

The Greens at Loomis Trail HOA
Board of Directors
Organizational Meeting
Saturday January 27, 2018 at 12:00 PM
Blaine Fire Dept. Meeting Room, 9408 Odell Road, Blaine

Meeting Minutes

1. BOD Organizational Meeting - Call to Order – Verify Quorum, Min. 3 of 5 Board Members must be present. All Board Members were present.
2. The Organizational Meeting will be held immediately following the Annual General Membership Meeting by the newly elected 2018 Board Members
3. Officer Motion and Election Results:
 - President – Ryan Barnes
 - Vice President & Landscaping Committee Chair – Doug Moore
 - Treasurer – Bob McCoy
 - Secretary's Report – Lynne Sterritt
 - Member at Large – Fred Howell
4. New Business
5. Adjourn

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The Greens at Loomis Trail HOA
Annual General Meeting
January 27, 2018

MINUTES

DATE & TIME Pursuant to Article 4, Section 7.2 of the Bylaws of The Greens at Loomis Trail Home Owners Association, the Annual General Meeting was held on Saturday, January 27, 2018 at the Blaine Fire Department Meeting Room, 9408 Odell Road, Blaine, WA 98230. Association President Ryan Barnes called the meeting to order at 11:06 A.M.

OFFICERS Officers present were Ryan Barnes, President; Doug Moore, Vice President; Lynne Sterritt, Secretary; Bob McCoy, Treasurer; and Cory Zinngarbe, Member at Large. Also present was Association Managers Brent Hamner of Best Real Estate Management.

ROLL CALL Of the total 96 members on record, the following units were represented:

William Bawn	Div. 1, Lot 3
Adele Berman	Div. 1, Lot 5
Fredrick and Laura Howell	Div. 1, Lot 11
Juan Campos and Marcela Jimenez	Div. 1, Lot 13
Jack and Deborrah Drorbaugh	Div. 1, Lot 20
Spiro and Gail Pappacostas	Div. 1, Lot 21
Henry and Liana Powell	Div. 1, Lot 25
Kenneth and Jeanne Halsey	Div. 1, Lot 33
Mark and Shelley Hetzler	Div. 1, Lot 34
Ronald and JoAnne Dettman	Div. 1, Lot 36
Cory and Jennifer Zinngarbe	Div. 1, Lot 38
Xiaohui Hao and Lin Zhang	Div. 1, Lot 42
Ryan and Kathy Barnes	Div. 1, Lot 43
Preben and Victoria Wilhelmsen	Div. 1, Lot 46
Stephen Bawn and Lynne Sterritt	Div. 1, Lot 48
Stan and Nancy Thompson	Div. 1, Lot 55
Steven and Susan Thorpe	Div. 1, Lot 56
Robert and Mary Jo McCoy	Div. 1, Lot 63
Kazumi and Tim Creech	Div. 2, Lot 3
Jan Bonzon	Div. 2, Lot 5
Jeffrey and Nanci Lambdin	Div. 2, Lot 7
Philip Allen and Milly Dick	Div. 2, Lot 8
D.J. Davisson and Carla Arnold	Div. 2, Lot 9
Andrew and Kristin Phillips	Div. 2, Lot 22
Mary Leuthe and Doug Moore	Div. 2, Lot 25
David Muscatine	Div. 2, Lot 27
Karen Kovacs	Div. 2, Lot 31

Units represented by proxy and/or ballot were:

Kevin and Erin Ryan	Div. 1, Lot 16
Aaron and Hillary Rockwell	Div. 1, Lot 22
Judy and Ralph Wakefield and Patricia Gerds	Div. 1, Lot 23
Chris Postle and Tina Yerzy	Div. 1, Lot 37
Michael and Lorraine Patton	Div. 1, Lot 50

Judith Book-Erichman and Mark Erlichman	Div. 1, Lot 51
Frank Zheng	Div. 1, Lot 60
John and Patricia Williams	Div. 2, Lot 20
Timothy Allen and JoAnn Bathurst Howe	Div. 2, Lot 19

QUORUM Thirty five units, or 37% of the membership, were represented, thereby meeting the 25% requirement per paragraph 4.8.5 of the Bylaws and constituting a quorum of the authorized number of unit owners.

MINUTES The Minutes of the January 28, 2017 Annual General Meeting were included in the meeting packet mailed to all directors and owners. With no changes or corrections, the Minutes were approved by consensus.

INSPECTOR OF ELECTIONS Members were asked for a volunteer to certify the election results, and Spiro Pappacostas agreed to serve.

PRESIDENT'S REPORT President Ryan Barnes presented the following report to members.

I'd like to thank and recognize the volunteer Board Members of 2017 for their time in attending Board Meetings, Special Board Meetings, and meetings with homeowners and contractors in conducting business on behalf of the HOA. Doug Moore (Vice President), Bob McCoy (Treasurer), Lynne Sterritt (Secretary), and Cory Zingrabe (Member at Large).

Our growth in new home construction and existing home sales continues to highlight our neighborhood as a desirable place to build and live. Every home construction project in progress in 2017 is now completed. Two of the new homes have already been sold, and only one Lot 32, remains unsold in the entire association.

Lot 14, Div. 2 – 4344 Castlerock Drive (Douhlani)
 Lot 31, Div. 2 – 4395 Castlerock Drive (Hoyer)
 Lot 32, Div. 1 – 4428 Castlerock Drive (Bal)

Our infrastructure continues to be well maintained. Our boulevards are being uniformly mowed, edged, and trees trimmed by Corion Landscaping. Our 3 turnarounds and 2 entrance raised beds have been well maintained, shrubs trimmed, and sprinkler systems repaired and winterized. Our vacant lots and open space tracts have been kept mowed and our 10 bio-swales and our Storm Water Treatment Facility ponds have been inspected and maintained in accordance with County and Governing documents. These past winter storms filled our settling ponds with storm water surge, but drained away in less than 24 hours without incident.

We completed a number of maintenance and small improvement projects in 2017. We replace 2 burned out street lamp bulbs with new LED long life bulbs. We installed a new lamp post at the west gate entrance and it has been a great improvement to driving and overall safety. At the west main gate entrance, we had a contractor reconditioned both of our signs. They replaced the sign's broken slate tiles, pressure washed and then applied a fresh coat of paint to make them look as good as new. We purchased and installed 5 solar powered area lights on our mail box clusters. But the Post Office sent us a notice to move them or risk interruption of mail service, so we complied. We plan on repositioning the lights with taller mounting brackets so as not to interfere with their delivery trucks.

