

The Greens at Loomis Trail HOA
Board of Directors Meeting
Saturday June 11, 2022 10:30 AM - 12:00 PM
Blaine Library Meeting Room

MEETING MINUTES

1. Call Meeting to Order (Quorum = Minimum Requirement, 3 of 5 Directors)
The following Board Members were present and constituted a Quorum [President: Ryan Barnes, Vice President: Doug Moore, Secretary: Kathy Barnes, and Member: Kevin Cavanaugh] Treasurer: Shamika Brooks was not present.
2. Welcome and Introduce Association Members and Guests
3. Open Comment/Question Time (10 minutes) for Members and Guests
4. Secretary's Report - Kathy Barnes - Approve previous regular Board Meeting Minutes:
Review and approve the attached Board Officer Election Meeting Minutes 1-22-22
Review and approve the attached Budget Ratification Meeting Minutes 3-31-22
5. Special Board Meeting Motions - Ryan Barnes
Special Board Meetings and Voting via group email for approving "A Specific Motion"; in accordance with Bylaws Paragraph 5.3.4 "Notice and Waiver of Special Board Meetings" states Attendance at the meeting constitutes waiver of the 72 hour prior notice providing no Board Member objects to the "transaction of business" in the Special Board Meeting. So long as all Board Members respond and vote via email, the Special Board Meeting 72 hour prior notice will be waived and the stated motion results will be recorded in the next regular Board Meeting Minutes. If there is an objection to the motion or abstention from voting by any Board Member, then the motion and Special Board Meeting issue will be tabled for discussion at the next regular scheduled Board Meeting.

Special Meeting Motions: (12 Total)

- February 11, 2022 - A Special Board Meeting vote was held via email for Lot 3 Div1 4411 Castlerock Drive. Motion: "To approve lot owner's Architectural Control Standards Checklist for construction of an equipment screening cedar fence per her Architectural Controls Standards Checklist received on 2-6-22." The motion passed.
- February 24, 2022 - A Special Board Meeting vote was held via email for Lot 36, Div1, 4412 Castlerock Drive, motion: "To approve the lot owner's request to cut down and remove the Maple tree from his front yard per his attached photo and email dated 2-13-22." The motion passed.
- February 2, 2022 - A Special Board Meeting vote was held via email for Lot 37, Div1, 8625 Ashbury Court, motion: "To approve the lot owner's ACSC for new house paint colors received on 1-31-22." The motion did Not pass and the base "Greenbelt" house base color was not approved.
- February 8, 2022 - A Special Board Meeting vote was held via email for Lot 37, Div1, 8625 Ashbury Court, motion: "To approve the lot owner's ACSC for new house paint colors received on 2-5-22." The motion passed approving the base green color "Isle of Pines". Unfortunately, the Isle of Pines color in the email photo appeared much lighter than the actual paint color.
- May 31, 2022 – After a written complaint was received and Notice of Violation sent out on May 10, 2022 to the lot owner, A Special Board Meeting vote was held via email for Lot 37, Div1, 8625 Ashbury Court, motion: "To fine the lot owner at 8625 Ashbury Court \$25 per day special assessment

for not having received prior Board approval for landscaping changes made to their yard in violation of CC&Rs Section 9.2.3, 9.2.5.e and Rules and Regulations Section 'No.1) Any landscape changes must be submitted for written approval before starting work." The motion passed.

A \$25 per day fine will commence if an Architectural Control Standards Checklist and Landscaping Standards Checklist for the right side of the driveway area and the front flower bed facing Castlerock Drive is not received by the Board within 10 days after receipt of this letter. The \$25 per day fine will also commence if all new landscaping and plantings to the right side of the driveway area and the front flower bed facing Castlerock Drive are not completed 'under a Board approved Architectural Control Standards Checklist and Landscaping Standards Checklist' within 30 days after receipt of this letter." On June 8, 2022, an email response was received with an ACSC and Landscaping Checklist for the Board's review. Refer to New Business.

