The Greens at Loomis Trail HOA
Board of Directors

Organizational Meeting

Saturday January 26, 2019 at 12:00 PM
Loomis Trail Golf Club

Meeting Minutes

1. BOD Organizational Meeting - Call to Order – Verify Quorum, Min. 3 of 5 Board Members must be present

2. The Organizational Meeting will be held immediately following the Annual General Membership Meeting by the newly elected 2019 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 26, 2019

MINUTES

(unapproved)

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 26, 2019 in the upstairs meeting room at the Loomis Trail Golf Club, 4342 Loomis Trail Rd., Blaine, WA 98230. Association President Ryan Barnes called the meeting to order at 11:00 A.M.

OFFICERS Officers present were Ryan Barnes, President; Doug Moore, Vice President; Lynne Sterritt, Secretary; and Fred Howell, Member at Large. Also present was Association Manager Judy Hamner of Elite Association Management.

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

Roberta Reyes	Div. 1, Lot 2
William Bawn	Div. 1, Lot 3
Adele Berman	Div. 1, Lot 5
Fred and Laura Howell	Div. 1, Lot 11
Juan Campos and Marcela Jimenez	Div. 1, Lot 13
Henry and Liana Powell	Div. 1, Lot 25
Mark and Shelley Hetzler	Div. 1, Lot 34
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
Howard and Rebecca Bradley	Div. 1, Lot 52
Jeffrey and Susan Walters	Div. 1, Lot 53
Stan and Nancy Thompson	Div. 1, Lot 55
Steven and Susan Thorpe	Div. 1, Lot 56
Aaron Hineman	Div. 1, Lot 57
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
Mary Leuthe and Doug Moore	Div. 2, Lot 25
Karen Kovacs	Div. 2, Lot 31

Units represented by proxy and/or ballot were:

Jack and Deborrah Drorbaugh	Div. 1, Lot 20
Aaron and Hillary Rockwell	Div. 1, Lot 22
Judy and Ralph Wakefield and Patricia Gerds	Div. 1, Lot 23
Kenneth and Jeanne Halsey	Div. 1, Lot 33
Chris Postle and Tina Yerzy	Div. 1, Lot 37
Judith Book-Erlichman and Mark Erlichman	Div. 1, Lot 51
Kazumi and Tim Creech	Div. 2, Lot 3
Michael and Renee Jacobs	Div. 2, Lot 11
Mike Douhlani	Div. 2, Lot 14

	Timothy Allen and JoAnn Bathurst Howe	Div. 2, Lot 19
	Brenda Lee Burtnick	Div. 2 Lot 20

QUORUM

Thirty three units, or 34% 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. One correction was noted: Under "Roll Call" William Bawn, Div. 1, Lot 3 is to be added to the list of units represented at the meeting. A motion was made to approve the minutes as corrected; the motion received a second. Members voted orally and unanimously approved the motion.

INSPECTOR OF ELECTIONS

Members were asked to serve as volunteers to certify the election results. Liane Powell and Adele Berman volunteered to serve.

PRESIDENT'S REPORT

President Ryan Barnes presented the following report to members.

I would like to recognize and thank the volunteer 2018 Board Members for their time and commitments in attending meetings with homeowners, contractors, and Board Members in conducting HOA business. Doug Moore (Vice President), Bob McCoy (Treasurer), Lynne Sterritt (Secretary), and Fred Howell (Member at Large).

Our growth in new home construction and sale of existing homes continues to highlight our neighborhood as a desirable place to build and live. We have one home construction project in progress carrying over from 2018:

Lot 2, Div2 – 4392 Castlerock Drive, Bal Construction

Our infrastructure continues to be well maintained. Our boulevards were uniformly mowed, edged, and our trees trimmed by Corion Landscaping. Our 3 roundabouts and 2 entrance raised beds have been maintained and sprinkler systems repaired and winterized. Our open space Tracts A, B in Division 2 and Tract I across Loomis Trail Road near the west entrance have all been mowed and maintained. Our Storm Water Treatment Facility settlement ponds in Tract D, conveyance creek in Tract C, and 11 bio-swales have all been mowed and inspected in accordance with our Whatcom County Maintenance Plan and the Governing documents. In December, heavy rains during winter storms filled our storm water settlement ponds but drained away in less than 24 hours without incident.

We've seen a lot of new maintenance and improvements projects in 2018 making this past year one of the busiest in years.

In April 2018, we went out for bids to three companies to mechanically abrade, crack seal, and apply two coats of sealant to all of our Association Roads. The Board awarded the work to Kamps Painting of Lynden for a cost savings of $6,600 to the HOA compared to the next closest bid. The work was performed over a week in June by barricading the roads section-by-section. The work was completed on schedule and on budget for $20,865 and the Board approved payment of this expense against our Reserve Account in accordance with our Reserve Study Plan long term to maintain our roads.

