

Poulsbo Place II Homeowners Association
P.O. Box 1182
Poulsbo, WA 98370

January 8, 2019

Minutes of the Poulsbo Place II HOA Board Meeting of January 8, 2019

Call to Order: A regular meeting of the Poulsbo Place II Board of Directors was convened at 5:00pm by Board President Mark Smith. The purpose of this meeting was to conduct the routine business of the Association.

Board Members Present: President Mark Smith, Vice President/Secretary Matt Lyons, Treasurer Nate Sargent, member Ray Norton, and member Terri McMaster were present. Member Kent Salo was absent.

Quorum: A quorum was reached.

Minutes Reviewed: The minutes of the HOA Board meetings of October 29, 2018 were reviewed and approved. These minutes will be posted to the HOA web site.

Business:

Treasurers Report: The Board discussed the \$1 due on a homeowner's account. It was felt that this was due to an inadvertent oversight. The Board voted unanimously to write off the \$1 debt without further management action.

The Treasurer presented the financial documents for the HOA thru November 30, 2018. Attachment 1)

The treasurer presented a proposed 2019 budget. The Board reviewed the proposal and approved the 2019 budget (attachment 2). The Treasurer and the Secretary will coordinate sending the approved budget to homeowners by February 7, 2019.

Secretary: The Secretary reviewed the documentation storage and communication system for the Association. The password for e-mail and document access will be changed immediately.

New Board Member Elected: Mark Smith nominated, and the Board unanimously approved the appointment of Marcia Carruth to the HOA Board.

Architectural Control Committee: Terri McMaster discussed the formation of a formal Architectural Control Committee. She and Mark Smith have developed a charter for the committee, and expect to have it formalized by February 15, 2019

An architectural change application for for a change of paint color for the residence at 19518 Scoter Lane, NE was reviewed and approved.

Landscape Committee: The need for a landscape committee to advise and monitor the landscape and irrigation functions of the Association was discussed. The formation of a landscape committee was discussed. It is anticipated that the charter for this committee will be completed by February 15, 2019. Mark Smith and Kent Salo are working on this project.

Landscape, Fencing, and Irrigation Update: Matt Lyons provided an update on these topics. All 2018 projects in these areas were successfully completed.

Washington Uniform Common Interest Ownership Act, Substitute Bill 6175: Ray Norton led a discussion of this law. Meeting and voting requirements in the law are being reviewed to ensure compliance. Much of the law pertains to condominiums and not to residential homeowner associations such as ours.

Planning Committee: Ray Norton lead a discussion of the need for a planning committee tasked with setting priorities for projects. Ray will prepare the charter for this committee.

Annual Meeting Preparations: Mark Smith is coordinating the arrangements for the Annual Meeting. It is anticipated that this will be held in March.

Risk Management: Matt Lyons discussed risk-management issues pertaining to the exposure of the HOA to potential liabilities. Nate Sargent will review our protection coverage in the Association's insurance documents.

HOA Community Solutions: Mark Smith has set-up a telephone conference with HOA Community Solutions for January 11. The purpose of the meeting is to clarify home inspection issues, and review the services provided by the contractor.

Homeowner Discussions:

Jo Ann Schlachter discussed mail out procedures for Association communications. She recommended USPS mail only for homeowners without email. She recommended that the caution sign at the trail end on Willet Lane be removed. Jo Ann mentioned that the Association's 501c (3) documentation was issued by the Internal Revenue Service pursuant to the Association's application.

Jim Schlachter stated that the venue at the Western Red Brewery currently used to hold HOA meetings was unacceptable. Other potential options for meeting venues were mentioned, but most were not available. Julie Wilson mentioned that the Loft Restaurant might be a place to look for meeting space. Mark Smith will enquire on availability at the Loft.

Julie Wilson recommended additional caution signs for the trails. She has a professional background in risk-management and feels that the Association is not taking sufficient measures to prevent unnecessary liability in case of injury, or other similar issue.

There being no further matters, the meeting was adjourned at 6:15pm.

Respectfully submitted,

Matt Lyons
Secretary

2 Attachments A/S