- May 4, 2022 – A written complaint was received regarding contractors working on a home on Sunday and believed to be in violation of CC&R 9.2.5.b. The Board reviewed the complaint and a Special Board Meeting vote was held via email. Motion: "To send the following draft email response to the lot owner's complaint dated 5-4-22 regarding the homeowner at 8625 Ashbury Court having a contractor painting their house exterior on a Sunday in violation of Section 9.2.5.b." The motion passed. The Board's response to the complaint: There is no distinction made in Section 9.2.5.b between "constructions of improvements" made by a contractor or by the homeowner. Given that, the same restrictions would apply regardless of who is performing the work. That being said, objections to contractors temporarily parking in the neighborhood pull outs and streets while performing work that is not deemed "construction of improvement" but merely maintenance related work, is not a violation of any CC&R that we are aware of.
- December 15, 2022 - A Special Board Meeting vote was held via email for Lot 3 Div1 4411 Castlerock Drive. Motion: "To have the Property Manager send a Notice of Violation and \$100 fine for making landscaping changes to her front and back yards and parking an excavator on her front yard for over a week without prior ARC "Checklist" approval from the Board in accordance with CC&R Section 9.2.3." The motion did Not pass. No fine was assessed.
- March 22, 2022 – A Special Board Meeting vote was held via email for Lot 23, Div1, 4452 Castlerock Drive. Motion: "To approve the lot owner's request to modify her front yard landscaping flower bed back to grass per her Architectural Controls Standards Checklist received on 2-9-22." The motion passed.
- May 26, 2022 - A Special Board Meeting vote was held via email for Lot 9 Div1 4435 Castlerock Drive Fallen Fence. Motion: motion: "Send a 4th Notice of Violation and Cover Letter with a \$25 per day fine/assessment to for the fallen front yard fence and gate which has not been repaired for the past 2 years." The motion passed.
- April 16, 2022 – A Special Board Meeting vote was held via email for Lot 9 and Lot 10, Div2, 4264 and 4360 Castlerock Drive respectively, Back Property Line Survey. Motion: "To approve the field survey of the back lot lines of lots 9 and 10, Div2 bordering HOA Open Tract B to determine if there is any encroachment onto HOA common area Tract B. Estimated cost to be \$1,000 and to be completed within 4 weeks from Board approval." We have received one estimate for \$2,287 and will be soliciting one more.
- November 14, 2021 – A Special Board Meeting vote was held via email for Lot 10, Div2, 4360 Castlerock Drive. Motion: "To have the Property Manager send a Notice of Violation and \$250 fine for beginning construction on the porch pavers extension, walkway pavers addition, and removal of an existing concrete walkway without prior approval from the Board in accordance with CC&R Section 9.2.3."

- December 29, 2021 – A Special Board Meeting vote was held via email for Lot 10, Div2, 4360 Castlerock Drive. Motion: “To approve the lot owner’s request for a Hearing that was held at the Ferndale Library Conference Room. The motion passed and the Hearing was scheduled.

The results of the hearing was to proceed with fining the lot owner \$250 for beginning major landscaping changes and back porch extension without prior Board approval.

6. Treasurer’s Report – Shamika Brooks

As of April 30, 2022:

Main Checking Account is	\$19,458.74	(\$16,036.31 in Sept 2021)
Reserve Savings Account is	\$91,247.84	(\$99,801.43 in Sept 2021)
Certificate of Deposit is	\$ 9,815.25	(\$ 9,807.87 in Sept 2021)
Total	\$120,521.83	(\$125,645.61 in Sept 2021)

2022 Annual Operating Budget \$65,017. Future major expenses \$7,242 for annual Stormwater Tract Mowing & Grass Removal in September. Stormwater Settlement Ponds Tract D Culvert Screen Platform Installation in September estimated \$15,000.

Significant Overdue Accounts as of April 30, 2022:

- Phoenix/Nichols – 09: A Lien has been placed on the property by the HOA for unpaid dues total \$495 as of 6-2-22.
- NuHomes: Payment of \$495 is paid in full as of May 2022.

Loomis Trail Home Owners Association A/R Aging Summary As of April 30, 2022						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Allen - 40	0.00	65.00	0.00	0.00	25.00	90.00
Crozier - 39	0.00	65.00	0.00	0.00	0.00	65.00
Harris R - 41	0.00	65.00	0.00	0.00	0.00	65.00
Hineman - 57	0.00	65.00	0.00	0.00	0.00	65.00
Janus - 8648	0.00	90.00	0.00	0.00	0.00	90.00
Johnson - D2-06	0.00	90.00	90.00	65.00	0.00	245.00
Nu Homes - 8638	0.00	90.00	90.00	90.00	155.00	425.00
Phoenix/Nichols - 09	0.00	90.00	90.00	65.00	250.00	495.00
Robinson - 8689	0.00	90.00	0.00	25.00	0.00	115.00
Saina - 4403	0.00	65.00	0.00	0.00	0.00	65.00
Sekhon - 44	0.00	90.00	0.00	0.00	0.00	90.00
Singh / Kaur - 4415	0.00	90.00	0.00	0.00	0.00	90.00
TOTAL	0.00	955.00	270.00	245.00	430.00	1,900.00

7. Home Construction –

The Greens at Loomis Trail continues to be a highly desirable place to live.