In August 2018, we completed the annual mowing and grass removal from our Storm Water Treatment Facility Tracts C & D. The mowing and disposal of several trailer

loads of 4 foot tall grass was completed for only $6,876 by Western Refinery Services following their proposed Not to Exceed Price estimate of $8,700. With the use of smaller walk behind brush cutters and driving the trailers down into the open tract for grass removal resulted in a savings to the Association of $1,824. Western Refinery's commitment to doing a good job over the past four years and improving in their efficiency each year has resulted in steadily reducing our HOA expenses.

2015 we paid WRS $9,000
2016 we paid WRS $8,400
2017 we paid WRS $8,100
2018 we paid WRS $6,876

In April of 2018, the Board approved a change in Association Management Representation from Best Real Estate to Judy Hamner of Elite Association Management Company. Best Real Estate was realigning their operations in order to better serve their Home Owner and Condominium Association customers so Judy Hamner created Elite Association Management. This was a collaborative process and we maintain the same support and accounting staff with seamless transfer of all records, prepaid balances, and dues payments.

In November of 2018, the Board sent out Requests for bids to six (6) landscaping companies for our next 3-year landscaping contract. After an exhaustive evaluation by our Vice President, Doug Moore, the Board awarded our new 3-year contract to WRS Western Refinery Services. The new contract began January 1, 2019 and we appreciate the workmanship and professionalism by Corion Landscaping over the last three years.

September of 2018 marked our third year since our last professional engineering inspection of our Storm Water Treatment Facility and in accordance with CC&R Section 5.7.b.1 and the Storm Water Maintenance Plan on file with Whatcom County we had to have it inspected again. Our Treatment Facility consists of three (3) Storm Water Settling Ponds in Tract D, the Conveyance creek in Tract C, (55) Street Storm Water Catch Basins, and (11) Bio-Swales (drainage ditches). David Evans and Associates (DEA), the engineering company that designed the Association Storm Water system, was contracted to complete the inspection for $3,000. The inspection report expenses were approved by the Board to be paid from our Reserve Account.

In October of 2018, Western Refinery Services (WRS) was contracted for $4,700 to correct all of the issues in the Inspection Report. The work included use of a vacuum truck to remove sediment from 8 catch basins, unplug 5 bio-swale inlets, remove and dispose of temporary silt fabric covers over 3 catch basins, and investigate and unplug 2 catch basins at the West end of Castlerock Drive. All work was completed and the final invoice for only $4,254 was paid from our Reserve Account per Board approval.

Current Liens in 2018 for Unpaid Dues

To protect the interests of the Association, the Board has approved filing of Property Liens on the following lots for unpaid dues assessments:

Lot 1, Div2 - $1,000 Singh & Kaur
Lot 4, Div1 - $ 450 Singh & Kaur
Lot 9, Div1 - $3,497 Nichols

Due to no response after 30 days, the Board has authorized our attorney to file a lawsuit for foreclosure on the Lot9, Div1.

Both of the 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.

Open Tract H and Tract I – Lot Encroachment

In October of 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 the neighboring fences may have encroached onto the HOA's property. The survey was completed in November of 2017 and revealed both fences were about 40 ft. over their property lines; Tract H by about 2,800 sq.ft. and Tract I by about 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. (See attached Sketch) The only problem was, after 10 years, there's a squatters right called "Adverse Possession" which both property owners claimed their fences had been there for over 14 years and therefore was legally their property. Our attorney attempted to negotiate a selling price with their attorney to no avail. To resolve the situation, the Board authorized our attorney to reach an agreement with the Grays & Redfern's attorney to file a quiet title action lawsuit against the Association, which the Board would agree not to contest. Since we cannot win a legal battle against adverse possession beyond 10 years, it's in our best interests to just turn over the portions to the Grays and Redferns encroachments and have them update their title descriptions and county plat drawings for our approval as part of the agreement. The quiet title agreement has been drafted and forwarded to their attorney on 11-2-18. Hopefully this issue will be resolved by the summer of 2019.

TREASURER'S REPORT

Ryan Barnes reviewed the Treasurer's Report prepared by Bob McCoy:

As of the November 30, 2018 Financial Report, we begin the new year with $23,085 in our Operations Checking Account. This represents one third of our year's annual operating budget ($66,400) but is $4,737 less than we had this same time last year. Our Reserve Account has $73,001, which is about $13,000 less than this same as last year due to several maintenance expenditures. We continued to deposit $11,700 annually into the Reserve Savings Account.

