

Poulsbo Place II Homeowners Association  
Board Meeting of April 13, 2017

Welcome: A regular meeting of the Board of Directors of the Poulsbo Place II Homeowners Association was called to order at 4:00pm, April 13, 2017 by HOA Board President Vicki Cunning. The meeting was held at the Council Chambers, Poulsbo City Hall.

Introductions: Vicki Cunning made introductory remarks with an overview of the meeting processes. The purpose of the meeting was to conduct routine business and to review and approve the financial statement and 2017 budget.

Quorum Established: Board members present were President Vicki Cunning, Vice President Kent Salo, Treasurer Nate Sargent, Secretary Matt Lyons, and Board Member JoAnn Schlachter. A quorum was established.

Minutes Approved. The minutes of the HOA Board Meeting of February 16, 2017 were approved.

Officer Reports:

Treasurer: Nate Sargent provided an update of the financial condition of the association. The Financial Statement, Budget for 2017, and re-cap of 2016 expenditures (provided as an attachment to these minutes) were again reviewed and approved by the Board.

Secretary: M Lyons provided a summary update of HOA communications, to include the web site, the e-mail account, and the Google Drive storage account for the preservation of HOA documents.

New and Ongoing Business:

Treasurer: The treasurer provided an update of possibly some homeowners who may have had accounts in arrears.

The Treasurer recommended that the HOA borrow \$10,000 from the Reserve Account to fund placing bark/mulch throughout the development. The loan will be repaid in 10 installments of \$1,000 each. A motion was

made to approve this transaction. It was seconded, and passed unanimously.

Web site auto-fill forms were discussed. Some of the automated forms on the Association are not working correctly. We will revert to having homeowners print out the forms and submit requests manually until such time as the issue can be corrected.

Hillsider Update: The owner of the Hillsider Apartments has made needed repairs to the collapsed parking lot, and has installed a “soldier pile wall” which should completely protect our property from further landslide damage.

A discussion of the trails focusing on safety and utility ensued. At the end of the discussion the Board voted 3 to 2 to close the trails to the public until such time as the trails are deemed to be safe for the general public. Kent Salo is getting bids to repair the damage, and fix the safety issues.

Activating the irrigation systems throughout the development was discussed. Kent Salo will check with His Hands on the dates for activation.

HOA Solutions (our consulting firm) was discussed. They will provide a compliance inspection for all properties in May, and initiate notifications to homeowners with issues needing correction.

Roads and Speed Bumps: Kent Salo volunteered to manage the task of road maintenance and the need for speed bumps.

Garage Sale: The Board will approve a 2-day Garage Sale to be held on the same weekend as Poulsbo Place 1.

Volunteers are needed for work on the Garage Sale, and the Annual Picnic. The Secretary will send out a “News-Notes” e-mail asking for participation by homeowners.

Old Business:

Central Highlands Builders: The Board discussed the claim against Central Highlands Builders. Karla Boughton, Director of Planning for the City of Poulsbo indicated that a final resolution of our claim will be made by the end of April.

Dead Tree: The Board discussed the potentially dangerous dead large tree on the property of the Hillside 50 Apartments. Kent Salo will prepare a letter for the HOA President to send to the owners of Hillside 50 Apartments on this matter.

Homeowners Input and Discussion: A homeowner brought up matters concerning his neighbor. President Cuning asked the homeowner to meet with her privately to address the issue.

Adjournment: The meeting was adjourned at 5:35pm.

Homeowners Attending:

Donna Daly  
Billie Rood  
Larry Rood  
Debbie Fitzgerald  
Garry Willis  
Pat Carruth  
Marci Willis

Attachments:

Financial Statement  
Balance Sheet  
Budgets

Respectfully submitted,

M J Lyons  
Secretary

These minutes were reviewed and approved by the Board of Directors at the regular meeting of 15 June 2017.

M J Lyons  
Secretary

Poulsbo Place II Owners Association  
 Financial Statement  
 01/01/2016 to 12/31/2016

	<b>Operating Account</b>	<b>Reserve Account</b>
<b>Starting Balance (1/1/2016)</b>	<b>\$6,628.70</b>	<b>\$38,571.17</b>
 <b>Income</b>		
Owner Dues	\$89,226.00	
Transfer from Reserve for Infrastructure Expense	\$5,553.00	(\$5,553.00)
Transfer - Irrigation repair	\$2,299.01	(\$2,299.01)
Transfer - Loan to pay invoice for mulching	\$8,830.00	(\$8,830.00)
Interest		\$13.12
 <b>Expenses</b>		
Landscape Maintenance	\$53,480.40	
Landscape Maintenance - Mulch	\$10,598.25	
Utilities: Back Flow Inspection	\$2,087.04	
Utilities: Water	\$1,926.11	
HOA Community Solutions	\$2,442.22	
Bookkeeping	\$1,635.00	
Supplies	\$715.91	
Insurance	\$1,663.00	
Reserve Study	\$875.00	
Reserve Account	\$7,800.00	\$7,800.00
Legal Services	\$1,625.00	
Fees	\$94.00	
Loan Repayment	\$8,830.00	\$8,830.00
 Total Operating Expenses	 \$93,771.93	
 Infrastructure Consulting	 \$5,857.36	
Legal Services - Hillside	\$1,895.00	
Irrigation Repairs	\$2,299.01	
 Total Infrastructure Expenses	 \$10,051.37	
 Grand Total	 \$103,823.30	
	(\$103,823.30)	
 <b>Ending Balance (12/31/2016)</b>	 <b>\$8,713.41</b>	 <b>\$38,532.28</b>

