

Poulsbo Place II Home Owners Association
Board Meeting Minutes of
July 18, 2017

Welcome: A regular meeting of the Board of Directors of the Poulsbo Place II Homeowners Association (HOA) was called to order at 4:00pm, July 16, 2017 by Board President Vicki Cunning. 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 routine business of the Association.

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 June 15, 2017 were approved.

Officer Reports:

Treasurer: The Treasurer provided a financial statement as of June 30, 2017 (attached). Nate Sargent further reported that the internal loan of \$10,000 for mulching homeowner lots has been repaid in full.

The Treasurer further reported that the bookkeeper has tendered her resignation which will be effective either at the end of July or August. The Board discussed bookkeeping alternatives going forward. The Board voted unanimously to have bookkeeping duties assigned to HOA Solutions as soon as possible. The start date was not certain, so the Treasurer volunteered to take on the additional duties of the bookkeeper on an interim basis if necessary.

The Treasurer reported that there are currently 8 homeowners in arrears on their monthly dues assessment. Established procedures and fines are being processed for those whose accounts are not current. There was a discussion of the need for an appeals process for delinquent homeowners that feel that they are justified in being late in their payment of assessment dues. The appeal process was not approved.

The proposed updates for the financial sections of the HOA PPII Rules and Regulations were reviewed, and the Board voted unanimously for approval.

A discussion of the need to increase the monthly dues assessment ensued. The Treasurer will provide additional information on this subject at the next Board meeting, at which time a vote of Board members will be taken on this matter.

Vice President: Kent Salo discussed the status of many landscape and irrigation projects. Kent has been making emergency repairs to the irrigation systems in the HOA common areas. The Board approved reimbursing Kent for the parts and supplies required to make these repairs.

Kent Salo reported on the status of the HOA claim against Central Highlands Builders for the irrigation, trails, and landscaping issues. The claim process is progressing through the Planning Department at City Hall. No completion date is available.

Kent is researching and will obtain bids for resurfacing the association's private roads. Cost reports will be provided at the next meeting of the Board.

The landscape maintenance contract with His Hands Lawncare will end on October 31. Kent will ask for bids from multiple potential contractors in seeking continued landscape services.

The Association has not received the 2017 backflow inspection reports from His Hands. Kent Salo will coordinate with the contractor to get a copy of these reports. A discussion ensued concerning backflow annual testing. Homeowners Donna Stanton and Marcia Carruth volunteered to coordinate the backflow testing and research costs and vendors for the 2018 spring season.

Secretary:

Matt Lyons reported that the web site and e-mail services are running well. Scott Wistrand, our webmaster/homeowner, has updated the web site to offer enhanced architectural form submission directly from the web site.

Business:

Walk-through Compliance Inspections: HOA solutions has completed the inspections. There will be a walk-through inspection made by HOA Board members to insure accuracy. It was noted that many homeowners need house painting due to poor quality of painting by the builder. Homeowners needing exterior painting will be given one year for full compliance.

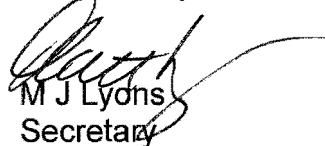
Board Membership: It was noted that there is an opening on the HOA Board. Homeowners were urged to contact the Board if interested in being considered for this position.

Homeowner Input and Discussion: Mike Smith recommended that the Board consider adopting a mission statement, vision, values and objectives for the association. He provided written examples which the Board will consider.

Several homeowners discussed issues with their individual irrigation systems. It was noted that individual homeowners are responsible for their own irrigation system. The HOA makes arrangements for a contractor to shut down all homeowner irrigation systems at the end of the season, and to activate the systems again in springtime. All repairs to individual home systems are the responsibility of the homeowner.

Adjournment: Vicki Cunning called for adjournment at 5:55pm. It was so moved and approved.

Respectfully submitted,

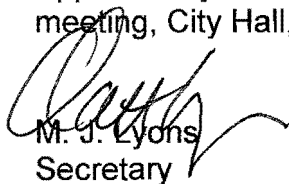

M J Lyons
Secretary

Homeowners present:

Mark Smith
Robert and Rachel MacFann
Marcia Carruth
Donna Stanton
Carol and Stephen Robbins
Charles Cathey

Enclosure: Financial Statement 6/30/17

Approved by the PPII HOA Board of Directors on August 14, 2017 at the HOA Board meeting, City Hall, Poulsbo, WA.


M. J. Lyons
Secretary

Poulsbo Place II Owners Association
 Financial Statement
 01/01/2017 to 06/30/2017

		Operating Account	Reserve Account
Starting Balance (1/1/2017)		\$8,713.41	\$38,532.28
Income			
Owner Dues		\$45,599.00	
Interest			\$5.49
Transfer - Loan to pay for mulching		\$10,000.00	(\$10,000.00)
Expenses			
Landscape Maintenance	\$40,008.48		
Utilities: Water	\$217.71		
Consulting	\$1,200.00		
Bookkeeping	\$824.80		
Supplies	\$290.43		
Reserve Account	\$3,900.00		\$3,900.00
Legal Fees	\$450.00		
Reserve Study	\$875.00		
Fees	\$12.00		
Loan Repayment	\$4,000.00		\$4,000.00
Insurance	\$1,663.00		
Meeting Room Rental	\$30.00		
Total Operating Expenses	\$53,471.42		
		\$10,840.99	
Ending Balance (6/30/2017)		\$10,840.99	\$36,437.77