As of November 30, 2018 Financial Report:

Main Checking Account is	$ 23,085	($ 31,775 in November 2017) Last AGM
Reserve Savings Account is	$ 73,001	($ 86,304 in November 2017)
Certificate of Deposit is	$ 9,652	$ 9,647 in November 2017)
Total	**$105,738**	($127,753 in November 2017)

Major budgeted maintenance items this past year was $6,876 expense for the annual Storm Water Treatment Facility Tract Mowing and Vegetation Removal.

Reserve Expenditures in 2018:

02/20/18	Pacific Crest 6 year Reserve Study Update	$ 850.00
08/06/18	Kamps Painting, Road Sealing	$20,865.64
10/21/18	David Evans, 3 year Storm Water Insp. Report	$ 2,999.70
11/18/18	WRS, Storm Water Inspection Findings Work	$ 4,254.65
	Total	$28,969.99

2019 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 2019 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."

In April 2018, an independent audit of the 2017 year financial records was completed in accordance with Bylaws Section 8.5. It was the opinion of auditor Joseph Vandal, CPA the financial statements present fairly, in all material respects, the financial position of Loomis Trail Homeowners' Association as of December 31, 2017, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

SECRETARY'S REPORT

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

- Two (2) Board Meeting Minutes
- Five (5) Board Meeting Reminders/Announcements
- Two (2) Board Meeting Minutes from 8-20-18 and 11-26-18 are pending Board approval & posting

Sterritt told members that the quarterly Board Meetings are usually held at her house, and she said all members are invited to attend.

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 2018 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 $2,000, 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 2018.

ELECTION

The one-year terms of Board members Ryan Barnes, Fred Howell, Bob McCoy, Doug Moore, and Lynne Sterritt are expiring, and they previously agreed to stand for the re-election. There were no volunteers at the meeting. 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 2019.

GENERAL BUSINESS

The following items were discussed:

- Ryan Barnes thanked Aaron Rockwell for maintaining the Association's website.
- Susan Thorpe asked about the end date for construction on Lot 2, Div2 and noted it seems to be taking a long time to complete. Ryan Barnes explained the CC&Rs specify 6 months to begin construction and 18 months from the start of construction to completion.
- Members discussed the current problem with large piles of poop in a circular area towards Cambridge Loop, Ashbury Court and the end of Castlerock Drive. Ryan Barnes said there have been several new renters who have larger dogs, and he has asked Judy Hamner to draft a letter to be sent to

people who moved in within the last 6 months and explain the rules regarding cleaning up after their pets.

- A member reported that a light by the main gate entrance is so bright that when you pull out at night, it blinds you on the driver's side. It was suggested that duct tape be placed over part of the fixture to decrease the intensity. Ryan Barnes installing another light on the other end at the entrance of the gate.
- William Bawn requested money be put in next year's budget for replacement of trees. Ryan Barnes asked him to let the Board know where he would like trees to be planted or replaced, and the landscapers will be asked to do it. Ryan Barnes said as the boulevard trees get bigger, they are more difficult to maintain and the cost to maintain them increases, too. He noted that some associations have height limits for trees.
- Nanci Lambdin asked about tent caterpillar infestations and what is done to eliminate them. Ryan Barnes told her that per the new landscaping contract, the landscapers will cut out and remove infested limbs, and spot spray the general area around infested trees. He asked members to notify Judy Hamner when they see any caterpillar nests; she will send the information to the Board and a list of infested trees will be compiled and sent to the landscapers.
- Jeff Lambdin reported that the two houses across the street have yards that are full of weeds, look terrible and infest other yards in the neighborhood. Ryan Barnes told members to send yard complaints via email to Judy Hamner; who will then forward their complaints to the Board. Barnes explained that the process takes time: a letter is sent to the property owner, allowing for time to correct the problem; if the problem continues, the owner will receive a letter, then a violation notice, and ultimately a $250 fine can be imposed if the problem is not corrected.
- Several members discussed a recurring problem with their mail being placed in the wrong box. They mentioned several factors including temporary postal workers who are unfamiliar the community. Kathi Barnes suggested a way to help the situation would be for owners to take a big permanent marker and write their street numbers on the inside of their mail boxes.
- Jan Bonzon asked about the new owner of the Loomis Trail golf course. It was explained that Silver Reef Casino is the new owner and manager, the golf course is now open to the public. The Association has opened the door to communicate with the new ownership, and Justin, who works in the pro shop, is the contact person. There are plans to renovate the Golf Club's downstairs deli in March. Jan Bonzon asked to serve on a committee to work with the golf course ownership.

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 12:14 P.M.