Our largest maintenance expense in 2017 was as usual, the annual Storm Water Treatment Facility mowing. The mowing and disposal of two truckloads of 4 foot tall grass was completed in September 2017 for \$8,966. Our next professional inspection of the Storm Water Settling Ponds, (10) Bio-Swales, and (53) Catch Basins by David Evans and Associates is required in 2018 (every 3 years) in accordance with CC&R paragraph 5.7.b.1. Our Monthly Storm Water Treatment Facility and Bio-Swale documented inspections continue to be performed by Corion Landscaping as part of their contract responsibilities.

Legal Fees

In 2017 we spent only \$2,598 of the \$3,000 budgeted amount for legal fees by our HOA Attorney Seth Woolson of CSD (Chmelik, Sitkin, and Davis P.S.) in Bellingham. A significant portion of these legal fees were recovered from payments by 3 lots with property liens attached for unpaid dues:

Lot 24, Div. 1 - \$2,397.40 (Wang for unpaid dues, penalties, and legal fees)
Lot 9, Div. 1 - \$ 662.49 (Nichols for 6 months paid by new Mortgage Company.)

Our lien still remains.

Lot 4, Div. 1 - \$2,860.93 (Singh/Kaur for unpaid dues, penalties, and legal fees)
Total **\$5,920.82** Received

Current Liens in 2018 for Unpaid Dues

To protect the interests of the Association, the Board has or is pursuing Property Liens on the following lots:

Lot 24, Div. 1 - \$1,020.46 Wang
Lot 9, Div. 1 - \$2,999.00 Nichols

The following lots have significant unpaid dues:

Lot 2, Div. 2 - \$360.00 Nevco
Lot 1, Div. 2 - \$650.00 Singh/Kaur

All four Lot Owners above are considered to be Members "Not" in Good Standing due to unpaid dues and therefore cannot vote in Board Member elections per Bylaws Section 4.5.1 Membership Qualifications.

Tract H and Tract I – Lot Encroachment

In October 2017, the Board authorized a land survey of common areas, Open Space, Tracts H and Tract I, on the other side of Loomis Trail Road, near the main gate entrance. It appeared to me that the neighboring fences may encroached onto the HOA's property. The survey was completed in November 2017 and revealed both fences were about 40 ft. over their property lines. (Tract H = 2,800 sq.ft., Tract I = 6,100 sq.ft.) The Board sent letters to both home owners informing them their fences were located on the HOA's property and in violation of our designated "Open Space" Tracts per our CC&Rs and the Whatcom County Plat development drawing. The only problem is, after 10 years, there's a kind of squatters right called "Adverse Possession" which both property owners claim their fences have been there for over 14 years and believe the areas in question is now legally their property. Our attorney is entering negotiations with their attorney on behalf of the Board to determine a fair market value to divide and sell the portions of Open Space Tracts and avoid costly litigation. Once a sale price is negotiated for the

undevelopable property, the sale will go before the HOA Membership for approved by majority vote. More to come on this issue in the future.

Rules and Regulations - Revisions

In December 2017, the Board has passed a motion to revise the Rules and Regulations document as follows:

Rule #29 was deleted - which specified any violation would be allowed and without fines if a Board did not communicate an appeal hearing decision within 30 days. The Board decided to strike this rule as not necessary as the Bylaws already state appeal hearing decisions must be communicated within 30 days. This rule posed far too a risk to the HOA. For example if a lot owner began building a 3 story home in clear violation of the Architectural Guidelines, an obvious late appeal hearing decision delivered in 32 days and not 30 days would according to this rule allow the 3 story home construction to continue (or any other violation you can think of) in clear violation of the CCR&Rs or objection from neighboring lot owners.

A new Rule #29 was added at a later date - Which specified "regular postal service" shall also be used in addition to existing "certified return receipt requested" when sending out Notices of Violation. Our Bylaws list "certified return receipt requested" as the only delivery method. Unfortunately, some lot owners choose not to answer their door so as not to accept certified mail deliveries, as was the case with Lot 1, Div. 2 Violation Notice. If the lot owner won't sign for the letter, the violation's special assessments (or fine) cannot begin. To resolve this, a copy of all Violations will additionally be mailed via "regular postal service" and the official notice date will begin in 3 days, per reasonably acceptable legal procedures.

Reserve Study Update

A reserve study update was performed in December 2017, in continuation with the budgeted 6 year frequency. Copies of the study are available, and can be requested by contacting our Property Manager, Brent Hamner. The executive summary results of the study were: Reserve Fund Status and Funding Plan Recommendation - "Based on our findings, the current level of funding of the Reserve account is adequate to fund Projected Expenses for the long term." (30 year time frame) I remind our Members, our current Reserve Saving contribution is \$11,700 per year and totals \$95,951.

Asphalt Crack Filling and Sealing in 2018

In the spring of 2018 we will be performing asphalt crack filling and asphalt seal coating. The Board has solicited cost proposals from 3 local contractors and the costs will be paid from our Reserve Account as an identified long term maintenance repair.

Storm Water Treatment Facility

2018 marks the third year since our last professional engineering inspection of our Storm Water Treatment Facility. In accordance with our CC&R Section 5.7.b.1 and the Storm Water Maintenance Plan on file with Whatcom County. We must professionally inspect our Treatment Facility consisting of: three (3) Storm Water Settling Ponds Tract D, Conveyance creek Tract C, 55 drain boxes, and 11 Bio-Swale (drainage ditches).

TREASURER'S REPORT

Association Treasurer Bob McCoy presented the following report:

As of the November 30, 2017 Financial Report, we have paid all bills and begin the new year with \$31,775 in our Operations Checking Account. This represents nearly

half of our year's annual operating budget (\$66,400) and is \$3,953 more than we had this same time last year. Our Reserve Account finished strong with \$95,951 combined savings and CD, an increase of \$11,759. We continued to deposit \$11,700 annually into the Reserve Savings Account.

As of November 30, 2017 Financial Report:

Main Checking Account is	\$ 31,775	(\$ 27,822	in November 2016) Last Annual General Meeting
Reserve Savings Account is	\$ 86,304	(\$ 74,565	in November 2016)
Certificate of Deposit is	\$ 9,647	(\$ 9,628	in November 2016)
Total	\$127,626	(\$112,015	in November 2016)

Major budget items this past year was \$8,966 expense for the Stormwater Treatment Facility Tract Mowing and Vegetation Removal

2018 Proposed Budget:

In accordance with Bylaws Section 8.6 and 8.7; "The newly elected Board Members will have 30 days following the Annual General Meeting to prepare and approve a 2018 draft budget. A summary of the proposed budget will be mailed to all members and a General Meeting to ratify the budget will be scheduled within 14 days and 60 days after the mailing. Unless the owners by majority vote reject the proposed budget, the budget will be ratified at this meeting whether or not a quorum is present."

