

**The Greens at Loomis Trail HOA**  
**Board of Directors Meeting**  
**Monday October 3, 2022 6:00 PM - 7:30 PM**  
Blaine Library Meeting Room

**AGENDA**

1. Call Meeting to Order (Quorum = Minimum Requirement, 3 of 5 Directors)  
[President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Shamika Brooks, Secretary: Kathy Barnes, Member: Kevin Cavanaugh]
2. Welcome and Self-Introductions of 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 Of Directors Meeting Minutes 8-3-22
5. Special Board Meetings - Ryan Barnes  
Special Board Meetings and Board Voting via group email for approving "A Specific Motion" in accordance with Bylaws Paragraph 5.3.4 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: (5 Total)

- August 29, 2022 - A Special Board Meeting vote was held via email for the following Motion: "To send a Notice of Violation to the lot owner at Lot 26, Div2 for poor landscaping maintenance in violation of CC&R Section 4.5 Upkeep of Lots and specifically in regards to dead plants, chemically burned lawn along the side of the driveway, and weeds growing through the back beds with a potential \$250 one-time fine assessment or \$25 per day ongoing fine assessment." The motion passed, the Property Manager sent the NOV with a 30 day deadline ending on 10-8-22.
- September 9, 2022 – A Special Board Meeting vote was held via email for the following Motion: "To send a Notice of Violation (NOV) to the lot owner at Lot 10, Div. 2, 4360 Castlerock Drive, for violation of CC&R Section 9.1.5 Use of Common Areas which states; 'no owner shall make any private, exclusive or proprietary use of any of the Common Areas' and in violation of CC&R Section 9.1.6 - Interference with Common Areas which states; 'Nothing shall be altered or constructed in or removed from the Common Areas except with prior written consent of the Board of Directors.' The NOV shall be drafted by our attorney and will give 30 days' notice from receipt of the NOV to remove all construction, landscaping, and land fill effectively restoring the HOA common area Tract B to its original state "and elevation". If the lot owner does not comply with the NOV, a \$25 per day assessment may be imposed." The Board motion was passed and the letter was sent on 8-9-22. It is one of the primary responsibilities of the Board to protect the designated Common areas of the Association. The lot owner had accidentally filled in and constructed a 11 foot back yard patio extension and up to 24 feet of back yard property landscaping over the rear lot line and onto common HOA property.

- September 15, 2022 – A Special Board Meeting vote was held via email for the following Motion: "To send a Notice of Violation (NOV) of CC&R Section 9.1.4.1 which states; ‘The parking of up to two vehicles in driveways shall be permitted.’ to the lot owner at Lot 10, Div1 and shall be given 30 days from receipt of the notice to limit parking to 2 vehicles in the driveway to avoid a fine of \$250." The motion passed, the Property Manager sent the NOV. The lot owner has responded, cleaned out space in their garage and has since been limiting to parking only 2 vehicles in their driveway.
- September 24, 2022 – A Special Board Meeting vote was held via email for the following Motion: "To approve the Architectural Control Standards Checklist and Landscaping Plans submitted on 9-19-22 by the lot owner at Lot 3, Div1, 4411 Castlerock Drive." The motion passed, the landscaping plans in the front and back yards were approved, and the Property Manager notified the lot owner.
- September 24, 2022 - A Special Board Meeting vote was held via email for the following Motion: "To approve the revised landscaping plans submitted on 9-14-22 for lot owner at Lot 29, Div1, 8634 Cambridge Loop." The motion did Not pass. The landscaping plans were not approved because the Board felt removing all existing landscaping raised beds, shrubs, and rocks in the front and back yards and replacing with grass did not meet the standards of existing neighborhood landscaping aesthetics.

6. Treasurer’s Report – Shamika Brooks

As of August 31, 2022: Main Checking Account is \$10,136.95 (\$15,726.18 in June 2022)  
 Reserve Savings Account is \$94,852.41 (\$93,052.41 in June 2022)  
 Certificate of Deposit is \$ 9,815.25 (\$ 9,815.25 in June 2022)  
 Total \$114,804.61 (\$118,593.84 in June 2022)

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 Fabrication and Installation in September estimated \$15,000. Grind down sidewalk tripping hazards \$3,500.