Poulsbo Place II Owners Association  
2017 Summary of Expenses by Month

Budgeted Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2016 Budget	Difference
Landscape Maintenance	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	4456.70	53480.40	53484	4
Landscape Maintenance - Mulch			10598.25										10598.25	10600	2
Utilities: Back Flow Inspection						2087.04							2087.04	3000	913
Utilities: Water	35.19	35.76	35.76	35.76	35.76	59.42	300.96	387.66	433.56	369.81	160.71	35.76	1926.11	1530	(396)
Insurance				1663.00									1663.00	1700	37
HOA Community Solutions	200.00	200.00	200.00	200.00	200.00	228.22	200.00	200.00	214.00	200.00	200.00	200.00	2442.22	2400	(42)
CPA Audit													0.00	2500	2500
Legal Services							1000.00	50.00	175.00	400.00			1625.00	1200	(425)
Reserve Study			875.00										875.00	875	0
CAI Membership Dues													0.00	125	125
Fees	84.00			10.00									94.00	10	(84)
Supplies		28.18	9.80	64.22		352.86	70.00	159.40	22.05		9.40		715.91	792	76
Bookkeeping	120.00	140.00	120.00	140.00	140.00	160.00	160.00	140.00	140.00	125.00	115.00	135.00	1635.00	1680	45
Reserve Account	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7800.00	7800	0
<b>Total</b>	<b>5545.89</b>	<b>5510.64</b>	<b>16945.51</b>	<b>7219.68</b>	<b>5482.46</b>	<b>7994.24</b>	<b>6837.66</b>	<b>6043.76</b>	<b>6091.31</b>	<b>6201.51</b>	<b>5591.81</b>	<b>5477.46</b>	<b>84941.93</b>	<b>87696</b>	<b>2754</b>
<b>Non-Budgeted Items - Infrastructure</b>														<b>Paid from Reserve Account</b>	<b>Paid from Operating Account</b>
Infrastructure Consulting	4158.00									1699.36			5857.36	4158.00	1699.36
Legal Services - Hillside	1395.00	350.00	100.00	50.00									1895.00	1395.00	500.00
Irrigation Repairs						2092.48		206.53					2299.01	2299.01	0.00
<b>Total</b>	<b>5553.00</b>	<b>350.00</b>	<b>100.00</b>	<b>50.00</b>	<b>0.00</b>	<b>2092.48</b>	<b>0.00</b>	<b>206.53</b>	<b>0.00</b>	<b>1699.36</b>	<b>0.00</b>	<b>0.00</b>	<b>10051.37</b>	<b>7852.01</b>	<b>2199.36</b>

**Poulsbo Place II Owners Association**

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Transfer - Loan to pay invoice for mulching		\$8,830.00	(\$8,830.00)
Interest			\$13.12
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HOA Community Solutions	\$2,442.22		
Bookkeeping	\$1,635.00		
Supplies	\$715.91		
Insurance	\$1,663.00		
Reserve Study	\$875.00		
Reserve Fund	\$7,800.00		\$7,800.00
Legal Services	\$1,625.00		
Fees	\$94.00		
Loan Repayment	\$8,830.00		\$8,830.00
<b>Total Operating Expenses</b>	<b>\$93,771.93</b>		
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<b>Grand Total</b>	<b>\$103,823.30</b>	<b>(\$103,823.30)</b>	
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<b>2016 and 2017 Budget Comparison</b>		
<b>Income</b>	<b>2016</b>	<b>2017</b>
Owner Dues	\$87,696	\$89,712
<b>Expenses</b>		
Landscape Maintenance - Routine	\$53,484	\$53,484
Landscape Maintenance - Mulch	\$10,600	\$10,600
Utilities - Back Flow Inspection	\$3,000	\$3,000
Utilities - Water	\$1,530	\$2,316
HOA Community Solutions	\$2,400	\$2,400
Bookkeeping	\$1,680	\$1,680
Supplies	\$792	\$952
Insurance	\$1,700	\$1,870
Reserve Study	\$875	\$1,000
Reserve Fund	\$7,800	\$7,800
Legal Services	\$1,200	\$1,600
Fees	\$10	\$10
CPA Audit	\$2,500	\$3,000
CAI Membership Dues	\$125	
<b>Total Expenses</b>	<b>\$87,696</b>	<b>\$89,712</b>