SECRETARY'S REPORT

Association Secretary Lynne Sterritt informed members of the Association's Website (<http://sites.google.com/site/greensatloomistrial/>), where the Board has posted the following information:

- 4 Board Meeting Minutes,
- 1 Revision Announcement of the Rules and Regulations, and
- 3 Board Meeting Reminders

ISSUES AND RESOLUTIONS

Issues and proposed resolutions were mailed to all owners in the Annual General Meeting packet. Voting was conducted by ballot and results were announced at the meeting.

#1 – Resolution to Waive the 2017 Audit Requirement. In accordance with paragraph 8.5 of the Bylaws, the Association must have an annual audit; however, the audit requirement can be waived by a vote of 60% of the membership. The cost of an audit is about \$1,850 including preparation of the Association's income tax return. Due to an insufficient representation to vote to waive the audit requirement, the Resolution failed and an audit will be performed for 2017.

ELECTION

The one-year terms of Board members Ryan Barnes, Bob McCoy, Doug Moore, Lynne Sterritt and Cory Zinngabe are expiring. Barnes, McCoy, Moore and Sterritt have agreed to stand for re-election, and Fred Howell previously agreed to run for the open position. With five candidates for five open positions, Ryan Barnes, Fred Howell, Bob McCoy, Doug Moore and Lynne Sterritt were elected by consensus to the Board of Directors for 2018.

GENERAL BUSINESS

The following items were discussed:

- A member requested that the damaged concrete panels on the sidewalks be repaired.
- A member asked about Tract F situation. Doug Moore said the Board wants to keep an eye out for potential building; and because the owners are elderly, there is concern about to whom they might sell or bequeath the property. Ryan Barnes said the Association wants the owners to agree to maintain a 300 ft. buffer if they build on the land; but after several years of negotiations, the owners will not sign an agreement. Barnes told members that most of the 9.5 acre Tract F consists of wetlands, and the wetlands are undevelopable.
- A member asked what is happening with the golf course. Doug Moore reported it is for sale, and said someone will buy it and it will remain a golf course. Columbia Hospitality now owns both the Semiahmoo and Loomis Trail golf courses.
- Members discussed the golf course and potential Association involvement with the future owners. Phillip Allen mentioned that it on member days, the golf course is underused after 2 P.M. Jan Bonzon suggested that some Association members might want to work with the new golf course management and become a part of the golf community. Bonzon then volunteered to serve on a committee. Adele Berman suggested that social memberships would be good. Doug Moore said that Bill Dierdorf, the golf course maintenance manager, would be the person to talk to because he can make introductions up the ladder.
- Jan Bonzon reported that the dock across the street is disintegrating and asked if the Association membership has any interest in maintaining it and perhaps putting a picnic table there. Doug Moore said the dock is a remnant of an old saw mill, and it was put in without permits; and the County says it can't be touched.
- Ryan Moore suggested the Board could look into putting a park on other open space after purchasing a lot. He noted that developing it would be costly, and maintaining it would be an insurance liability.
- Lynne Skerritt mentioned that the lot at the end of Castlerock Drive consists of wetlands, so it can't be developed, and will likely be donated to the County. She suggested this lot could be an opportunity for a park.

ADJOURN

There being no further business, a motion was made to adjourn the meeting. The motion received a second and carried unanimously. Therefore, the meeting was adjourned at 12:27 P.M.

Respectfully submitted by:

Secretary,

Date

APPROVED

President,

Date

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The Greens at Loomis Trail HOA
Board of Directors Meeting Minutes
Monday March 12, 2018 7:00 - 8:00 P.M.
Board Member Lynne Sterritt's home at 8693 Ashbury Court

MEETING MINUTES

1. Call Meeting to Order (Quorum = Minimum Requirement, 3 of 5 Directors)
[President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Bob McCoy, Secretary: Lynne Sterritt, Member: Fred Howell]
2. Welcome and Introduce Association Members and Guests
3. Open Comment/Question Time for Members and Guests
4. Secretary's Report - Lynne Sterritt - Approve previous regular Board Meeting Minutes:
 - Special Board Meeting was held on February 5, 2018 via email. Purpose - Motion to send a Foreclosure Warning Letter to Yiyang Wang, lot 24, division 1, at 4448 Castlerock Drive for unpaid dues with a 30 days deadline. The Motion passed unanimously.
5. Treasurer's Report – Bob McCoy -
As of Jan. 31, 2018:

Main Checking Account is	\$28,591.81	(\$31,775.00 in Nov 2017)
Reserve Savings Account is	\$88,265.09	(\$86,304.00 in Nov 2017)
Certificate of Deposit is	<u>\$ 9,652.08</u>	<u>(\$ 9,647.00 in Nov 2017)</u>
Total	\$126,508.98	(\$127,626.00 in Nov 2017)

Major anticipated expenses: \$8,500 for Storm water Tract Mowing and Grass Removal in September, \$3,000 for Storm water Professional Inspection from Reserve Account, and \$22,000 for Asphalt Crack Filling and Sealing from Reserve Account.
6. Home Construction – Architecture Review Checklists
Nothing to report.
7. Landscaping Committee Report - Doug Moore
Corion is requesting a 6.4% (\$1,526/yr) increase in their 2018 contract (from \$23,772 to \$25,296) and includes an increase in their contract scope to line trim the cattails from the Open Space, Tract A (between Castlerock Drive and the Loomis Trail Road in Division 2), twice a year in conjunction with the lot mowing.

Discussion and Motion to approve Corion Addendum dated 12/29/17 to increase the existing Agreement #CL2824 for monthly billing increase to \$2,108 (includes 8.5% WSST) equal to \$25,296/year (includes 8.5% WSST).
8. Complaints and Violations Report - Ryan Barnes
Lot 1, Div2, 4396 Castlerock Drive Singh & Kaur
On 10-25-17 a second Notice of Violation was voted and approved by the Board to be sent for not removing the grass cutter tractor attachment equipment from the lot in accordance with CC&R Section 9.1.4.2 and was assessed a \$25 per day fine for each day the equipment remained. This second Notice of Violation cover letter and form was emailed to them and a hard copy mailed to them via USPS registered receipt requested on 10-26-17. The U.S. Postal Service has not been able to deliver the letter for signature after two attempts in over 25 days.
The grass cutter attachment was removed from the lot before the 30 day deadline following written notification sent on 10-26-17 plus an additional 3 days for mail delivery. Therefore the \$25 per day penalty could not be imposed.