Respectfully submitted by:

_____ _____

Secretary, Date

APPROVED

_____ _____

President, Date

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The Greens at Loomis Trail HOA

Board of Directors Meeting

Monday March 11, 2019 6:30 - 8:00 P.M.

Board Member Lynne Sterritt's home at 8693 Ashbury Court

MINUTES

1. Meeting called to order at 6:35 pm with a quorum met with 5 out of 5 Board Members present.
   [President: Ryan Barnes, Vice President: Doug Moore, Treasurer: Bob McCoy, Secretary: Lynne Sterritt, Member: Fred Howell]

2. Welcomed and Introduced Association Members and Guests: Laura Howell, Victoria Wilhelmsen, Phillip Allen, Lin Zhang, Judith Hamner.

3. 10 minutes spent on open time for general comments & question by Members and Guests

4. Secretary's Report - Lynne Sterritt - Approve previous regular Board Meeting Minutes:
   Review and approve Board Meeting Minutes from 11-26-18

5. Treasurer's Report – Bob McCoy -

As of January 31, 2019:	Main Checking Account is	$32,453.74	($23,282.22 in October 2018)
	Reserve Savings Account is	$71,133.18	($76,274.51 in October 2018)
	Certificate of Deposit is	$ 9,652.08	($ 9,652.08 in October 2018)
	Total	$113,239.00	($109,208.81 in October 2018)

2019 Annual Operating Budget -- $65,155. Future major expenses $7,242 for annual Stormwater Tract Mowing & Grass Removal in September. Future reserve Account Expenditures includes $1,000 for follow-up roadway crack re-sealing.

Significant Overdue Accounts as of Jan. 31, 2019:

A/R Aging Summary
As of January 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Bawn/Sterritt - 48	0.00	65.00	0.00	0.00	0.00	65.00
Dick/Allen - D2-08	0.00	90.00	0.00	0.00	0.00	90.00
Howell - 11	0.00	80.00	0.00	0.00	0.00	80.00
Jackson - 49	0.00	65.00	0.00	0.00	0.00	65.00
Kim - D2-23	0.00	90.00	0.00	0.00	0.00	90.00
McIntosh - 35	0.00	90.00	0.00	0.00	0.00	90.00
Mcphail / Williams - D2-18	0.00	5.00	0.00	0.00	0.00	5.00
Moore - 32	0.00	90.00	0.00	0.00	0.00	90.00
Nichols - 09	0.00	108.33	49.59	106.41	3,455.86	3,720.19
Pierson/Wigbers - 12	0.00	90.00	25.00	90.00	245.00	450.00
Singh / Kaur - 04	0.00	90.00	25.00	90.00	360.00	565.00
Singh/Kaur - D2-01	0.00	90.00	25.00	90.00	910.00	1,115.00
Sothy / Serediuk - 61	0.00	11.00	0.00	0.00	0.00	11.00
Stanfield/Bissett - 10	0.00	90.00	0.00	0.00	0.00	90.00
Wang - 24	0.00	90.00	25.00	90.00	89.11	294.11
TOTAL	0.00	1,144.33	149.59	466.41	5,059.97	6,820.30

- Lot 9, Div1, $3,720 - Lien is in place on the property and foreclosure lawsuit is being pursued.
- Lot 1, Div2, $1,115 and Lot 4, Div1, $565 - Liens are in place against both properties. Despite making a double payment on both lots in February, the total balance has continued to increase by ~$200 since November 2018. **Discussion and motion made to begin foreclosure lawsuit. Motion was passed by unanimous vote.** Background: A balance of $2,800 was paid in March 2017 following threat of Foreclosure. October 2018 the Board voted to place another Lien on both properties with balances totaling $1,500.
- Lot 24, Div1, $294.11 unpaid balance – **Discussion and motion made to place a lien on the property given the history of the lot owner not paying his dues and the fact the property is presently for sale. Motion was passed by unanimous vote.**

6. Home Construction – Architecture Review Checklists
   - Lot 13, Div2, 4348 Castlerock Drive, Mukhtar Bhullar new construction package submitted 1-26-18 for approval. Requested to clarify and resubmit. Received new drawings on 2-28-19 for review.
   - Lot 2, Div2, 4392 Castlerock Drive, Surinder Bal Construction status, siding installation is complete.

7. 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 Traxler 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 Traxler on 11-2-18. We've asked our attorney to contact Traxler as it has been four months.

Dog Waste on and around Cambridge Loop
Someone is still walking a large dog in the Association and not picking up their dog's droppings. Dog waste has been found in boulevard grass areas and on sidewalks. A note was posted on the Website reminding dog owners to carry plastic bags and to pick up after their pets as this is required in the CC&Rs and punishable by Violation Notice and a $250 Fine. Anyone seeing a dog walker without picking up their dog's waste should immediately contact Judy Hamner at 360-685-4209.