- Lot 64, Div1, 8624 Ashbury Court, and email from the lot owner on February 8, 2022 indicated all foundation and grade work was completed, no further work has occurred. A variance was granted on March 19, 2021 to postpone the 18 month construction window until after the US-Canada border was opened.

8. Maintenance Report – Ryan Barnes

- March 22, 2022 the Gateway Controls was contacted to come out and replace the Main, "West" gate rubber edge contact switch on the "Entry side".
- March 11, 2022 the fabrication of the Tract D Inlet Screen Platform was awarded to Reinkes Fabrication, Inc. in Bellingham for \$11,500. The Board will still need to secure a contractor to install the platform screen. The next closest bid was for \$21,200 installed. The 3rd bid was for \$30,000. The Board budgeted \$15,000 to be spent in 2022 from the Reserve Account.
- June 2, 2022 Several tripping hazards with uneven sidewalk squares were noted and one lot owner tripped and injured themselves. As a result, the Board has identified 19 sidewalk raised edges that are

over 1/2 inch tall tripping hazards and have spray painted them blue and will need to be ground down. Bids will be requested and will be presented to the Board for vote and approval.

9. Complaints and Violations Report - Ryan Barnes

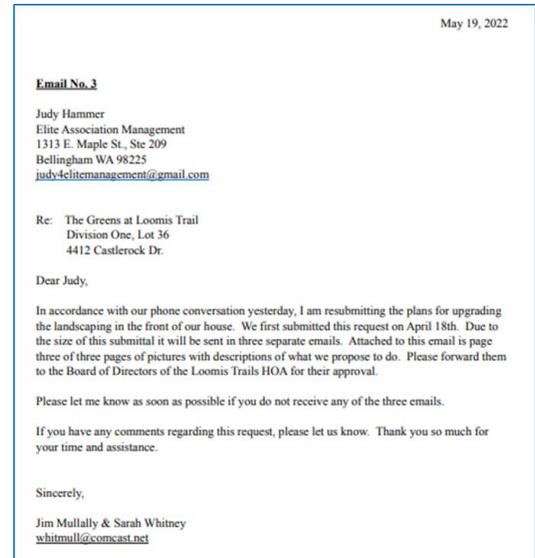
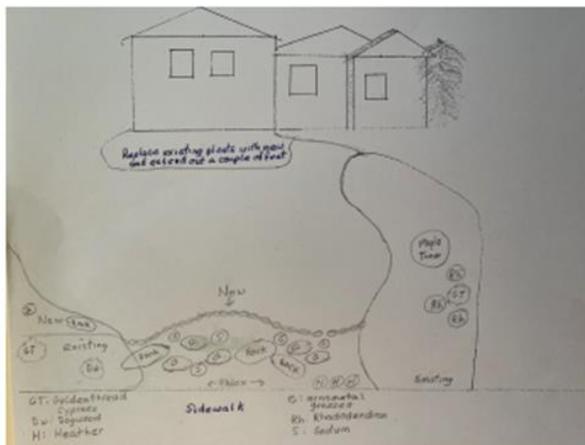
10. Old Business

11. New Business

- On June 1, 2022 – A Special Board Meeting vote was held via email for Lot 36, Div1, 4412 Castlerock Drive. Motion: "To approve the Architectural Controls Standard Checklist and Landscaping plans request to modify the landscaping at 4412 Castlerock Drive."

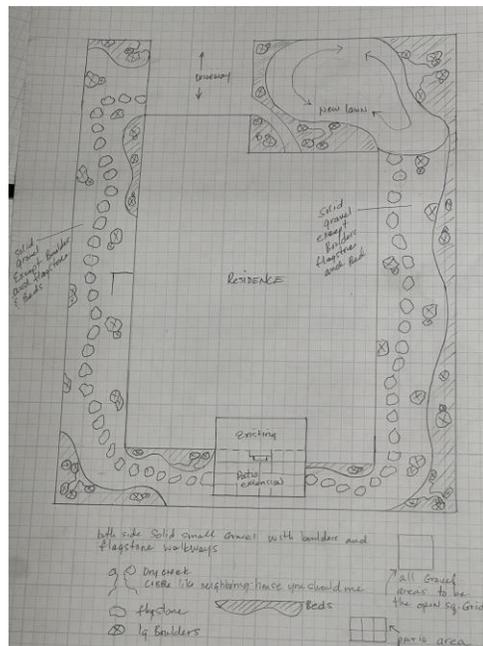
Home owners wishing to improve their landscaping is always welcomed. There was quite a bit of delay with this ACSC because the first attempts to forward the email with attached pdf files exceeded Comcast's email size capacity. I had to combine the attachments from 3 pdf files forwarded by Judy totaling 48 MB into one 3 MB Word file for circulation.

