

**Poulsbo Place II Owners Association Board Meeting**  
**March 1, 2016 – Meeting Minutes - “Preliminary”**

Board President, Carol Winkler, called a regular meeting of the PPII Board to order at approximately 4:00pm. The meeting was held at the home of Susie Watts.

QUORUM ESTABLISHED: Attending: Susie Watts, Carol Winkler, Jim Schlachter

***APPROVAL of MINUTES from the January 12 Board meeting: Susie moved, Jim seconded, Unanimous approval***

OFFICER & COMMITTEE REPORTS

- Treasurer
  - General update and current status
    - We have incurred a one-time expense of \$10,598 for community-wide spreading of bark by *His Hands*.
      - In accordance with WA state law, we have approved the borrowing of monies from our Reserve Account and paying it back in monthly installments, to be paid back fully before the end of 2016.
      - ***Susie moved to authorize withdrawal from reserve account for \$8,830, Jim seconded, unanimous vote.***
      - A notice has gone out to homeowners and we will discuss at the annual meeting.
    - A few homeowners are delinquent in their monthly payments, so we are sending out late notices with corresponding late fees.
    - Our reserve study has been updated and we continue to be in good financial shape for projected expenses we are likely to incur in the next 20 years.
  - ***Approval of Treasurer Report***
    - ***Jim moved, Carol seconded, Unanimous vote.***
- Landscaping Updates
  - We would like Vicki to talk with *His Hands* about how we might spread out our annual one-time cost of spreading of bark.
  - The question was raised: Who is our current contact person for anything related to landscaping?

OLD BUSINESS

- CHB Long Term Care Project
  - Letter to Homeowners – has been sent. Went out March 1, following the meeting. This letter invited the homeowners to become active participants if they disapprove of the proposed project.
  - Letter to City from Board – this was hand delivered to Karla Boughton on March 2.
    - Karla promised to post CHB’s plans on the city website
- Upcoming Annual Meeting, March 31

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- Preparation
  - Mailing will go out 3/14 to those people who wish to continuing mail via USPS.
  - Email will go to remainder on same date to those homeowners who have expressed a willingness to receive announcements via email.
  - Included in both mailings:
    - Financial statement
    - Cover letter, rough agenda
    - Proxy
- Earlier email has been sent to each homeowners designating:
  - Assessment monthly rate increase to \$89 as of April 1.
  - An announcement of how we will borrow, repay and utilize reserve funds to pay for the one time expense to His Hands.
  - Amendment changes re: audit and email notification
  - Invitation for homeowners to opt in for email if they have not already done so.
- Conversations to Discuss at the annual meeting
  - CHB LT Care project – PP Div 8 area
  - Hillside Update
  - New Landscaping
  - Etc.
- Hillside, below Hillside 50 Apartments’ parking lot collapse:
  - Dec 5 – 2’ vertical (approx.) parking lot collapse occurred, preceded by a 12-18” smaller collapse in January 2015
  - Dr. Vinnie Perrone, a geotechnical forensics engineer, has been working with us since December, \$4,100 to date
  - Perrone’s report noted that he believes the problem lies with the parking lot, built on top of uncompacted fill. Although some sloughing occurred on the hillside following the Dec. collapse, the hillside, cement walls and trail appear to be in stable condition.
  - PPII is searching for aerial pictures that may show prior collapses that have occurred over the years.
  - CHB has agreed, in writing, to pick up cost (Perrone’s fee) for a design solution proposal.
  - Likely fix will involve: excavate fill below outer 1/3 of Hillside 50 parking lot, remove and bring in proper compacted fill. Install suitable drainage provisions.
  - Hillside 50 has finally hired a geo tech ... we are awaiting that report.
- Items for the Board to Complete – Check-in on our Action Items
  - Fence Staining in common area:
    - We are in a dispute with CHB regarding what the fence is made of. Depending on the outcome, either CHB will be responsible for staining the fence or we will.
  - Letters to Hillside on carbon monoxide and dying tree:
    - Jim sent a letter to Hillside 50 Management on February 29.
  - Issues around shared water hookups to common space:
    - The Board apologizes to all six homeowners who received our letter on this issue. We realize the tone of the letter was offensive and while we did not intend for this, it caused much upset to those homeowners. We apologize and commit to working this out together and finding the best solution for our entire community.

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- Curb at Jane Kish’s home:
  - David Smith has agreed to remove/rebuild this within the next two months.
- Fabric filter socks at Willet:
  - Handled
- Fabric socks on grate #2 by the property of Elizabeth Wilson:
  - Dave Smith has agreed to remove within the next 30 days
- Dying trees behind Willet Homes:
  - CHB has agreed to replace these arborvitae trees with laurels.
- Jane Kish’s faucet that is on HOA property:
  - Dustin with His Hands has agreed to remove this in the Spring.
- Speed Bumps:
  - We will seal coat Scoter this spring. And will add speed bumps utilizing them for a dual purpose: slowing speeders AND installed in a vanguard pattern, rerouting water toward the center of the road. Most likely they will be made of a rubberized polymer material.
- Geo engineering work on hillside.
  - We had originally proposed to bring in Jeff Bowers (formerly with Krazen) to 1) develop a plan layout of common element drainage piping (above and below the trail), 2) Document that our rock walls and cement walls are to code and any that require permits have them, 3) consult regarding hillside stability with survey stations. This task was to be completed by the end of December. Jeff has not responded and the Board will search for a new consultant.

**NEW BUSINESS**

- Email will be sent out prior to the annual meeting specifying the current status of the Board. Who will be staying, who will be leaving.

***The meeting was adjourned at 6:05: Carol moved, Jim seconded, unanimous vote.***

**GUESTS ATTENDING:**

Donna Stanton, Debbie Fitzgerald, Frank Gibbons, Jane Kish, Pat & Marcia Carruth, Kari DeRosa