Judy will be contacting a lot owner in Div2 after they were seen not picking up their dog dropping. She will phone them and mail them a warning letter. **Discussion followed and a motion was made to forgo the warning letter as the HOA had already posted a warning notice on the website as well as physical reminder signs at the entry gates. Because there was an eye witness of the dog's droppings being left behind; a motion was made to send a Notice of Violation and $250 single event fine and passed by unanimous vote.** The lot owner may request a hearing within 14 days of receipt of the Violation Notice to present reason(s) to the Board for not leveling the fine.

Lot 28 Div1, 8635 Cambridge Loop
A warning letter was sent from our Management Company regarding letting their German Shephard dog run loose in the Tract E Open Space area behind their home in violation of the CC&Rs and Rules and Regulations which require all pets to be on-leash when off of lot owner's property.

8. Maintenance Report – Ryan Barnes
   WRS was called out to snow plow the roads within the Association on two occasions during the winter snows. They also helped open the gates and spread snow melt around the west entrance with the sloping roadway.

9. Welcoming Committee Report – Kathy Barnes
   Kathy has personally gone around to new home owners and renters that have moved into the association as provided by our Association Management Judy Hamner. A welcoming packet of information including: an Association Website, local Birch Bay chamber of commerce maps and information, a copy of the Association Rules and Regulations, and the Association Management Company contact information.

10. New Business

- Tabled Item - to Add New Rule #30 to the R&Rs
  According to the HOA's Attorney: The Board cannot make proposed Rule#30 because it would be in contradiction with the CC&Rs and we cannot Amend or change our CC&Rs to 2 years because it would be in violation of Washington RCW law. **This Tabled Item is CLOSED with no action taken.**

  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 reveals a problem or accounting inconsistency - then the next scheduled audit shall be performed within one year."

- Victoria Wilhelmsen discussed wanting to establish a Community Disaster Response Training group and a neighborhood mapping process. Victoria will take up the issue with other interested HOA members within the community.

11. **Motion to Adjourn** until the next scheduled BOD Meeting – May 13, 2019, Monday (8693 Ashbury Court 6:30 - 8:00 pm).

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The Greens at Loomis Trail HOA

Board of Directors Meeting Minutes

Monday May 13, 2019 6:30 - 8:00 P.M.

Board Member Lynne Sterritt's home at 8693 Ashbury Court

MINUTES

1. Call Meeting to Order (Quorum = Minimum Requirement, 5 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. Kathy, Judy, Linn

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 May 13 2019

   - A Special Board Meeting was held on April 5, 2019 after much discussion and review a Variance request to construct a lean-to shed inside the 10' minimum side yard setback requirement outlined in the following Motion – "Grant Phillip Allen's Variance Request to build a 9'x6' shed with 10' x 8' concrete slab on the side of his house (see attached sketches and request letter) and inside of the 10' minimum side set back requirement in violation of CCR&R Section 4.3.2.2." The motion did Not pass - with a vote of 4 to 1 against. A letter of explanation was sent to the lot owner explaining the Board's decision by vote.

   - A Special Board Meeting was held on April 19, 2019 via email regarding 4456 Castlerock Drive, Lot22, Div1 submission to revise their front yard landscaping and the Motion - "Approve the front Landscaping Planned Revisions per the attached plans and plant lists." The motion passed by unanimous vote.

   - A Special Board Meeting was held on April 27, 2019 via email for the Motion - "Approve Mike Bhullar's Variance Request dated 4-26-19 for accidentally building his garage only 7'-8" from his west boundary line in variance to CCR&R Section 9.2.5 and Section 4.3.2.2 and to also approve sending a Notice of Violation to Mr. Bhullar with a maximum single event fine of $250 for violating the approved building Site Plan per the CC&R Sections outlined above." The motion passed by unanimous vote.

5. Treasurer's Report – Bob McCoy -

As of March 31, 2019:	Main Checking Account is	$42,424.65	($32,453.74 in January 2019)
	Reserve Savings Account is	$73,114.32	($71,133.18 in January 2019)
	Certificate of Deposit is	$ 9,652.08	($ 9,652.08 in January 2019)
	Total	$125,191.05	($113,239.00 in January 2019)

2019 Annual Operating Budget $65,155. Future major expenses $7,242 for annual Stormwater Tract Mowing & Grass Removal in September. Future reserve Account Expenditures include $1,000 for follow-up roadway crack re-sealing.