Votes were received from Board Members verbally by Judy for approval. To make official, another vote was conducted on the above motion and was passed.



- On May 25, 2022 – A Special Board Meeting vote was held via email for Lot 3, Div1, 4411 Castlerock Drive. Motion: "To approve the lot owner's Architectural Controls Standard Checklist request dated 5-21-22 to install a wooden raised deck on top of the existing concrete porch in their backyard." Votes were received from Board Members verbally by Judy for approval. To make official, another vote was conducted and the motion passed.

- On June 1, 2022 we received a Landscaping Plan and Architectural Control Standards Checklist for Lot 27, Div1, 8631 Cambridge Loop. The Landscaping Plans are professionally drawn - but call for eliminating all grass on the sides and backyard of the lot and replace with 5/8" Alpine Green crushed rock and Flagstone Stepping stones with a few Raised soil beds with black mulch cover and assorted plants/shrubs. Another concern is how close the back yard patio extension is to the edge of the rear property line.



The discussion that followed concluded with a Board Member volunteering to speak with the lot owners in person about the Board's concerns.

- On June 8, 2022, an email response was received with an ACSC and Landscaping Checklist for Lot 37, Div1, 8625 Ashbury Court for the Board's review and approval. Essentially all trees and shrubs the lawn right of the driveway are to be replaced with 4 Rhododendron bushes with only topsoil instead of the lawn. Should bark be required?

1. RIGHT OF DRIVEWAY

Replace 3 diseased fruit trees and lawn with 4 Rhododendrons spaced evenly apart to the right of the driveway.

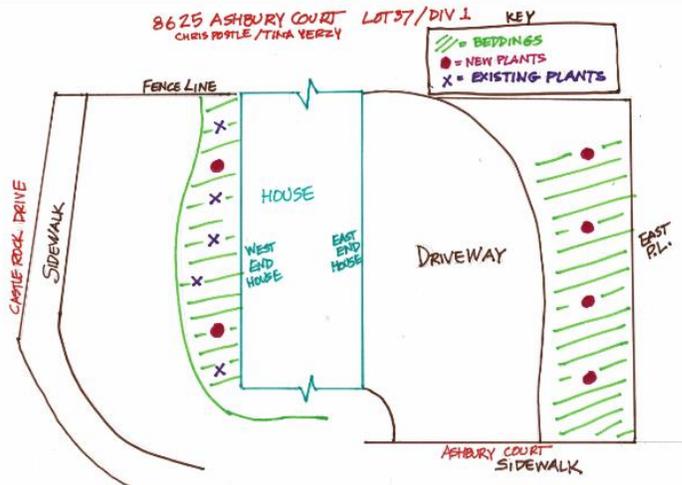
This will require the following:

- A mini excavator to condition the soil right of the driveway as this area is full of construction debris.
- Add fresh topsoil to this entire area right of the driveway to the property line (PL)
- Plant 4 Rhododendrons, evenly spaced apart in the bedding right of the driveway (see diagram).

2. BEDDING ON FRONT OF HOUSE ON CASTLE ROCK DRIVE

Replace the 2 large dead California Lilac bushes /shrubs, with 2 Rhododendron plants (see diagram).

\This issue was tabled for discussion later.



- On May 7, 2022 – A Special Board Meeting vote was held via email for Lot 63, Div1, 8628 Ashbury Court, Drain Work Request. Motion: "To send the attached draft email response to the 2-15-22 request that the HOA perform inspection and maintenance of the buried 8 inch curtain and roof drain pipe and open catch basin drain connection located on the utility easement of his back property to ensure it is functioning properly." Votes were not received from 2 Board Members so the vote was tabled until today's Meeting. A motion to send the draft response was approved by the Board.

12. **Motion to Adjourn** until the next scheduled BOD Meeting in August 3, 2022.