

# Poulsbo Place II Owners Association

## Annual Meeting Minutes - March 5, 2015 - Poulsbo City Hall

The Annual Meeting of the PPII HOA was called to order at 7:00 pm by Carol Winkler, President.

### QUORUM

***A quorum was established with 27 owners present in person or by proxy.***

(21 of the 81 owners were necessary – or 25%)

Owners spent a few minutes in a “meet and greet”, followed by an introduction of current Board members: Carol Winkler, Jim Schlachter, Susie Watts and Donna Stanton

Minutes of the 2013 Annual Meeting were distributed for review. ***Owner Deb Morgan moved to have the minutes approved, seconded by Mike Byers, and approved unanimously.***

### OFFICER REPORTS:

#### **President:**

Carol Winkler highlighted three items:

- Beautification: landscaping has improved with Sundial Park now complete
- Completion: it is important for the developer to complete his work of “to-dos”
- The Future: we have contracted with a firm to perform a Reserve Study for PPII, to review our reserve levels to handle projected updating/replacement needs (pavements, etc.)

#### **Treasurer:**

Susie Watts discussed the following topics

- Assessments – nearly all owners are very current; we have few collection issues.
- The HOA has continued to strongly fund our Reserve Account to cover future needs.
- “Landscaping” is the largest HOA expense by far
- 2014 Financial Summary and the 2015 Budget were previously sent to all owners and were available for all to review.
  - Question: why the large increase in landscaping cost; Response: based on the current number of homes completed, which has increased.
- Observation: water costs are lower than last year’s estimate. 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).
- Advised owners that the Budget was automatically ratified as approved by the Board unless 51% of all owners vote no.
- Audit of HOA books is required when income exceeds \$50,000, however:

- WA State Law (RCW 64.38.045) allows an annual waiver by vote of 67% of the annual meeting's quorum.
- Reasons to waive an audit:
  - Audit costs run \$2,500 - \$3,000 (cost savings)
  - PPII HOA finances are not complex
  - PPII books are open to inspection by any owner
- ***Susie Watts made a motion to waive an audit for this year, seconded by Mel Morgan, and approved unanimously.***
- ***Jim Schlachter made a motion to accept the Treasurer's Report, seconded by David Winkler, and approved unanimously.***

**Secretary:**

Jim Schlachter discussed the following items:

- Debbie Fitzgerald needed to step down from the Board in January due to personal reasons.
- During the course of the year several communications were sent out by her including notices of Board meetings and correspondence with home owners.
- Since January, the Board has assumed the role and sent out:
  - Board minutes from January
  - USPS & e-mailing of Annual Meeting Announcement
  - Pdf copies of all HOA documents: CCRs, Bylaws, Rules & Regs
- Going forward you will continue to receive pdf copies of Board Meeting Minutes automatically and increased communications.

**COMMITTEE REPORTS:**

**Landscaping:**

Donna Stanton commented on the following:

- General comments on the landscaping work continuing in the open space and near completion of Sun Dial Park
- Hillside slope, following the January 2015 Hillside 50 Apartments' parking lot collapse is now covered in plastic tarps. The City, Hillside 50 rep and Central Highland Builders (CHB) is controlling this temporary coverage.
- Notice will be sent to everyone that mulching will be done in the Spring, but with the provision that an owner can opt-out.
- Commented that there are a few areas with common area irrigation that is connected to a few owner's home irrigation system. The Board will be reviewing and addressing these areas, including areas along Jensen and Sunset.
- Owners Questions:
  - Concern that the HOA needs to insist on safe settlement of hillside before the CHB open space landscaping bond with the City is released.
  - Request that those at the bottom of the hillside be kept informed of progress.
  - Comment – that the hillside needed better drainage to dry-out and correct the situation.

- Comment by Drew Botti that the fence along the trail does not cover the full back of his property which doesn't allow for privacy. Also noted that the fence does not follow along all areas with a 2' drop.

#### **Architecture:**

Susie Watts commented on a newly approved proposal:

- The Board was seeking an impartial 3<sup>rd</sup> party professional to perform community-wide CCR compliance inspections.
- The work to entail: exterior inspections on all homes for CCR compliance, with reporting and corrective action need notices with photographs to be mailed out.
- HOA Community Solutions (of Gig Harbor) was engaged to work on the Board's behalf to provide CCR inspections. The first inspection will begin in 30 days.
- The services are provided for \$200/month, for 2 full inspections per year, and include the use of the company as a professional support group and information source to our self-governing HOA.

#### **Infrastructure:**

Jim Schlachter commented on:

- The HOA's roads: Scoter Ln., the alley between Scoter & Jensen, the short entry way off Jensen, and Willet Ln are private HOA owned roads. The HOA is responsible for the maintenance of all paved surfaces, gutters, and aprons associated with these roads. The HOA will be having a professional assessment made of the condition of these surfaces.
- The City of Poulsbo is responsible for maintaining the water mains and a portion of the laterals up to and including the individual water meters.
- The City is responsible for maintaining the storm drains/mains and sewer mains. Each homeowner is responsible for the laterals from their homes connecting to the mains.
- Sundial Park is an HOA owned park. The HOA is responsible for all park and trail maintenance.
- Builder Punch list items, still to be completed, associated with curbs, signage, fence maintenance, etc.
- Owners Questions:
  - Request that we need to have additional "ONE WAY" directional signs on Scoter
  - Concern with excessive speed by non-resident drivers using Scoter as a short-cut. Suggestions included speed bumps and "NO-THRU TRAFFIC" signs.

#### **ELECTION OF DIRECTORS:**

The 3 year terms for Jim Schlachter and Susie Watts were not expiring. The terms for Donna Stanton and Carol Winkler are expiring, and the vacant position (from Debbie Fitzgerald's resignation) needs to be filled.

- ***Jim Schlachter nominated Carol Winkler, seconded by Mike Byers.***

- ***Susie Watts nominated Donna Stanton, seconded by David Winkler.***
- Jack McBeath nominated Mel Morgan (Mel declined the nomination)
- ***The HOA by unanimous oral vote approved Carol Winkler and Donna Stanton to serve.***

UNFINISHED BUSINESS:

There is no unfinished business at this time.

NEW BUSINESS:

Susie Watts explained that there was interest by the Board to propose:

- to change to an email announcement for all future Annual Meetings to reduce HOA costs, but to retain a USPS mail option for those without email or for those requesting regular mail receipt.
- discussion followed; strong interest was voiced.
- The Board will then move forward and pursue this policy change.

"TOWN HALL MEETING" (owners concerns):

- Question was asked regarding the CertainTeed siding class action suit. Some Div 6 owners were then to share information with Chris Gears.
- Comment was made re: windows made by same company. Owners at meeting planned to share info.
- Question re: Poulsbo Place annual garage sale. No one had info on it. The Board to pursue.

Hearing no added comments, Carol Winkler thanked all the owners in attendance.

***David Winkler moved to adjourn, with a unanimous oral vote in favor, adjournment at 8:35pm.***

Respectfully Submitted,  
Jim Schlachter, 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