Significant Overdue Accounts as of March 31, 2019:

Loomis Trail Home Owners Association
A/R Aging Summary
As of March 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Moore - 32	0.00	90.00	25.00	25.00	0.00	140.00
Nichols - 09	0.00	102.45	116.80	108.33	3,611.86	3,939.44
Singh / Kaur - 04	0.00	90.00	90.00	90.00	345.00	615.00
Singh/Kaur - 02-01	0.00	90.00	90.00	90.00	895.00	1,165.00
TOTAL	0.00	372.45	321.80	313.33	4,851.86	5,859.44

- Lot 9, Div1, $3,939 - Lien in place against the property and foreclosure lawsuit is being pursued listing the primary mortgage holder as first position.
- Lot 1, Div2, $1,165 and Lot 4, Div1, $615 - Liens are in place against both properties by the same lot owner and foreclosure lawsuit is being pursued. Balances continue to increase since November 2018. A balance of $2,800 was paid in March 2017 following notice of foreclosure. Followed by liens placed on both properties in October 2018 with balance totaling $1,500.
- Lot 24, Div1, $474.11 – Lien was paid in full coinciding with sale of the property.

6. Home Construction – Architecture Review Checklist, Addendum A's:
   - Lot 13, Div2, 4348 Castlerock Drive, Bhullar new construction status: foundation and 1st floor framing complete. Package submitted 1-26-18 for approval. Requested clarifications and resubmit. Received new drawings on 2-28-19. Approved package contingent on resubmittal of Landscaping Plans. On 4-29-19 the Board voted to approve the requested Variance for the contractor accidentally building garage foundation 2'-4" inside the required 10' side yard setback. The Board also voted unanimously to issue a Notice of Violation and $250 fine for not following the submitted and approved Site Plan.
     Board Discussion/Vote on motion to approve resubmitted Landscaping Plans received on 4-29-19.
   - Lot 2, Div2, 4392 Castlerock Drive, Surinder Bal new construction status, painting is complete.

7. Complaints and Violations Report - Ryan Barnes

   Open Space Tracts H and Tract I Encroachment Status
   At the 8-20-18 Board Meeting a motion was passed granting our attorney to reach an agreement with the Gray's & Redfern's attorney Dannon Traxler to file a quiet title action lawsuit in which the Board would agree not to contest. Seth Woolson drafted the agreement document and forwarded it to Traxler on 11-2-18. We've received their draft response on 4-24-19 and Seth is working with their attorney to make corrections.

   Dog Waste around Cambridge Loop has Stopped
   Over the winter and early spring we had a rash of dog droppings on the boulevard grass and sidewalks along Cambridge Loop and portions of Castlerock Drive. The Association posted a notice on our Website and signs on the entry gates reminding dog owners to carry plastic bags and pick up after their pets per the CC&Rs. A home owner witnessed a large dog poop on the boulevard grass and the dog walker did not pick it up. The Board voted unanimously to send a Notice of Violation to the lot owner in light of the prior HOA notices along with a $250 fine for a single event in accordance with the Bylaws. **The neighborhood has been free of large dog droppings for the past 3 weeks.**
   Hats off to our HOA membership for solving this problem, but we still need to keep an eye out. If you see a dog walker not pick up after their dog, please immediately tell them about our rules or call Judy Hamner at 360-685-4209.

8. Maintenance Report –

   WRS has been doing a good job with mowing and weed-n-feeding the grass boulevards. The main entry gate perennial flower beds and two half-barrels of flowers at the east gate look very nice. We've asked them to turn on the sprinklers in order to help water the main entry flower beds and they identified a corroded stuck metal block valve that they couldn't get opened. They returned and fixed the valve on 5-7-19, not sure if there will be additional charges.

9. Neighborhood Drive Though Inspection – Judy Hamner, Property Manager
   Judy Hamner and volunteers drove through the neighborhood on 4-18-19. Judy has attempted friendly phone calls to alert lot owners of landscaping and Governing Document issues and will follow up with an email or letter if needed. The majority of the 20 identified issues have already been resolved by lot owners and only a couple of issues remain. Copies of letters regarding these issues will be submitted for BOD review prior to sending.

10. New Business
    The Board responded to a potential buyer's questions regarding vacant lot64, Div1, 8624 Ashbury Court, regarding the 15' Drainage Easement in the back and if a small retaining wall can be installed along the rear property line to level the back yard. The Board could only "un-officially" respond to his questions as it would depend upon submission of an Architectural Checklist (Addendum A) by a lot owner.

    Lot49, Div1, 8697 Ashbury Court Heather Jackson Checklist Addendum A was forwarded to me on 5-9-19 from Judy Hamner's office requesting to change their home's primary color to Keystone Gray with the same trim color. Review color swatch and discuss and entertain a motion.

