

**Poulsbo Place II Homeowners Association**  
**“Special” Board Meeting Minutes - Approved**  
**September 22, 2015**

## OPENING OF MEETING

Meeting was called to order at 4pm. Board Members attending: Jim Schlachter, Matt Lyons, Vicki Cunning, Susie Watts, and Carol Winkler

Minutes from September 1, 2015 Meeting were unanimously approved. (Jim moved, Vicki seconded)

## OFFICERS REPORTS

Treasurer: no updates

## LANDSCAPING/GARDENING

- Geo-Engineering Update
  - Jim Schlachter is in the process of interviewing engineers who can analyze our hillsides and assess the condition of the Hillside parking lot. Currently, he has interviewed two companies (Brown Wheeler and Superior) and is now scheduling a conversation with Aspect Consulting. He hopes to align on a consultant in the next few weeks.
  - We are also receiving guidance from our attorney who is helping us draft a letter to the Hillside apartments regarding hill safety and other issues (a dying tree and our carbon monoxide concerns).
  
- Irrigation
  - We reviewed a summary document created by Matt Lyons and Vicki Cunning. This report reveals that we have an “open space” irrigation system that is complex and reflects a lack of planning on the part of Central Highland Builders (CHB). It’s a collection of individual systems that are not managed *as* system; it consists of both manual and automated parts; we have equipment that comes from various manufacturers and we have no systematic process for repair. In addition, certain common areas have been arbitrarily tapped off and grass/plantings are dying as a consequence.
  - Bottom line: it is the opinion of Matt and Vicki that if we can get the current irrigation systems working, we can handle most of our watering needs.
  - Because our irrigation is still relatively new, the Board plans to address these issues with CHB. Before we do, Kent Salo is mapping out the deficiencies in detailed, small-parceled maps so that we can be adequately prepared for our meeting.
  
- Fencing
  - We reviewed a summary document on our fencing issues created by Matt and Vicki.
    - History: Earlier this summer, the Board decided, with the intention of keeping a common look and theme to the neighborhood, that all fencing should either be white vinyl or painted white, including HOA fence.
    - However, in interviewing fencing contractors to paint the HOA fence, it was learned that paint is not an optimal fence protector in this climate. Rather stain is recommended. Bids for staining the HOA fence are around \$1600.
    - We considered replacing the HOA wood fence with vinyl, but the expense may be prohibitive. (Cost to replace in kind was about \$4800).
    - Much discussion ensued about what was the best overall option for not only the HOA fence, but also the few fences in the neighborhood that are wood.
  - In the end, the following motion was approved:  
Jim moved, and Susie seconded for the Board to have the HOA fence along pathway stained with a solid color, ultra pure white stain (Behr solid stain, SC-210 or equivalent) as per Moran’s quotation. In addition, all homeowners with existing wood fencing are required to stain their fences with white stain. The vote for: Carol, Jim, Susie, Opposed: Matt, Vicki.

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- A letter to all homeowners will be drafted on this issue.
- In addition to issues of fencing color, various safety concerns were brought up in this discussion based on the report. Specifically, the need for fencing was suggested above Harold's place, in addition to a few other areas in the neighborhood.
- Again, the Board will approach CHB regarding staining the HOA fence in addition to putting in safety fencing and railings.
- Matt recommends we begin the process of getting these expenses into our expense budget plans for 2016. Susie agreed to look at our Reserve Study to determine what is currently projected and what might be added. All of this also depends on whether CHB will agree to some of this work.
- Common Area Maintenance
  - Re: Improper Irrigation usage: The Board reviewed a draft letter to be sent to six individual homeowners, and once bolding and caps are removed, unanimously approved sending these letters out.
  - Vicki and Matt have begun the process of interviewing landscaping maintenance companies to get input on maintenance of our common areas and our individual homes. We reviewed a bid from His Hands. They will continue that process this week.
  - In addition the Board unanimously approved giving 30 days notice to Yoshi that, as of October 31, he will no longer be our contractor for landscaping maintenance. (Matt moved, Vicki seconded. Carol will draft letter and after being approved by the Board, to go out September 30.

#### OLD BUSINESS

- Punch List Update:
  - Jim Schlachter is in charge of this but he had to leave the meeting early. We will review this at our next meeting.
- Update on Carbon Monoxide Issue
  - This issue will be addressed in a letter to Hillside Apartments, with guidance from our attorney
- Update on CCR Amendment Process and Board vote (Susie)
  - The Board unanimously approved Susie's proposal that we move forward with our proposed amendments to the CCR's and submit a vote to the homeowners. (Matt moved, Vicki seconded). Jim will have Kitsap Printers do the mailing.

#### NEW BUSINESS

- Back Flow Testing Contract: Sonny Beez
  - Vicki will contact the city to request a waiver, which would us to do the testing in the spring of 2016 rather than this fall.
  - In the event the city declines our request, we unanimously approved the hiring of Sonny Beez to do the testing this fall. (Susie moved, Matt seconded).
- Dying tree on hill behind Scoter and its potential danger to homeowners
  - This tree is on Hillside property and thus their responsibility. This issue will be included in our upcoming communications with Hillside. Jim will communicate with homeowners by week's end and encourage them to communicate with Hillside themselves.

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6:08 pm: Meeting adjourned, Matt moved, Vicki seconded, unanimous vote.

*Submitted by Jim Schlachter, Board Sec./VP, October 22, 2015*

*Approved by the Board on November 19, 2015*

