

**Poulsbo Place II Home Owners Association**  
Board Meeting Minutes of  
August 14, 2017

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, August 14, 2017. 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, 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 July 18, 2017 were approved.

Officer Reports:

Treasurer: Nate Sargent provided a financial statement as of July 31, 2017 (attached). The report was discussed and unanimously approved by the Board.

The bookkeeping, accounts receivable and accounts payable functions of the Association will be transferred to HOA Solutions effective September 1, 2017. A motion was made to authorize the Treasurer to sign a contract for services with HOA Solutions. It was discussed and unanimously approved. Homeowners will be advised of the new mailing address for sending in monthly payments.

There are currently only 2 homeowner accounts in arrears. The Board discussed collection efforts. HOA Solutions will assume collection procedures.

The Board discussed the financial health of the HOA. It was determined that an increase of 10% in monthly dues/assessment was needed. This was discussed in detail, and with attending homeowners. After discussion, the Board voted unanimously to raise monthly dues/assessments by 10% effective January 1, 2018. Homeowners will be advised of the exact amount of their new payment.

Vice President: Kent Salo discussed the current status of the claim against Central Highlands Builders. The matter is being worked by the Planning Department at the City. New Information should be available at the end of August.

Kent Salo discussed problems with some homeowner owned irrigation systems. He has received an inspection report from His Hands which performed an on-site inspection of all systems. The results of the inspection will be provided to homeowners.

Kent Salo will provide an updated text for the Rules and Regulations explaining homeowner and HOA responsibilities concerning home-site irrigation systems.

Secretary: Matt Lyons said that the revised Rules and Regulations of the HOA was effective July 18, 2017, and will be distributed to homeowners and our HOA web site.

Vision, Mission and Values statements were deferred until the next regular meeting of the Board.

Adjournment: The meeting was adjourned at 5:55pm.

Homeowners Attending:

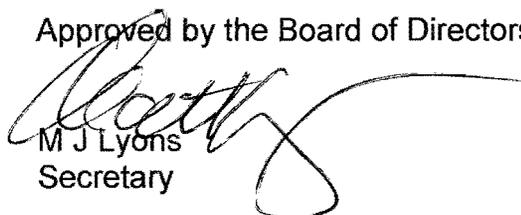
Charles Cathey  
Gerry Willis  
Marci Willis  
JoAnn Schlachter

Respectfully submitted,

  
M. J. Lyons  
Secretary

Attachment: Financial Statement as of July 31, 2017

Approved by the Board of Directors at the HOA Board Meeting on September 12, 2017.

  
M J Lyons  
Secretary

Poulsbo Place II Owners Association  
 Financial Statement  
 01/01/2017 to 07/31/2017

	<b>Operating Account</b>	<b>Reserve Account</b>
<b>Starting Balance (1/1/2017)</b>	<b>\$8,713.41</b>	<b>\$38,532.28</b>
<b>Income</b>		
Owner Dues	\$53,999.00	
Interest		\$6.54
Transfer - Loan to pay for mulching	\$10,000.00	(\$10,000.00)
<b>Expenses</b>		
Landscape Maintenance	\$44,477.48	
Utilities: Water	\$352.90	
Consulting	\$1,200.00	
Bookkeeping	\$1,014.60	
Supplies	\$548.55	
Reserve Account	\$4,550.00	\$4,550.00
Legal Fees	\$1,200.00	
Reserve Study	\$875.00	
Fees	\$12.00	
Loan Repayment	\$10,000.00	\$10,000.00
Insurance	\$1,663.00	
Meeting Room Rental	\$30.00	
Total Operating Expenses	\$65,923.53	
	\$6,788.88	
<b>Ending Balance (7/31/2017)</b>	<b>\$6,788.88</b>	<b>\$43,088.82</b>