Lot 24, Div1, 4448 Castlerock Drive Yiyang Wang A 30 day foreclosure warning letter was sent and received by Mr. Wang on 2-12-18. A third party called to say they would assist Mr. Wang by bringing his account current, but they have not done so. The 30 day warning period has passed and Mr. Wang has not paid the outstanding unpaid balance.

Discussion and Motion to proceed with filing the legal complaint document requesting the Court grant foreclosure against Mr. Wang's property.

Lot 10, Div2, 4360 Castlerock Drive John Taylor A Complaint Form was received on 10-25-17 by John Taylor against homeowner Mr. Bawn at Lot 3, Div1, for "Verbal Threat/Continuing Confrontation" and cited Section 9.1.12 of the CC&Rs for offensive activities and unreasonable source of annoyance.

After reviewing Mr. Taylor's Complaint Form and investigating this incident the Board does not find that Mr. Bawn violated any rules or regulations and therefore no enforcement action will be taken against Mr. Bawn.

This Board wishes to note there has not been a single Complaint regarding vulgar verbal abuse behavior of this nature by any HOA member in 13 years since the HOA's existence. Yet after Mr. Taylor's joining the HOA, this Board has received no less than 12 written Complaints and personal reports of unprovoked offensive vulgar verbal attacks made by Mr. Taylor against 8 individuals (6 HOA members and 2 HOA contract workers from two separate companies). This Board has warned Mr. Taylor regarding his continued vulgar verbal attacks by issuing not one, but two warning letters; on 6-4-16 from our Property Manager and again on 8-3-16 from our HOA Attorney. The Board finds Mr. Taylor's pattern of behavior most concerning.

9. Quarterly Inspection By Property Manager & Board Member

10. Maintenance Report – Ryan Barnes

Follow up on asphalt alligator cracking damage at the Ashbury Court round-a-bout led to requesting bids from 3 Asphalt Crack Filling and Road Sealing companies. The companies all came out to review our roads and bids were received from Kamps Painting Co, Blacktop Inc., and Huizenga Enterprise LLC. I recommend Kamps Painting Co. who provided a significantly lower bid and expressed good experience during his walk through. The Crack Filling work can be accomplished with only temporary 2 to 4 hour traffic barricades for cooling. The Asphalt Road Cleaning and Seal Coating will need to be arranged with Kamps and will involve up to a week's worth of work and significant barricading of 7 road sections needed to allow for overnight cure time and reasonable parking and walking distances to lot owner's homes.

Discussion and Motion to approve the asphalt crack filling and road sealing work in the spring of 2018 using our Reserve Savings Account Funds up to \$22,000. The Motion passed by unanimous vote.

11. Welcoming Committee Report – Kathy Barnes

Current HOA members are consistently providing a welcome package to any new residents.

12. New Business

- Lot 29, Div1, 8634 Cambridge Loop Mrs. Fatwa's verbal request to cut down the tree in her front yard which matches the rest of the neighborhood boulevard trees. The CC&Rs states owners can use and must maintain the easement area as part of their own lawns, but if the tree was planted as part of the HOA boulevard trees, the Board feels it should be protected to maintain continuity throughout the Association. The measurement was made from the 28' street centerline and the tree lies within the 10' easement.

Discussion and Motion to approve Mrs. Fatwa's verbal request and eventual landscaping change request to cut down the tree. Approval to remove tree is not approved. Communicate with HOA member not to cut down tree.

- Discussion of Email received from Jan Bonzon 1-27-18

1. Interest in forming a relations committee with new Golf Course owner. Sure, when a new owner is identified. Status of sale of Golf Club is unknown.

2. Volunteering to be on a budget committee, the Board doesn't wish to form a Budget Committee at this time.

3. Proposed By-Laws change for financial audit every 2 years, will take a 60% supermajority vote by the membership to change the By-Laws.

4. Open Tract H & I land development ideas? The Board would welcome any suggestions from the membership or potential new committee so long as the development complies with the Open Space requirements outlined in the governing documents.

13. Motion to Adjourn until the next scheduled BOD Meeting on May 14, 2018, Monday (8693 Ashbury Ct 6:30 - 8:00 pm)

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The Greens at Loomis Trail HOA
Board of Directors Meeting Minutes
Monday May 14, 2018 6:30 - 8:00 P.M.
Board Member Lynne Sterritt's home at 8693 Ashbury Court

Meeting Minutes

1. Call Meeting to Order (Quorum = Minimum Requirement, 3 of 5 Directors) All Board Members in attendance.

President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Bob McCoy, Secretary: Lynne Sterritt, Member: Fred Howell

2. Welcome and Introduce Association Members and Guests – Aaron Hernmar, Kathy Barnes, Laura Howell, Lin Jung & Sharon Zheng (*please add Sharon to list on contacts for Lot #60 Div 1 sharonzheng.z.x@gmail.com*)

3. Open Comment/Question Time for Members and Guests

Request two inspections annual for landscape committee – Spring and Summer to follow up on any outstanding issued not address in the Spring Inspection(s).

Request new owners are informed upon CCR regulations, to insure rules are followed; this includes Renter(s).

4. Secretary's Report - Lynne Sterritt - Approve previous regular Board Meeting Minutes:

- Review and approve the 1-27-18 AGM Meeting Minutes (attached)
- Review and approve Board Meeting Minutes from 3-12-18. Not approved. Request minutes passed to BOD for approval.
- Special Board Meeting was held on May 2, 2018 via email. Purpose - Motion to approve landscaping change request to use decorative rock in place of existing bark mulch on flower beds was approved by majority vote.

5. Treasurer's Report – Bob McCoy -

As of March 31, 2018:	Main Checking Account is	\$34,965.16	(\$28,591.81 in Jan 2018)
	Reserve Savings Account is	\$90,246.06	(\$88,265.09 in Jan 2018)
	Certificate of Deposit is	<u>\$ 9,652.08</u>	<u>(\$ 9,652.08 in Jan 2018)</u>
	Total	\$134,863.30	(\$126,508.98 in Jan 2018)

2018 Operating Budget \$65,750. Major anticipated expenses: \$22,000 for Asphalt Crack Filling and Sealing from Reserve Account. \$8,500 for Storm water Tract Mowing and Grass Removal in September and \$3,000 for Storm water Professional Inspection from Reserve Account.