Tree height limitation is coming up again, primarily due to one homeowner who's lot is ringed with cedar trees on three sides, which when constructed 13 years ago looked cute. But now there are fences involved the cedar trees are approaching 30'-35' tall and the homeowner is already struggling to keep the broadening bases from damaging fences. Eventually, as our HOA grows older, we are going to need to start tackling this vegetation issue on a regular basis. Seth stated in past emails he felt if a vegetation height restriction Rules and Regulation was written that a court may uphold the regulation, but that ultimately the best road would be to pass a CC&R amendment. I've cc'd Seth so we can ask him to spend the 1 - 2 hours of work to research this question with regards to adopting a Rules and Regulations. Maybe we pass the R&R, and then form a committee to get the necessary 67% supermajority signature before the next Annual Meeting in January? But everyone needs to think about the height limit. Also we need to consider that there are plenty of trees in the HOA that are approaching 35' tall. This is going to be a financial burden on many home owners. Are we really prepared to enforce such a height restriction?

Lot38, Div1 8633 Ashbury Court Cory Zinngrabe Siding Maintenance – Per email received from Cory Zinngrabe: I'd like to replace the old siding around the face of my garage and to stone my front columns. It's about 40 square feet of the same stone I used before.
It will be a vast improvement over the rotting cedar. Do I need to submit with the board formally now that I'm finally able to do this improvement? The Board unanimously approved Mr. Zinngrabe's renovation plans.

11. **Motion to Adjourn** until the next scheduled BOD Meeting – August 12th, 2019, Monday (8693 Ashbury Court 6:30 - 8:00 pm).

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The Greens at Loomis Trail HOA

Board of Directors Meeting

Monday August 12, 2019 6:30 - 8:00 P.M.

Board Member Lynne Sterritt's home at 8693 Ashbury Court

MEETING MINUTES

1. Call Meeting to Order @ 6:30pm (Quorum = Minimum Requirement, 3 of 5 Directors)
   In attendance: President: Ryan Barnes, Secretary: Lynne Sterritt, Member: Fred Howell

2. Welcome and Introduce Association Members and Guests – Rudy & Sarah

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 5-13-19

5. Special Board Meeting Motions - Ryan Barnes

   - A Special Board Meeting was held on July 9, 2019 via email regarding Vote on Lot 5, Div2 4380 Castlerock, Jan Bonzon Front Landscaping Request - "Motion to Approve Jan Bonzon's front yard landscaping Addendum-A submitted and dated 6-28-19." The motion passed by unanimous vote.

   - A Special Board Meeting was held on July 11, 2019 via email to Vote on the following motion regarding accidentally mowing more than Tract B, Div2 - "Motion to Approve up to $2,000 expense for WRS to mow a desired portion of golf course property as recompense for accidentally mowing their property along the side of Tract B, Div2." The motion passed by a vote of 3 to 2.

   - A Special Board Meeting was held on July 16, 2019 via email to Vote on Lot 53, Div1, 8676 Ashbury Court, Jeff Walters House Paint Color Change - "Motion to Approve Jeff Walter's new house paint per his email on 7-3-19 and color photo." The motion passed by unanimous vote.

   - A Special Board Meeting was held on July 22, 2019 via email to Vote on Lot 16, Div1, 4459 Castlerock Dr, Rodger Overholser Rear Deck Railing - "Motion to Approve Rodger Overholser's new back yard deck railing and gate per his Addendum-A request dated 7-22-19." The motion passed by unanimous vote.

   - A Special Board Meeting was held on July 26, 2019 via email to Vote on Lot 23, Div2, 4363 Castlerock Dr, Baron Kim Backyard Improvements - "Motion to Approve Baron Kim's back yard deck, retaining wall, fence, shed, and landscaping renovations per his attached request." The motion passed by unanimous vote.

   - A Special Board Meeting was held on July 30, 2019 to vote on the following motion: "Motion to Approve Surinder Bal's Lot 2, Div2, 4392 Castlerock Drive request to install a backyard retaining wall. The motion passed by unanimous vote.

6. Treasurer's Report – Bob McCoy

As of June 30, 2019:	Main Checking Account is	$42,174.31	($42,424.65 in March 2019)
	Reserve Savings Account is	$76,077.94	($73,114.32 in March 2019)
	Certificate of Deposit is	$ 9,652.08	($ 9,652.08 in March 2019)
	Total	$127,904.33	($125,191.05 in March 2019)

2019 Annual Operating Budget $65,155. Future major expenses $7,242 for annual Stormwater Tract Mowing & Grass Removal in September. Future reserve Account Expenditures include $1,000 for follow-up roadway crack re-sealing.

