jim will send out an email to all homeowners telling them to “Save the Date” (March 10 for the meeting) and inviting them to participate on the Board.

- Annual Meeting, March 10, at City Hall, 7-9
 - Steps we need to take
 - Carol will put together a preliminary agenda by February 15
 - Notice must go out by 15 days prior, but Jim will have out by Feb 15
 - Carol to confirm room and AV equipment

- Snow Removal – What if we need it?
 - Who is responsible for what?
 - Matt will call the city to gain clarification on salting/sanding and snow removal (sidewalks and private streets).
 - Our landscaping company, *His Hands* are a backup if we need them and Vicki will get a rough estimate of what they might charge us if we find it necessary.

- CHB Building Project: Long Term Facility
 - We had a discussion, led by Jane Kish, on the pros and cons of this project. It became clear we need clarification on what’s-so regarding plans, votes, timelines, and impact.
 - Any neighbors interested are encouraged to go to the city planning department or read about the plans online.
 - Vicki agreed to be the lead on getting information and communicating with all of us in the PPII neighborhood.
 - In general we felt the most negative impact on our PPII neighborhood includes:
 - Parking, noise, traffic

The meeting was adjourned at 6pm, Matt moved, Jim seconded, unanimous approval.

Guests included: Jane Kish, Linda & Jack McBeath, Joanne Toizumi, Garry & Marci Willis

Approved by the Board on March 1, 2016.

Approved minutes submitted by Jim Schlachter, Board Sec./VP, March 9, 2016