6. Home Construction – Architecture Review Checklists

Lot 2, Div 2, 4392 Castlerock Drive, New Home Construction Architectural Checklist Package was submitted on 4-2-18 by Surinder Bal Construction, reviewed, voted, and approved on 4-19-18

Lot 20, Div1, 4466 Castlerock Drive, HVAC Equipment Installation and Fence/Screen construction request was reviewed and approved

Lot 12, Div2, 4342 Castlerock Drive, Front Rock Landscaping Installation was reviewed, voted, and approved

7. Landscaping Committee Report - Doug Moore

Discuss recent \$750 Work Order for entrance gate area 100 flowers.

Corion's 2018 Contract is \$25,296 (includes 8.5% WSST)

8. Complaints and Violations Report - Ryan Barnes

Open Space Tracts H and Tract I Adverse Possession

On 2-5-18 a letter was sent to Mr. Redfern and Mr. Gray respectively informing them their fences were on our HOA property and an official Survey Report was attached. As of 4-27-18 our attorney has spoken with the attorney representing the two property owners and reported was preparing a response letter. It has been over 3 months since we first gave notice. The Grays on Tract I, the attorney believes, will challenge the claim of adverse possession as it has been over 10 years since they have had a fence on the property and believe our Survey Report and County Property Plat to be in error. We will wait once more for a couple more weeks before consulting our attorney for the next legal step. The issues are: a.) as a Board we are responsible for overseeing the Association's common property in accordance with the CC&Rs, b.) the 10 year adverse possession time frame has expired without challenge of the property line, c.) adverse possession is not guaranteed if the "hostile use" is not significant or consistent enough to formalize such a title change through the legal courts. The adverse users would be an intensive legal process according to our attorney, i.e. costly on their behalf, c.) a recent new provision allows Courts to award attorneys' fees and costs to a prevailing party in an adverse possession lawsuit, RCW 7.28.083(3), even though there have been no published opinions as to when the Court's may elect to award attorneys' fees.

Lot 24, Div1, 4448 Castlerock Drive Yivan Wang

A third party did pay Mr. Wang's current account, so we did not file in court for foreclosure. However, unpaid dues and late penalties since February have accrued to over \$1,700. The property lien is still in place.

Discussion and possible motion to proceed with a second foreclosure warning letter. Send foreclosure Letter again.

A Larger Than "Light" Truck Complaint Form was received on 5-3-18 regarding a work truck being parked in the driveway of 4466 Castlerock Drive in which a home owner believes to be a violation of CC&R 9.1.4.1 which describes allowing of only "light trucks". However, 9.1.4.2 describes large commercial style trucks greater than 20 feet in length or requiring a commercial driver's license to operate are specifically NOT permitted to be parked on the property. Does this work truck meet the "light truck" definition or the commercial style truck definition? This work truck issue will be investigated by the Board.

No action taken.

9. Quarterly Inspection By Property Manager Judy Hamner & Kathy Barnes

Seven (7) friendly reminder letters were sent regarding tall grass and weeds.

There are also two (2) additional letters being prepared for trash bins stored in view from the road.

10. Maintenance Report – Ryan Barnes

Asphalt road cleaning followed by Crack Filling and Two Seal Coats will be scheduled for late spring by Kamps Painting Co. - once ambient temperatures rise. A significant amount of road barricading will be required to allow for overnight cures.

11. Welcoming Committee Report – Kathy Barnes

12. New Business

Elite Association Management and HOA Contract:

The following announcement was posted on the HOA website on 4-25-18:

Best Real Estate Management is realigning their operations in order to better serve their Home Owner and Condominium Association customers. To this end, Judy Hamner has branched out and created Elite Association Management and will become our new Association property manager/representative.

Because this is a collaborative process with all the same support and accounting staff, all records, prepaid balances, and previous payments will seamlessly transfer. Elite Association will be mailing out new payment coupon books to all members to reflect the new management company name and mailing address.

Reference my 4-22-18 email to Judy: I've received your updated contract reflecting the new company name for the Board's review and approval. We will take this up at our next Board Meeting. The change in your company name is not what you described to me in our initial phone call. I believed to be only taking over management of our HOA, not that you would be changing companies. Your letter to the membership, without the Board's review or knowledge, caused a lot of confusion and reflects poorly on the Board. As we discussed on violation notifications, whenever you address the HOA members, the Board needs to review all communications before it's mailed out. It will take a little time for you to become familiar with how we manage communications with the HOA and the Board.

Discuss, review, and vote to approve the attached one year contract with Elite Association Management LLC.

13. Motion to Adjourn until the next scheduled 3rd Quarter BOD Meeting on August 20, 2018, Monday (Blaine Library 6:30 - 8:00 pm)

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The Greens at Loomis Trail HOA
Board of Directors Meeting

Monday August 20, 2018 6:30 - 8:00 P.M.
8693 Ashbury Court, Blaine WA

Meeting Minutes

1. Call Meeting to order at 6:35pm.
In attendance: President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Bob McCoy, Secretary: Lynne Sterritt
2. Welcome and Introduce Association Members and Guests - Lin Zhang
3. Open Comment/Question Time for Members and Guests
4. Secretary's Report - Lynne Sterritt –

Approved Board Meeting Minutes from 3-12-18
Approved Board Meeting Minutes from 5-14-18

Special Board Meetings are held when regularly scheduled board meetings will not allow a 30-day response:

- i. A Special Board Meeting was held on July 24, 2018 via email for the Purpose - Motion to change house paint color request by Ralph McIntosh, 4416 Castlerock Drive, was approved by majority vote.
 - ii. A Special Board Meeting was held on July 20, 2018 via email for the Purpose - Motion to send a Notice of Violation and \$250 one time fine to homeowner Matt Robinson, 8689 Ashbury Court, for parking between 4 and 6 vehicles in the driveway and in the visitor parking spaces on a regular basis in violation of the CC&Rs 9.1.4.1 and Rules and Regulations #14 and #15 and for parking an off-road recreational vehicle (golf cart) on the property in violation of the CC&Rs 9.1.4.2. The motion was approved by unanimous vote.
 - iii. A Special Board Meeting was held on July 17, 2018 via email for the Purpose - Motion to send a Notice of Violation and \$250 one time fine to homeowner Johnathon Williams, 8560 Siena Court, for not maintaining the grass height to below 12" in his Vacant Lot in accordance with Rule 3 of the Rules and Regulations, despite multiple occurrences and warnings over the past two years. The motion was approved by unanimous vote.
 - iv. A Special Board Meeting was held on June 28, 2018 via email for the Purpose - Motion to replace the entire front lawn with rocks by Sharon Zheng, 8646 Ashbury Court, was NOT approved by a vote of 2 to 3.
 - v. A Special Board Meeting was held on June 28, 2018 via email for the Purpose - Motion to change house paint color request by Hillary Rockwell, 4456 Castlerock Drive was approved by unanimous vote.
 - vi. A Special Board Meeting was held on June 20, 2018 via email for the Purpose - Motion to pour additional back yard concrete porch request by Carlos Ruiz, 4352 Castlerock Dive, was approved by unanimous vote.
5. Treasurer's Report – Bob McCoy -
- | | | |
|---|--------------------|------------------------------------|
| As of June 30, 2018: Main Checking Account is | \$32,753.74 | (\$34,965.16 in March 2018) |
| Reserve Savings Account is | \$93,202.51 | (\$90,246.06 in March 2018) |
| Certificate of Deposit is | <u>\$ 9,652.08</u> | <u>(\$ 9,652.08</u> in March 2018) |
| Total | \$135,608.30 | (\$134,863.30 in March 2018) |

