

Poulsbo Place II Home Owners Association
Board Meeting Minutes of
May 7, 2018

Welcome: A regular meeting of the Poulsbo Place II Homeowners Association (HOA) Board of Directors was called to order by President Vicki Cunning at 4:00pm, May 7, 2018. The meeting was held in the second-floor conference room in the Poulsbo City Hall.

Introductions: Vicki Cunning made introductory remarks with an overview of meeting procedures and protocols. The purpose of the meeting was to conduct the routine business of the HOA.

Quorum Established: Board members present were President Vicki Cunning, Treasurer Nate Sargent, Secretary Matt Lyons, and board member Mark Smith. A quorum was established.

Minutes Approved: The minutes of the HOA Board meeting of March 26, 2018 were approved.

Treasurer Report:

Nate Sargent presented the general ledger balance sheet as of 31 March 18 (attachment 1). He noted that the HOA has saved funds budgeted for an accountant to audit the books (\$3,000), and the decision to postpone applying beauty bark until next year saved \$10,000. The report was approved by the Board.

Homeowners in arrears. We currently have 5 homeowners in arrears on their HOA assessment account. A Notice of Intent to Place a Lien on the homes of homeowners 90 days overdue is now established policy and being enforced.

The liability insurance policy for the HOA is being renegotiated by HOA Community Solutions on our behalf. It is expected that the new policy will be issued in the next few days.

Business:

The matter of Central Highlands Landscaping and Irrigation deficiencies which have been a point of contention for almost 3 years seems to be headed to a resolution. According to Karla Boughton, City Planner, Central Highlands Builders have agreed to forfeit their \$51,398.82 "reserve funds" to correct the deficiencies. The Board voted to accept the offer and approved a letter (attachment 2) to that effect which was signed and immediately by President Cunning delivered to the City.

The Board met with its attorney on the issue of homeowner encroachment into common areas. The attorney advised us not to approve any new encroachments until such time as we have addressed the issue in depth and resolved the legal issues. He advised us of several potential courses of action. The Board voted to ban any new encroachments by homeowners on to HOA common land until the issues can be resolved.

The Board discussed the matter of “emotional support animals” with the attorney. The attorney advised that the Board can ask anyone requesting an exception to policy for an emotional support animal to provide written documentation from their healthcare provider specifying the therapeutic necessity for the animal.

The HOA is currently having Viking Fence install a chain-link fence along the south border of the Hillside 50 apartments. The work will be completed this week.

Architectural Change Applications received: The following architectural change applications have been received since the last Board meeting:

Approved. Ford, 19469, Willet LN. Reinforcing pathway on personal property near Common Area hill. 4/11/18

Approved. Bodner, 19444 Jensen Way NE. Approved white fence on homeowners' property. 4/9/18

Approved. MacFann, 19480 Scoter Lane NE. Change paint color on exterior doors. 4/10/18.

Denied. MacFann, 19480 Scoter LN NE. Construction of patio on Common area behind home. This case was reviewed by Shane Seaman Attorney for the HOA.

The Board reviewed and approved the actions taken on these cases.

Landscape Survey: Kent Salo has been conducting a survey of homeowners needs from the landscape services provider. Responses are due back by May 10. A reminder e-mail will be sent out to be sure we have as best a response as possible.

Compliance Inspections: HOA Community Solutions will conduct the spring property inspections on May 9. Board members are invited to join the inspection.

Irrigation Water Turn-On: HisHands will turn on HOA and homeowner irrigation systems starting this week. We expect full irrigation will be available in a few days. Back-flow testing will also be completed this month, and a report will be provided to the City and the HOA.

Management Services: Vicki Cunning indicated that she would ask HOA Community Solutions to make us an offer for “full-management” of the Poulsbo Place II HOA. The lack of volunteers from the community makes the amount of work that must be done only by Board members very difficult.

Homeowner Concerns and Issues: There were no homeowners present.

There being no further business, the meeting was adjourned at 5:10pm.

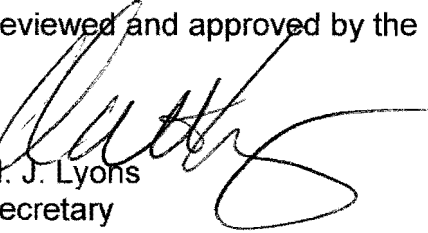
Respectfully submitted,



M. J. Lyons
Secretary

2 Attachments/AS

Reviewed and approved by the Poulsbo Place HOA Board, September 4, 2018



M. J. Lyons
Secretary

Poulsbo Place II
 GL Balance Sheet Standard
 Posted 03/31/2018

	Operating	Reserves	Total
Assets			
<u>Bank</u>			
Operating Account	19,363.12		19,363.12
Reserve Account		49,129.04	49,129.04
<u>Total Bank</u>	19,363.12	49,129.04	68,492.16
Accounts Receivable	1,918.15		1,918.15
	1,918.15		1,918.15
<i>Total Assets</i>	21,281.27	49,129.04	70,410.31
Liabilities & Equity			
Other Payable	468.00		468.00
Prepaid Assessment	8,904.24		8,904.24
	9,372.24		9,372.24
<u>Equity</u>			
Operations Retained Earnings	1,421.03		1,421.03
Reserves Retained Earnings		46,382.36	46,382.36
Net Income	10,488.00	2,746.68	13,234.68
<u>Total Equity</u>	11,909.03	49,129.04	61,038.07
<i>Total Liabilities & Equity</i>	21,281.27	49,129.04	70,410.31

Amr 4/4

Poulsbo Place II Home Owners Association
P.O. Box 1601
Poulsbo, WA 98370
poulsboplaceii@board@gmail.com

May 7, 2018

Response to the City of Poulsbo Concerning the Landscape Maintenance Reserved Funds Matter (Bond)

Ms. Karla Boughton
Planning and Economic Development Director
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370

Dear Karla:

Central Highlands Builders has offered to release all funds (\$51,398.82) held in reserve to apply to the deficiencies in Poulsbo Place II irrigation, landscaping and trail system. We accept the \$51,398.82 toward our irrigation and landscaping issues.

Landscape and Irrigation: The HOA will arrange for correction of landscape and irrigation issues with these funds, to the extent that funds allow. This will end the HOA's complaint regarding landscape and irrigation issues in the common area.

Trail: The Master Plan for Poulsbo Place required that the developer provide a 1,300-foot-long trail through the common area of the development. The trail, as provided by the developer, is not safe for pedestrian use as a trail. The trail deficiencies are significant and have been documented by Parametrix Company when they performed an inspection of the trail on behalf of the City. As no funding to correct the trail deficiencies is being provided by the developer, the unsafe trail will be kept closed by the HOA.

Thank you for your continued assistance in rectifying these issues.

Sincerely,


Vicki Cuning
President

A: 5/7/18