

The Poulsbo Place II Owners Association Annual Meeting

was held at Poulsbo City Hall on March 27, 2014

Meeting called to order at 7:03 pm by Carol Winkler, President.

A quorum was established with 32 owners present in person or by proxy.

A few moments of "Meet and Greet" were held, followed by an introduction of current board members.

Minutes of the 2013 Annual Meeting were available for all to review. **Secretary, Debbie Fitzgerald, requested these minutes be approved. It was so moved, seconded, and unanimously approved.**

Officer Reports:

President:

Carol Winkler describes three highlights in our neighborhood this year:

- 1) Growth: we are nearing completion! Last year at this time, 54 homes were built. Today 69 are complete; representing 82%!
- 2) Community involvement: we have a community of great people! The Board is committed and active; its quarterly meetings are open for homeowners to attend. In every meeting, we do have community members attending and participating.
- 3) Beautification: no greater example than Sundial Park!

Treasurer:

The 2013 Financial Summary and the 2014 Budget were available for all to review. Discussion ensued including questions regarding the landscaper's contract and potential bidding process, whether quarterly dues billing would save effort and expense, goals for the reserve fund, and definition of the utilities/water expense (stations within the common areas and park).

The 2014 Budget is based on occupation of 71 units. This is an estimated number, which in actuality is currently less (69) and will most likely be more during 2014.

Request was made for a more specific financial report, comparable to those made available at past annual meetings. Individual homeowners are always invited and welcome to attend the quarterly board meetings, at which such detailed financial information is available and discussed.

Susie Watts requested ratification of the 2014 budget. It was so moved, seconded, and approved by a vote of 31 for, 1 opposed.

A homeowner expressed concern as to a homeowner serving as the Association's paid bookkeeper. The Board here refers to Poulsbo Place II Bylaws Article 4.9, "The Board may pay reasonable compensation to any officer or Owner who performs substantial services for the Planned Community in carrying out the management duties of the Board." Our new bookkeeper is an independent contractor, paid a modest hourly fee. The bookkeeper does not write checks; she deposits and records payments and transmits statements to homeowners. The Treasurer provides oversight of the bookkeeper's function.

Secretary:

The total voting power of the Owners Association currently stands at 69. There are 19 votes in attendance and 13 proxies. There is a quorum for this meeting.

The primary method of communication between the board and homeowners is email, via ppiisecretary@gmail.com. Communication via USPS can be used for homeowners who do not use email. Contact information is kept confidential.

Notice of quarterly board meetings is emailed to owners approximately ten days – two weeks prior to meetings. All owners are welcome to attend and observe.

Owners are notified via email when minutes are available, approximately ten days – two weeks after each meeting. Copies of minutes are sent to owners who so reply.

Discussion ensued as to confidentiality of contact information and compliance with the Resident Code of Washington (#64.38.045). Debbie Fitzgerald assured owners their contact information will be kept confidential; therefore only information specifically allowed by this state law will be provided should a homeowner request it.

Committee Reports:

Landscaping:

Sundial Park has been given to the City of Poulsbo, with it being the responsibility of our HOA to maintain. Its estimated date of completion, including debris and equipment clean up, relates to completion of many other aspects of landscaping completion throughout Poulsbo Place II. Board members are planning to insure that the responsibilities of Central Highlands Builders of final landscaping; as originally planned, committed to, and filed with the City of Poulsbo; are carried through.

Architecture:

An Architectural Review Committee needs to be formed, to work closely with the board, in order to review potential structural changes to homes within our community and insure such changes are in compliance with our rules and regulations. Frances Malone volunteered to be on this committee. Additional volunteers are requested.

Election of Directors:

Jim Schlachter was previously appointed to the board in November 2103 in order to fill a Board position vacated due to a move. This term is now up for election. Ballots were passed out. No nominations were made from the floor. **It was moved, seconded, and approved that Jim Schlachter be elected to the board by unanimous, oral, vote.**

Unfinished Business:

There is no unfinished business at this time.

New Business:

Jim Schlachter reported on the condition of the private roads within Poulsbo Place II, the neighborhood infrastructure, and related responsibilities of the HOA. The

roads, sidewalks, water mains and lines, piping, sewer lines, Sundial Park, and pavements are being closely observed for damage by construction vehicles. The board will seek a definition from Central Highlands Builders as to what CHB deems satisfactory and "complete" road, pavement, and drain condition as our neighborhood nears completion. A consultant may be proposed for this purpose.

Vehicles continue to park illegally on Scoter LN and the alley between Scoter LN and Jensen WY. Should any owner observe such, protocol is to call 911 saying "This is for information only", and report a vehicle parked in a fire lane and/or blocking a driveway.

Discussion as to fire lane signs requested and not posted nearer to corner of Scoter LN and Sunset ST. The board is aware of this issue and will follow up.

Homeowner on Jensen WY reports there has been a vehicle parked long term in front of her house. Secretary will advise homeowner, via email, of pertinent city regulations.

Request that Poulsbo Place II have a community yard sale coinciding with one to be held by Poulsbo Place I. Debbie Fitzgerald to follow up.

Moved, seconded, and approved to adjourn. Meeting adjourned at 8:37 pm.

Respectfully Submitted,
Debbie Fitzgerald, Secretary

These minutes were reviewed by the PPII HOA members and were found to be in proper order, accurately reflecting the proceedings and statements by those who were present.

Approved unanimously on March 31, 2016

A handwritten signature in blue ink, appearing to read "Jim Schmitt". The signature is fluid and cursive, with a long horizontal stroke at the end.