Significant Overdue Accounts as of August 31, 2022:

- Nichols – 09: A Lien has been placed on the property by the HOA for unpaid dues of \$1,930 as of 8-31-22.

Loomis Trail Home Owners Association A/R Aging Summary As of August 31, 2022						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Bulanov - 4470	0.00	65.00	0.00	0.00	0.00	65.00
Harris R - 41	0.00	90.00	0.00	30.00	0.00	120.00
Nagasan - 17	0.00	90.00	0.00	65.00	0.00	155.00
Nichols - 09	0.00	390.00	800.00	90.00	650.00	1,930.00
Nu Homes - 8636	0.00	90.00	25.00	55.00	0.00	170.00
Singh / Kaur - 4415	0.00	90.00	0.00	40.00	0.00	130.00
Singh/Kaur - 4396	0.00	90.00	25.00	65.00	0.00	180.00
<b>TOTAL</b>	<b>0.00</b>	<b>905.00</b>	<b>850.00</b>	<b>345.00</b>	<b>650.00</b>	<b>2,750.00</b>

7. Home Construction –

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

- Lot 64, Div1, 8624 Ashbury Court. Framing work is progressing.

8. Maintenance Report – Ryan Barnes

- On 9-9-22 Gateway Controls was called out to repair the bottom steel track on the main gate entry side. The repairs didn’t last too long as Gateway Controls had to be called back out on 9-19-22 to make more permanent repairs to the steel track and pour concrete supports underneath the track. The gate appears to be functioning properly.

- The Board is in the process of securing a bid to install the platform screen being fabricated by Reinke's Fabrication, Inc. in Bellingham for \$11,500. Delivery should be any day now. The next closest bid was for \$21,200, but included installation. The Board budgeted \$15,000 to be spent in 2022 from the Reserve Account.
- It was recently noted that there were a number of smaller tiles had fallen off both main gate entry signs on the back sides. A mystery volunteer lot owner has re-grouted the fallen tiles back into place.
- It was also noted that the main gate has a lot of green mold on the surfaces and needs to be cleaned. Gateway Controls said they could not perform the pressure washing. The Board is trying to find another contractor.
- A motion was passed by the Board on 8-3-22 approving the purchase and installation of up to six (6) "No Soliciting" and "Entry by Invitation" signs and stands to help prevent future solicitors from coming into the neighborhood.

#### 9. Complaints and Violations Report - Ryan Barnes

- A complaint was received regarding concrete and landscaping work being performed along the side of a driveway of lot owner at Lot 50, Div1, 8696 Ashbury Court. A warning letter was sent on 8-26-22 from the Property Manager advising them to submit an Architecture Control Standards Checklist for Board approval within 14 days. The lot owner responded with explanation and photos of repairs to existing underground concrete drain and a plugged drain pipe. CC&R Section 4.6 allows "repairs" to a damaged existing drainage system. The Board accepted the explanation and suggested in the future it is always best to notify the Board when doing concrete or major landscaping work
- A complaint was received regarding the parking of more than 2 vehicles in the driveway at the lot owner at Lot 4, Div1, 4415 Castlerock Drive. We asked the Property Manager on 9-13-22 to call the lot owner. The lot owner agreed to limit parking more than 2 vehicles in the driveway in accordance with CC&R Section 9.1.4.1 and has since then been in compliance.

#### 10. Old Business

#### 11. New Business

- Lot owner, Lot 29, Div. 1, 8634 Cambridge Loop has a question regarding her recently submitted 9-14-22 landscaping plan not being approved by the Board.

#### 12. **Motion to Adjourn** until the next scheduled quarterly BOD Meeting which will not be announced until the new Board is elected at the Annual General Membership Meeting in January 2023.