2018 Annual Operating Budget \$65,750. Major anticipated 2018 expenses: \$22,000 for Asphalt Crack Filling and Sealing from Reserve Account, \$8,500 for Stormwater Tract Mowing and Grass Removal in September, and \$3,000 for Stormwater Professional Inspection from Reserve Account in September.

Significant Overdue Accounts as of June 30, 2018:

- Lot 9, Div1, Nichols \$2,966 - An existing Lien has been placed against the property
- Lot 1, Div2, Singh/Kaur \$875 and Lot 4, Div1, Singh/Kaur \$325 - Motion to be discussed to place Liens against both properties if payment is not received within 10 days. **Board approved the motion to send a warning letter.**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Nichols - 09	0.00	90.00	65.00	102.15	2,709.35	2,966.50
Nygaard - 52	0.00	65.00	0.00	0.00	0.00	65.00
Pierson/Wigbers - 12	0.00	85.50	0.00	0.00	0.00	85.50
Robinson - 47	0.00	90.00	65.00	90.00	0.00	245.00
Singh / Kaur - 04	0.00	90.00	65.00	90.00	80.00	325.00
Singh/Kaur - D2-01	0.00	90.00	65.00	90.00	630.00	875.00
Wang - 24	0.00	14.11	0.00	0.00	0.00	14.11
TOTAL	0.00	524.61	260.00	372.15	3,419.35	4,576.11

6. Home Construction – Architecture Review Checklists

- Lot 2, Div2, 4392 Castlerock Drive, Surinder Bal Construction status, construction framing and roofing is progressing.
- Lot 29, Div1, 8634 Cambridge Loop, Fadwa Owega, submitted a small front Rock Landscaping change request from bark to rock on 8-19-18. **Board approved the landscaping change request.**

7. Landscaping Committee Report - Doug Moore

- Discuss Corion’s identified main gate sprinkler system damage requiring additional labor to repair at \$72/hour per the contract. **Board approved proceeding on Corion’s estimated \$200 cost to repair.**
- Discuss Corion’s reluctance to remove any more Caterpillar Nests. We contacted WRS for a cost estimate. **Board approved proceeding with WRS for the estimated \$450** and included localized spraying of tree and ground areas to help kill residual caterpillars.
- Discuss Corion having to be reminded again to dead head flowers and pull weeds following the \$750 paid for main entrance planting of 100 flowers.
- Further Discussion on Corion’s Proposed Improvement Projects Totaling \$16,269 presented last quarter:
Cut (59) Tree Wells for \$3,689, Install 2” of Mulch in Two Roundabouts & Front Entrance \$4,730, Re-Landscape Entire East Gate Entrance \$7,850.
 - By comparison - Corion’s 2018 Contract is \$25,296 (includes 8.5% WSST).
 - In our 2018 Budget, we only planned for \$4,000 Additional Landscaping Projects: \$2,000 to install Front Gate Flowers and \$2,000 to replace storm damaged and missing boulevard trees.

8. Complaints and Violations Report - Ryan Barnes

Open Space Tracts H and Tract I Encroachment

On 2-5-18 a letter was sent to Mr. Redfern and Mr. Gray respectively informing them their fences were on our HOA property and an official Survey Report was attached. The Gray’s (Tract I) are not willing to pay any amount of money for the large portion of property they already possess "adversely" and the Redfern’s (Tract H) offered only \$500 for the small portion they have encroached. The Grays also believe the original County Plat was drawn incorrectly due to an error in their property Legal Description however we cannot refute the fact that their fences have existed since before the Association was formed more than 14 years ago and beyond the 10 year Adverse Possession requirement. The Board met with our attorney on 7-10-18 to discuss options. To accept even the \$500 offer and sell the portion of Tract H would require an 80% approval vote by the membership, a near impossibility. We discussed options to back away from the entire situation with the least cost to the HOA.

Mr. Woolson came up with the following recommendation in compliance with the Board’s authority and the CC&Rs:

Motion for Discussion and Vote: "The HOA attorney to reach an agreement with the attorney representing the Gray's and Redfern's to file a "quiet title action" and the Board will direct our attorney "to not defend against those claims/lawsuits."

- Board approved the motion unanimously by those present.

By not disputing the lawsuits, the Court would enter a "default" judgment granting the requested relief to the encroaching property owners. This way the Board would not be directing a stipulated judgment to transfer common property, but rather the Court would simply grant the default and order the encroached property portion and legal descriptions to be modified and put into the Encroaching Owner's names. The Board having analyzed the claims and with legal counsel can conclude it would be a waste of funds to dispute the claims and therefore decide not to expend additional association expenses fighting the lawsuits, which is within the Board's authority to govern lawsuits. Estimated cost for these plans is 1 to 3 hours.

Lot 1, Div2, 4396 Castlerock Drive Singh & Kaur and Lot 4, Div1, 4415 Castlerock Drive Singh & Kaur

As of 6-30-18 there is a balance of \$875 and \$325 for non-payment of monthly dues assessments. Motion for Discussion and Vote: "Property Manager to send a warning letter to the owners regarding the overdue balances plus additional legal expenses for unpaid balances on Lot 1, Div2 and for Lot 4, Div1. If full payment is not received within 10 business days then our attorney will be instructed to file a Lien against both properties and these expenses will be added to the unpaid balance in accordance with our Bylaws."

- Board agrees to motion to proceed with property manager to send letters and if no response in 10 days to refer to our attorney for Liens. Motion passed unanimously by those present.

9. Quarterly Inspection By Property Manager Judy Hamner & Kathy Barnes

- There were a couple of vacant lot reminder letters sent out and owners responded by mowing their lots.
- There was a couple of reminder letters sent out to homeowners regarding tall weeds in flower beds needing attention and the owners corrected the landscaping.
- There are two reminder letters being prepared regarding homeowners parking of more than 2 vehicles in driveways in violation of the CC&Rs.

