

**Poulsbo Place II Owners Association “Special” Board Meeting
September 1, 2015 – Meeting Minutes - “APPROVED”**

Board President, Carol Winkler, called a special meeting of the PPII Board to order at approximately 4:01pm. 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.

The first item on the agenda was a special presentation from a landscape design consultant, Barbara Schmidt:

PRESENTATION: Barbara Schmidt

Barbara spoke to the Board for about an hour, presenting with her ideas, suggestions and concerns.

Her impressions are that we have difficult, steep slopes to manage. She expressed concerns that we may not have proper drainage in place and that our hillside may not have been graded properly for water runoff.

Prior to any landscaping work, she recommends we engage the services of a soil engineer to determine if our hillsides are stable and our drainage adequate.

She did present us with some possible ideas for landscaping. Her view includes a series of 12' wide greenbelts with native plants along pathways, densely planted to screen wild spaces beyond the greenbelts. She strongly cautioned that we should have the engineering review done before beginning landscaping work.

Ms. Schmidt left and the Board meeting then begun.

APPROVAL OF MINUTES

A motion to approve the Minutes of the August 11 Board meeting was made by Jim, 2nd by Matt, and approved unanimously.

OFFICER & COMMITTEE REPORTS

- **Treasurer’s Report**
 - *Susie Watts made a motion to move \$4000 back from the reserve account into our operating account.* That amount was transferred to reserves earlier in the year as extra reserve funding but is being returned to cover anticipated capital expenses involving landscaping, engineering and related legal costs. *The motion was seconded by Jim and approved unanimously.*

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- *Carol moved to approve the Treasurer’s Report, seconded by Vicki and approved unanimously.*

- **Landscaping / Gardening**

- Re: Barbara Schmidt
 - Ms. Schmidt will send her final recommendations to us. We will put all landscaping issues on hold until we complete the engineering analysis of our hillsides.
- **Irrigation, Drainage, Hillsides, Fences**
 - Irrigation
 - Board members Matt and Vicki, in coordination with our landscaper Yoshi and homeowner Kent Salo, have done an extensive analysis of our common areas irrigation systems. Their report will be available by the end of the week.
 - They have reviewed our common areas (what needs irrigation, what doesn’t), inspected all control boxes and lines (what is working, what is not), etc. Virtually all common area watering is on a manual basis (currently being handled by Yoshi) and a large percentage of controls are not working and likely were improperly installed.
 - Recommendations?
 - We need to repair the current irrigation infrastructure and make it work properly, which will require labor plus replacing most of control units.
 - We need a third party professional to make the repairs and then we will need to move forward to have our systems operate automatically.
 - Fencing issues
 - Re: the 140’ fence along the walking path
 - Matt has received bids from three different painting contractors for how best to protect our fence. All recommend against using paint and instead suggested using an oil-based semi-transparent stain (bids are ranging from \$1500-\$1630). The staining is to be preceded by a power wash cleaning/prep step. Jim commented that semi-transparent stains don’t last long and may not be the way to go. He suggested that we also look into solid color stains. Real expert advice is needed.
 - We are awaiting a bid to consider an alternative to staining, of replacing our current wood fence with vinyl.
 - We’re on hold, awaiting final bids and will then make a decision how best to proceed.
 - For homeowners’ fencing
 - We are on hold.
 - Our original and ongoing intention is to maintain a common look “white” throughout the PPII community.
 - We initially thought that white paint should be used but are now being told by paint contractors that stain is the preferred direction to take.
 - Further research is needed.

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- Two Specific Requests re: fence painting/staining
 - We will email them telling them that the matter is on hold awaiting recommendations from painting experts.
- Rock Walls
 - Matt has requested from the city (repeatedly since August 7), the storm water management plan for PPII + approved permits for concrete walls and rock walls.
 - So far we have not received these documents from the city.
- Lawyer Assistance
 - A meeting with our lawyer, Shane Seaman is scheduled for Friday to discuss a variety of issues currently facing PPII (drainage, Hillside Apartments failure to communicate, the carbon monoxide threat from cars parked at the Hillside, etc.). Jim, Matt and Vicki to attend.
- **Gardening for Individual Homes**
 - We completed our Homeowner Responsibility List (what items of gardening maintenance would be accountable for and what items homeowners would be responsible for).
- **Common Area Maintenance**
 - We deferred the creation of the HOA Responsibility List for the common areas till next meeting.
 - Vicki will create a rough draft to present at our next meeting.
 - Target date for vendor solicitation? To be determined at our next meeting.

OLD BUSINESS

- Punch List Update
 - Tabled.
- Update on carbon monoxide issue
 - Will discuss with our attorney on Friday.
- Block Party
 - Jim is sending a community email follow-up tonight.

NEW BUSINESS

- There are two Amendments to our CCRs that are being proposed by Susie:
 1. To allow email notification in lieu of postal mail
 2. To amend the audit requirement, making it consistent with WA state law
- Susie is handling this project and by mid-October will prepare a ballot that can be sent out to our homeowners explaining our reasons for the amendment changes and requesting their vote.

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DATE FOR NEXT MEETING ... September 22, 2015, 4-6pm

A motion to adjourn was made by Vicki, 2nd by Carol, and approved unanimously. Meeting adjourned at 6:09.

Owners present at the meeting were: Jack McBeath, Kent Salo, Marci & Garry Willis, Mike Byers, Karen Childs, Jane Kish, and Sean McKeown.

Submitted by Jim Schlachter, Board Sec./VP, September 17, 2015

Approved by the Board on September 22, 2015

