

Poulsbo Place II Homeowners Association
P.O. Box 1601
Poulsbo, WA 98370

September 4, 2018

Minutes of the Poulsbo Place II HOA Board Meeting of September 4, 2018

Call to Order: A regular Poulsbo Place II Board meeting was convened at 4:00pm by Board President Vicki Cunning. The purpose of this meeting was to conduct the routine business of the Association.

Board Members Present: President Vicki Cunning, Vice President Kent Salo, Treasurer Nate Sargent, member Mark Smith, and Secretary Matt Lyons were in attendance.

Quorum: With all Board members present, a quorum was reached.

Minutes Reviewed: The minutes of the HOA Board meetings of May 7, 2018, and June 27, 2018 were reviewed and approved. These minutes will be posted to the HOA web site.

Business: Treasurer's Report: Nate Sargent provided an overview of the financial status of the Association. The financial snapshot/general ledger balance sheet as of August 31, 2018 is provided at attachment 1.

One homeowner is chronically late in payment of the HOA monthly dues assessment and is over \$1,000 delinquent. A lien has been placed on the house. The treasurer will check with HOA Community Solutions to determine if any payments have been made. If there have been no payments, and if all notifications have been made, the Association will proceed with the next steps, which will include a notice of intent to foreclose on the home.

Secretary Report: The Secretary reported that there have been several homes change ownership over the summer, and that efforts were underway to identify the email addresses of all new owners.

Board Realignment and Election: Vice President Kent Salo resigned his position as Board Vice President but will remain on the Board. The Board unanimously elected Mark Smith to the position of Vice President.

Homeowner Complaint Process/Form: Vicki Cunning led a discussion of the process for homeowners making a formal complaint to the Board. She circulated a proposed complaint form. The form will undergo review prior to the next meeting and will then be included in the Rules and Regulations, and the Association web site .Form is attachment 2.

Discussion of Pet Problems in Poulsbo Place II: The Board discussed the problems of barking dogs, and pet owners not cleaning up after their pets. Frank Gibbons will do some research with the City and the Humane Society to determine more effective ways of managing the problems and documenting the issue.

Common Area Project Status: Kent Salo led the discussion of the status of the common area renovation project. Most of the work required for the project has been completed. Some fencing and fine tuning of the irrigation system remain to be completed. Final payment will not be made until work is successfully completed.

Willet Fencing: Homeowner Dan Ford completed construction of the fencing separating the Hillside 50 apartments from PPII property. The Board expressed its gratitude to Dan for his skill and good work.

Water Funding: It was noted that, with the new irrigation system now in place, we can expect our Association water bill to increase accordingly.

Road Sealing: Kent Salo and Matt Lyons obtained work proposals from Agate Asphalt for sealcoating, repair, and speed bumps on our PPII HOA roads. Detail and costs will be available in a short time.

Lessons Learned from Spring Irrigation Startup: Kent Salo discussed the problems and issues with home site irrigation spring start-up this year. The contractor did not provide the required status report, nor kept the HOA informed of ongoing issues as they developed. Next year we plan to start-up earlier in the season and require more detailed management of the project.

Architectural Change Applications and Dispositions Since the May 7th Meeting: Change of paint color requests were approved for Davis, Michaels, and Wall.

HOA Community Solutions: The Board discussed the status of compliance inspections being made by HOACS. Several homeowners have not taken corrective action on previously identified inspection issues. Fines will be implemented for noncompliant home owners. The next inspection date is September 27, 2018.

Board Member Responsibilities: There was a discussion of the need for officers of the Board to provide a listing of specific duties and responsibilities incumbent in their respective positions. These reports are due by the next Board meeting.

Rules and Regulations: Board members discussed the need to review the Association's Rules and Regulations to be sure that they are current. This will be addressed at a future Board meeting.

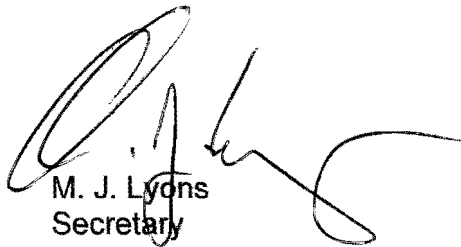
2019 Budget Planning: Treasurer Nate Sargent said that he will have a proposed 2019 budget for discussion by the end of November. Board members are asked to identify any changes needed for the next year's operating budget.

Homeowner Questions/Discussion: Homeowners present discussed the need to have renters appraised of and abide by the covenants and Rules and Regulations of the Association.

Homeowners Present: Pat and Marcia Carruth, Margaret Lonkert, Susie Watts, Terri McMaster, Judy Stoleson, Frank Gibbons, Brenda Ramirez, April McKeown, and C.T. Cathey.

Adjournment: There being no further business, the President called for adjournment at 5:59pm. The motion was seconded and approved unanimously by the Board.

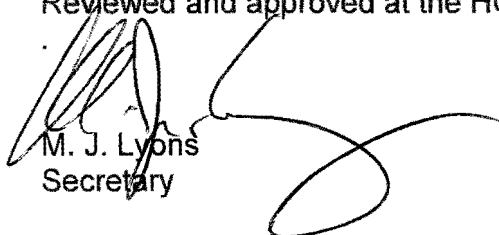
Respectfully submitted,



M. J. Lyons
Secretary

2 Attachments

Reviewed and approved at the HOA Board Meeting, Monday October 29, 2018



M. J. Lyons
Secretary

Poulsbo Place II
GL Balance Sheet Standard

Posted 07/31/2018

	Operating	Reserves	Total
Assets			
<u>Bank</u>			
Operating Account	73,929.57		73,929.57
Reserve Account		53,743.55	53,743.55
<u>Total Bank</u>	<u>73,929.57</u>	<u>53,743.55</u>	<u>127,673.12</u>
Accounts Receivable	1,634.12		1,634.12
	<u>1,634.12</u>		<u>1,634.12</u>
<u>Total Assets</u>	<u>75,563.69</u>	<u>53,743.55</u>	<u>129,307.24</u>
Liabilities & Equity			
Other Payable	468.00		468.00
Prepaid Assessment	8,681.28		8,681.28
	<u>9,149.28</u>		<u>9,149.28</u>
<u>Equity</u>			
Operations Retained Earnings	1,421.03		1,421.03
Reserves Retained Earnings		46,382.36	46,382.36
Net Income	64,993.38	7,361.19	72,354.57
<u>Total Equity</u>	<u>66,414.41</u>	<u>53,743.55</u>	<u>120,157.96</u>
<u>Total Liabilities & Equity</u>	<u>75,563.69</u>	<u>53,743.55</u>	<u>129,307.24</u>

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POULSBO PLACE II OWNERS ASSOCIATION

COMPLAINT FORM

Date Received by Board of Directors
Name (first, middle initial, last)
Home Address (address, city, state, zip code)
Mailing Address (If different from home address)
Phone (include area code)
Email
If the Complaint is a City Code or County Code Violation, please report to the City of Poulsbo or Kitsap County and attach a copy to this form.
Complaint/Concern: Please describe the complaint in detail, including who, what, when, where and why. Ensure that your narrative is clear enough to give a reader, with no prior knowledge of the situation, a complete understanding of the problem. Cite the CC&R or Rule/Regulation if possible. Attach additional pages if necessary. (Poulsbo Place II Rules and Regulations: III. Complaints and Fines, A. Complaint Procedure, p.9)

If you wish to submit your complaint through email, please provide all the information above.

Board of Directors
Poulsbo Place II Owners Association
PO Box 1601, Poulsbo WA 98370
pp2board@email.com
www.pps2.org

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