10. Maintenance Report – Ryan Barnes

- Asphalt road cleaning, Crack Filling, and application of two Seal Coats were successfully applied over a five day period the week of July 31, 2018. **Kamps Painting Co. did a fantastic job and completed all work on time and on budget \$20,865.** The cost will come out of our Reserve Account in accordance with our Reserve Study Plan. **Kamp's bid was a savings of \$6,600 to the HOA from the next closest bid received. Three (3) bids had been received and representatives met with Ryan in person to review the Association roads.**
- Stormwater Treatment Facility Tracts C & D - Mowing the grass and removal was completed the week of 8-13-18. The work was awarded to Western Refinery Service who has performed this work in the past and was the successful bidder in the past. Grass cutting is mandated by the County and our maintenance agreement and is performed each year. The cost proposal was \$8,700 "not-to-exceed" (same as last year) but we have not received the final invoice.
- The mandatory professional engineering 3-year inspection of the Stormwater Treatment Facility consisting of consisting of 3 settling ponds, 53 catch basins, and 10 bio-swales is scheduled to begin on 9-10-18 by David Evans & Associates. The estimated cost is \$3,000 and will be paid out of our Reserve Account.

11. Welcoming Committee Report – Nothing to report.

12. New Business

- **Motion to Add New Rule #30 to the Rules & Regulations:**

Proposed New Rule #30: "The auditing of the annual financial statements of the Association in accordance with Bylaws Section 8.5, shall be performed every two years unless the last audit revealed a problem - then the next scheduled audit shall be performed within one year."

8.5. Preparation and Audit of Financial Statements. At least annually, the Association shall prepare, or cause to be prepared, a financial statement of the Association in accordance with generally accepted accounting principles. The annual financial statements of an Association shall be audited as required by the Act. This annual audit may, however, be waived annually by the vote of Owners to which at least sixty percent of the votes in the Association are allocated or as set forth by the Act.

This motion to be tabled for discussion at next Board Meeting following review with our attorney.

- Ryan read an Email complaint from a homeowner on Ashbury Court and then described a noise disturbance that occurred after 1:00 AM on Saturday 8-11-18. Ryan said he called the Sheriff's office 911 twice to report a White Crew Cab Pickup Truck driving slowly through the neighborhood after 1:00 AM in the morning with loud music blaring, and occupants yelling and whooping out open windows, and stopping in intersections to burn off their tires. A Sheriff's officer responded and stopped the truck on his 3rd or 4th pass only to learn that one of the young passengers lived in the neighborhood and the driver reported they were "checking out real-estate properties". No address was given to the Sheriff's officer and the truck stopped driving through the neighborhood.

13. **Motion to Adjourn** until the next meeting to be on Monday November 26, 2018.

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The Greens at Loomis Trail HOA
Board of Directors Meeting Minutes
Monday November 26, 2018 6:30- 8:00 P.M.
Board Member Lynne Sterritt's home at 8693 Ashbury Court

Meeting Minutes

1. Call Meeting to Order (Quorum = Minimum Requirement, 3 of 5 Directors) @ 6:39pm
Present at the meeting were: President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Bob McCoy, Secretary: Lynne Sterritt, and Fred Howell
2. Welcome and Introduce Association Members and Guests – Lin Zhang
3. Open Comment/Question Time for Members and Guests
4. Secretary's Report - Lynne Sterritt - Approve previous regular Board Meeting Minutes:
Review and approve Board Meeting Minutes from 8-20-18
Doug Moore motioned to adopt meeting minutes, unanimous vote in favor.

Review the following **Special Board Meeting Minutes** of association business conducted between regularly scheduled board meetings:

- i. A **Special Board Meeting** was held on September 13, 2018 via email for the Purpose - "Authorize the proposed mitigation work by WRS to our Storm Water Facility as outlined in David Evans and Associates' 3-year professional inspection dated 9-13-18. Additionally, the cost of the work will come out of the Association's Reserve Account." The motion was approved by unanimous vote.
- ii. A **Special Board Meeting** was held on October 16, 2018 via email for the Purpose – Motion "Placing a Lien on the Singh and Kaur two subject properties for unpaid dues and legal fees totaling over \$1,560" after sending them a warning letter on 8-22-18. The motion was approved by unanimous vote and the liens were placed on the properties as of 10-18-18. Never paid dues, liens on properties. Foreclosure all properties, of Singh & Kaur.

5. Treasurer's Report – Bob McCoy -
As of October 31, 2018:

Main Checking Account is	\$23,282.22	(\$32,753.74 in August 2018)
Reserve Savings Account is	\$76,274.51	(\$93,202.51 in August 2018)
Certificate of Deposit is	<u>\$ 9,652.08</u>	<u>(\$ 9,652.08 in August 2018)</u>
Total	<u>\$109,208.81</u>	(\$135,608.30 in August 2018)

2018 Annual Operating Budget \$65,750. Major expenses \$6,876 spent (\$8,000 authorized) for annual Stormwater Tract Mowing & Grass Removal in September. Reserve Account Expenditures include totaled \$28,118: \$20,865 spent (\$22,000 authorized) for Asphalt Crack Filling / Sealing, \$2,999 spent (\$3,000 authorized) for mandatory Stormwater 3-year Professional Inspection, and \$4,254 spent (\$4,700 authorized) for inspection findings mitigation by WRS.

Significant Overdue Accounts as of Sept 30, 2018:

- Lot 9, Div1, Nichols \$3,390 - Lien in place against the property
- Lot 1, Div2, Singh/Kaur \$1,040 and Lot 4, Div1, Singh/Kaur \$490 - Liens in place against both properties

A/R Aging Summary						
As of October 31, 2018						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cavanaugh - 54	0.00	0.00	25.00	0.00	0.00	25.00
Nichols - 09	0.00	102.84	113.99	37.32	3,136.71	3,390.86
Pierson/Wigbers - 12	0.00	90.00	90.00	0.00	0.00	180.00
Singh / Kaur - 04	0.00	90.00	90.00	25.00	285.00	490.00
Singh/Kaur - D2-01	0.00	90.00	90.00	25.00	835.00	1,040.00
Wang - 24	0.00	24.11	0.00	0.00	0.00	24.11
Zhu/Zhang - D2-22	0.00	90.00	0.00	0.00	0.00	90.00
TOTAL	<u>0.00</u>	<u>486.95</u>	<u>408.99</u>	<u>87.32</u>	<u>4,256.71</u>	<u>5,239.97</u>

6. Home Construction – Architecture Review Checklists
 - Lot 2, Div2, 4392 Castlerock Drive, Surinder Bal Construction status, construction is progressing.

