

Poulsbo Place II Home Owners Association
Board Meeting Minutes of
September 12, 2017

Welcome: A regular meeting of the Poulsbo Place II Homeowners Association (HOA) Board of Directors was called to order by President Vicki Cuning at 4:00pm September 12, 2017. The meeting was held in the second-floor conference room in the Poulsbo City Hall.

Introductions: Vicki Cuning 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 Cuning, Vice President Kent Salo, Treasurer Nate Sargent, and Secretary Matt Lyons. A quorum was established.

Minutes Approved: The minutes of the HOA Board meeting of August 14, 2017 were approved.

Officer Reports:

Treasurer: Nate Sargent provided and discussed the financial statement of August 31, 2017 (attachment 1). He also provided a draft of the proposed 2018 budget for the HOA (attachment 2). The budget will be reviewed by Board members, and voted on at a future Board meeting.

The Treasurer discussed the transition of accounts receivable and payable to contractor HOA Solutions. The contractor will notify all homeowners by US Mail of the changes in procedures for monthly assessment payments.

Bookkeeper e-mail Account. The Treasurer will close the existing bookkeeper Gmail account after the transition to HOA Solutions is completed.

Vice President: Kent Salo provided an update on landscaping and the issue of Central Highlands landscaping maintenance bond. He and Matt Lyons will continue to work with the City Planner and contractors to improve landscaping and recover compensation for deficient work performed by Central Highlands Builders on common HOA area land. Kent Salo is developing a work-flow plan to assist the City in managing this project.

The Vice President noted that maintenance on HOA owned roads will be deferred to next year.

Approval of His Hands Landscaping contract extension. A motion was made to approve an extension of the existing His Hands Landscaping contract for one year with an optional second year. The Board voted unanimously to approve the extension.

Homeowners Questions: Homeowners present discussed several issues, including the transition to HOA solutions, the Central Highlands Builders Maintenance Bond, and the problems with the PPII common area irrigation systems.

Homeowners present:

Harold Frombach
Larry and Billy Rood
Jim Schlachter

Adjournment: There was a motion to adjourn at 5:05pm. The motion was approved and the meeting adjourned.

Respectfully submitted,


M J Lyons
Secretary

2 Attachments

Financial Statement
Proposed 2018 Budget

Minutes approved by the HOA Board November 6, 2017 at the HOA Board meeting.


M J Lyons
Secretary

Poulsbo Place II Owners Association
 Financial Statement
 01/01/2017 to 08/31/2017

		Operating Account	Reserve Account
Starting Balance (1/1/2017)		\$8,713.41	\$38,532.28
Income			
Owner Dues		\$61,652.00	
Interest			\$7.64
Transfer - Loan to pay for mulching		\$10,000.00	(\$10,000.00)
Expenses			
Landscaping - Maintenance	\$48,946.48		
Landscaping - Mulching	\$10,000.00		\$10,000.00
Utilities: Water	\$709.09		
Consulting	\$1,600.00		
Bookkeeping	\$1,164.60		
Supplies	\$548.55		
Reserve Account	\$5,200.00		\$5,200.00
Legal Fees	\$1,200.00		
Reserve Study	\$875.00		
Fees	\$12.00		
Insurance	\$1,663.00		
Meeting Room Rental	\$30.00		
Total Operating Expenses	\$71,948.72		
		\$8,416.69	
Ending Balance (8/31/2017)		\$8,416.69	\$43,739.92

**Budget Monthly Totals
Poulsbo Place II**

Tuesday, September 12, 2017 13:41

Budget Poulsbo Place II

Date: 1/1/2018 - 12/31/2018

Operating

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
INCOME													
410000 Assessment Income	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	98,784
	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	8,232	98,784
EXPENSE													
501000 Accounting/Audit	0	0	0	3,000	0	0	0	0	0	0	0	0	3,000
610130 Backflow Testing	0	0	0	0	3,000	0	0	0	0	0	0	0	3,000
501020 Bookkeeping	175	175	175	175	175	175	175	175	175	175	175	175	2,100
501010 Filing Fees	0	10	0	0	0	0	0	0	0	0	0	0	10
501003 Insurance Expense	0	0	0	1,870	0	0	0	0	0	0	0	0	1,870
60006 Landcaping Miscel/Sj	0	0	0	0	10,600	0	0	0	0	0	0	0	10,600
610005 Landscape Mainten.	4,457	4,457	4,457	4,457	4,457	4,457	4,457	4,457	4,457	4,457	4,457	4,457	53,484
501004 Legal/Lien Fees	400	0	400	0	0	400	0	0	0	400	0	0	1,600
501006 Management	200	200	200	200	200	200	200	200	200	200	200	200	2,400
503000 Office Supplies	73	100	73	73	73	73	125	73	73	73	73	70	952
990000 Reserve Contributio	650	650	650	650	650	650	650	650	650	650	650	650	7,800
501190 Reserve Study	0	1,000	0	0	0	0	0	0	0	0	0	0	1,000
750001 Water	36	36	36	36	36	100	400	450	450	400	300	36	2,316
	5,981	6,628	5,991	10,461	19,191	6,055	6,007	6,005	6,005	6,355	5,855	5,688	90,132
Net Income/(Loss)	2,241.00	1,604.00	2,241.00	(2,229.00)	(10,959.00)	2,177.00	2,225.00	2,227.00	2,227.00	1,877.00	2,377.00	2,644.00	8,652.00

Income: 98,784
Expense: 90,132
Total: 8,652

