

Poulsbo Place II Homeowners Association Board Meeting

April 26, 2016 Meeting Minutes

WELCOME AND INTRODUCTIONS: The meeting was called to order at 4:01pm by President Carol Winkler. The meeting was held at the home of Board member Susie Watts (19361 Willet Lane NE).

Introduction: Carol Winkler made introductory comments with an overview of the meeting and the process for guest questions.

QUORUM ESTABLISHED: Attending Board Members: President Carol Winkler, Treasurer Susie Watts, Secretary Vicki Cunning, member Kent Salo, and Vice President Matt Lyons.

APPROVAL of MINUTES from PRIOR MEETING. The preliminary minutes of the HOA Board meeting of March 1, 2016 were distributed and reviewed. Motion to approve: Susie Watts; seconded by Vickie Cunning, approved unanimously.

OFFICER & COMMITTEE REPORTS

- **Treasurer (Susie Watts)**
 - General update and current status
 - Financial Statement through end of March presented and discussed.
 - Loan from Reserve Account: Invoice for mulching: automatic transfer monthly/10 months is on schedule
 - Insurance has been paid up for year
 - Treasurer's Report: Susie provided the financial report. Matt moved to accept the report; Vicki seconded, unanimously approved

- **Landscaping (Vicki Cunning)**
 - His Hands is doing back flow checking, irrigation, turning on the water for irrigation.
 - Matt and Kent are going to contact His Hands regarding irrigation to get an update on the status of both HOA and homeowner systems.
 - His Hands has changed their work schedule for our Association to Thursdays for grass cutting. They will be mowing every week during the summer season.

- **Compliance Evaluations (Susie Watts)**

Tracy of HOA Solutions will soon be doing compliance evaluations in community. Susie and Vicki will review the reports/spreadsheet and approve the letters to homeowners.

 - Membership in Community Association Institute
 - We (PPII) currently have membership via Jim's personal membership.
 - We will let his membership lapse and if needed later, join for approximately \$130 per year.

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- Secretary (Vicki Cunning)
 - Permanent Email address has been established for PPII. It is: poulsboplaceiiboard@gmail.com
 - Used to request information
 - When used for policy: Board approves and President executes
 - Notes to city requesting clarification
 - Everyone on Board has access to seeing it, no one person controls it
 - Property of PPII HOA: transferrable

OLD BUSINESS

- Hillside/Hillsider50 Update
 - Awaiting Vinnie Perrone's recommended engineering plan which he is preparing on behalf of CHB.
 - Approximately 50 yards of displaced material came down the hill in December and we lost part of our trail. Kent will document our part.
 - We want to be proactive once Vinnie's letter comes out.
 - Hillsider is in process of performing its own engineering study & borings
 - 5 parties involved: CHB, PPII, Hillsider50, City, Homeowners.
- CHB Long Term Care Project (Division 8)
 - Matt provided an update on the developer briefing on the Division 8 project.
 - On Friday, April 22, they presented the current plan and the projected administrative actions they plan to transact with the City to execute the project.
 - When the developers resubmit plans to the City, we will do our due-diligence.
 - No outstanding issues on the Division 8 project at this point.
- Website Possibility (Matt)
 - The Board discussed the need for a functioning web site for the Association with functionality that will enhance our ability to do business and communicate with and among homeowners.
 - An off-the-shelf system is available from \$600/year from AtHomeNet.; \$48/month, proprietary: we wouldn't own it, but it is fully functional for our needs.
 - It would be very helpful as a place to post official documents, (CCRs, Rules/Regulations, etc.) minutes, forms for architectural changes, etc.
 - Susie: recommends we keep this as continuing conversation & put it in the budget for 2017 and/or find vendors willing to pay for advertising
 - The Board discussed searching for a homeowner skilled in web design. The secretary will send email message to homeowners asking for volunteers among our homeowners.
 - Alternate solutions discussed: Go Daddy would be \$10/month, but require site development.

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- Earthquake Preparedness
 - Kitsap County is organizing earthquake preparedness, and seeking volunteers to locally organize, Jane K attended one session recently. We need to identify an appropriate volunteer for this initiative.
 - Website: Kitsapdem.org
 - When we get our own website, we will have a page for emergency preparedness.
- Board Responsibilities
 - Review our List, assign names: The Board reviewed the list of projects and responsibilities.

NEW BUSINESS

- Carol Winkler resigned from the Board effective immediately.
- Steve Robbins may be a Board candidate. We will invite him to next meeting
- Strategy for Replacement: Matt and Kent will talk with a few potential individual Board members
- Susie called for a special meeting immediately following this one to reorganize officers and designate a second signatory on the banking accounts. The minutes of the special meeting will be provided to Kitsap Bank to allow their action to change signatories.
- Architectural Committee/Landscaping Committee
 - Kent proposes we set up a landscaping committee and an architectural committee
 - Kent/Matt: Landscaping; Vicki/Susie: Architectural
- Request for Fence. The Board received a request from a homeowner for permission to erect a 6-foot-tall fence between their townhome and their neighbor.
 - Procedures to follow for such requests
 - Vicki will send note requesting: specifics (size, space, drawings, etc.)
 - Susie will design a form.
- Trails
 - No action on trails pending resolution of hillside stability issues.
- Garage Sale June 4, 2016, 9am-3pm
 - Last year: Jim Schlachter put add in local paper. We participated on Saturday only and got signs directing to Willet and Scoter.
 - Board approved Saturday, June 4, 2016 as an officially designated yard-sale day in PPII. Secretary to send email to all homeowners
 - Put signs out: Pat Carruth will put out signs.

UPDATES/QUESTIONS/INPUT FROM HOMEOWNER GUESTS: N/A

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Homeowners Attending:

Charles Cathey
Debbie Fitzgerald
Pat and Marcia Carruth

Adjournment: Carol called for adjournment at 5:55pm. Vicki, Susie, second, unanimously approved.

M. J. Lyons
Secretary

Approved by the Board at Board meeting on 28 June 2016

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