7. Landscaping Committee Report - Doug Moore.
Reviewed 5 landscape bids received for the next 3 year period. Bids ranging from \$40k to \$25k. WRS was the lowest price and we have had good experiences with them on the Stormwater Facility mowing for the past 5 years. (WRS, Corion, Augusta, North County, & Blaine Lawn Care) **Motion by Bob to accept WRS' bid was approved by vote of 4 with Doug abstaining. Doug will call a meeting with WRS to review expectations, review scope of work, and discuss bundling the annual Stormwater Facility maintenance work into the contract.**
8. Complaints and Violations Report - Ryan Barnes

Open Space Tracts H and Tract I Encroachment Status

At the 8-20-18 Board Meeting the motion was passed granting our attorney to reach an agreement with the Grays & Redfern's attorney Dannon to file a quiet title action which the Board would agree not to contest. Seth Woolson drafted the quiet title document and forwarded it to Dannon on 11-2-18. **The Board reviewed the document and added a time deadline for filing the quiet title lawsuit and verbiage for our review of the new title descriptions and county plat drawings.**

Background:

On 2-5-18 a letter was sent to the Gray's and Redfern's informing them their fences were on our HOA property and an official Survey Report was attached. The Gray's (Tract I) were not willing to pay any amount of money for the large portion of property they have adversely possessed and the Redfern's (Tract H) offered only \$500 for their small portion. The Grays believe they "adversely possess" this property because their fences have been there for over 10 years. They also believe the original County Plat was drawn incorrectly due to an error in their property Legal Description. The Board met with our attorney on 7-10-18 to discuss options. To accept even the \$500 offer and sell the portion of Tract H would require an 80% approval vote by the membership. The Board decided to back away from the entire situation with the least cost to the HOA as we could not contest their adverse possession without great legal expense.

Lot 1, Div2, 4396 Castlerock Drive Singh & Kaur and
Lot 4, Div1, 4415 Castlerock Drive Singh & Kaur

As of 10-31-18 there was a balance of \$1,040 and \$490 owed for non-payment of monthly dues assessments for two lots. A motion was passed on 8-20-18 to send a warning letter (mailed on 8-22-18) followed by placing liens on both properties when full payment was not received (liens filed on 10-18-18 by our attorney).

Discussion on whether to file for foreclosure on one or both properties. A motion was made by Bob to foreclose on both of the Singh & Kaur properties and on the Nichols property. The motion passed unanimously.

Dog Waste on Cambridge Loop Complaint

A complaint letter from JoAnne Howe at 8565 Siena Ct. Lot 19, Div2 was read at the last Board Meeting. The problem is continuing with now several piles being left even on the sidewalks. Discuss options of signs or other ideas to remedy this situation.

Date: Wed, Aug 29, 2018, 4:37 PM

Subject: Significant increase in dog poop

Judy Hamner,

I am not sure how this can be resolved -I don't know the guilty party(ies) who do not pick up after their dog so I cannot go to them directly.

There has been a significant increase of unpicked dog poop on Ashbury from Castlerock around the loop back to Castlerock.

As a dog owner who does pick up after my dog I am very frustrated to see the irresponsibility

of another dog owner. It creates safety hazards for our children and other pets who live here. Please forward to the board for possible discussion at a future board meeting.
Thank you,

JoAnn Howe, 8565 Siena Ct - Lot 19 division 2

9. Maintenance Report – Ryan Barnes

- Mowing of the Stormwater Treatment Facility Tracts C & D and removal was completed the week of 8-13-18. The work was performed by Western Refinery Service (WRS) who has performed the work in the past. Grass mowing is mandated by our County maintenance agreement. WRS's cost proposal was \$8,700 "not-to-exceed" the same as last year. The final invoice was only \$6,876 as WRS used smaller more specialized and efficient equipment saving the Association \$1,824. **This expense was paid from regular operating budget for landscaping costs.**
- Mandatory professional engineering 3-year inspection and report of our Stormwater Treatment Facility consisting of consisting of 3 settling ponds, 53 catch basins, and 10 bio-swales was completed by David Evans & Associates on 9-13-18. The inspection report costs proposal was \$3,000. **The final invoice was for \$2,999 to be paid from our Reserve Account following unanimous Board Approval.**
- Inspection Findings Mitigation – A proposal was solicited from WRS for \$4,700 to correct all identified inspection report items. The work was awarded to WRS including use of a vacuum truck to remove sediment from 8 catch basins, 5 plugged bio-swale inlets, disposal of 3 construction silt socks from catch basins, and investigation into 2 plugged catch basins at the end of Castlerock Drive. **All work was completed on 10-25-18 and the final invoice was for \$4,254 and is to be paid from our Reserve Account per the unanimous vote by the Board and in accordance with our Reserve Study Plan.**

10. Welcoming Committee Report –

11. New Business

- **Discussion and Motion:** to Approve \$57.43 to reimburse Kathy Barnes for the purchase of the Christmas wreathes and wire which she installed on the main gate entrance signs and the east entry gate. Motion passed unanimously.
- **Tabled Item to Discuss Options per our Attorney - to Add New Rules to the Rules & Regulations:**

New Rule #30: "The auditing of the annual financial statements of the Association in accordance with Bylaws Section 8.5, shall be performed every two years unless the last audit reveals a problem or accounting inconsistency - then the next scheduled audit shall be performed within one year." If this motion is approved, the wording needs to be reviewed by our Association Attorney for his comments in regards to the conflict with Bylaws Section 8.5.

8.5. Preparation and Audit of Financial Statements. At least annually, the Association shall prepare, or cause to be prepared, a financial statement of the Association in accordance with generally accepted accounting principles. The annual financial statements of an Association shall be audited as required by the Act. This annual audit may, however, be waived annually by the vote of Owners to which at least sixty percent of the votes in the Association are allocated or as set forth by the Act.

Attorney's response was NO, this would be in violation of Washington RCW state law, which reads nearly word for word as our Bylaws

New Rule or Possible Amendment: "To restrict the number or percentage of rental units allowed within the Association?"

Attorney's response was No, by State Supreme Court, a restriction to an owner's use of property for rental would require a "Unanimously" approved Amendment to the CC&Rs.

- **Discuss Dates for the Annual General Membership Meeting:**

The last two AGMs have been held on the last Saturday in January, 1-28-17 and 1-27-18. Next year's last Saturday in January will be 1-26-19.

Past AGMs have been held from 11:00 am – 1:00 pm.

12. **Motion to Adjourn** until the next scheduled 1st Quarter BOD Meeting – to be determined by the newly elected Board.