Significant Overdue Accounts as of June 30, 2019:

Loomis Trail Home Owners Association
A/R Aging Summary
As of June 30, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
	0.00	65.00	0.00	0.00	0.00	65.00
Singh / Kaur - 04	0.00	90.00	175.00	90.00	550.00	905.00
Singh/Kaur - D2-01	0.00	90.00	175.00	90.00	1,100.00	1,455.00
	0.00	90.00	0.00	0.00	0.00	90.00
TOTAL	0.00	335.00	350.00	180.00	1,650.00	2,515.00

- Lot 1, Div2, $1,455 and Lot 4, Div1, $905 - Liens are in place against both properties and a Foreclosure Hearing before a Superior Court Judge was held on 8-2-19. The current outstanding balance with legal fees and court expenses is over $6,069 and they were found in default. The Sheriff's office is being notified to begin the foreclosure sale process, publish notice of the sale, then Sheriff Officers will serve notice of the sale, and finally the Civil Deputy sale of both properties will be scheduled on the courthouse steps.

- Lot 9, Div1, Full payment totaling $5,298.27 was received. The Lien has been removed and foreclosure action halted.

7. Home Construction – Architecture Review Checklist, Addendum A's:
   - Lot 13, Div2, 4348 Castlerock Drive, Bhullar new construction status: framing and siding is complete. A lot of piled construction trash has been in the front yard for several weeks. Original approval submitted 1-26-19. Requested clarifications and resubmit. Received new drawings on 2-28-19. Approved package on 4-1-19 contingent on resubmitting the Landscaping Plan. Approved Variance on 4-29-19 for accidentally building the garage inside the required 10' side yard setback and issued a Notice of Violation with $250 fine, which was paid.

   - Lot 2, Div2, 4392 Castlerock Drive, Surinder Bal new construction status, landscaping is in progress.

8. Complaints and Violations Report - Ryan Barnes

   Lot 9, Div 1, 4435 Castlerock Drive We received a written complaint regarding this lot's broken gate and overgrown back yard. Judy Hamner has spoken to the lot owner and has been assured the two issues will be taken care of.

   Lot 13, Div2, 4348 Castlerock Drive Around June 1st, the Board sent back to Mr. Bhullar a marked up Landscaping Plan and requesting he revise the plan and return the corrected drawing within a week. This was over 70 days ago. Discussion sending a warning letter threatening a legal injunction to stop work on the home if he does not provide the corrected Landscaping Plan. .

   Lot 9, Div2, 4364 Castlerock Drive, DJ Davisson Tract B Mowing Complaint
   - Backyard and Tall Grass from Tract B – is it because it's on a slope up into their backyard and not part of Tract B but part of their backyard property? The other neighbors have retaining walls or edge/mow the area around their rear lot line.
   - Edging of the boulevard grass in front of their home - is this one of the homes along that side of the street where the owners prefer to mow their own boulevard grass areas?
   - No Tree Wells and Mulch in front of their home- is this one of the homes along that side of the street where the owners prefer to mow their own boulevard grass areas?

9. Maintenance Report – Ryan Barnes

   Gateway Controls had to come out several times to repair both sides of the West Gate in July. We suffered two seized guide wheel bearings, a cracked metal guide track, a broken master chain link, two chain tensioning bolts were rusted, and a arc-fried slug on a CPU board. The gates now open properly.

WRS continues to do a good job with mowing the grass boulevards. The main entry gate perennial flower beds and two half-barrels of flowers at the east gate still look nice.
WRS has completed cutting "tree wells" in the turf around 72 trees and sign posts within the HOA to prevent accidental weed-whack damage for the estimated $2,000.

10. Neighborhood Drive Though Inspection – Judy Hamner, Property Manager

The quarterly drive through of the HOA was performed on Wednesday, June 26th 2019 with a Board Member or designated volunteer looking at the overall appearance of the HOA homes, landscaping, etc. Eight (8) email letters were sent out to lot owners asking they look after specific landscaping issues. Judy is following up with those emails with phone call reminders. The majority of issues have already been resolved.

11. Old Business

Four (4) Proposed Amendments to the CC&R's in preparation for the 2020 General Membership Meeting

We've been discussing making 4 amendments to the CC&Rs for years, and most recently from October of 2019 have made efforts to come up with signature ballots and descriptions of the proposed amendments in preparation of getting the needed 67% super majority vote of HOA Members to approve the amendments. Each amendment can be signed and voted on an individual basis. The proposed amendments are:

No. 1. Is a new Section 4.5.1 to add a maximum vegetation height of 35'. Our neighborhood is getting older and our trees are now over 15 years old. Many trees in the neighborhood are approaching the maximum existing home building height of 35 ft and are becoming a risk to neighboring lots. Most HOA's have vegetation height limits.

No. 2. Revises an existing Section 9.1.2 to increase the number of vehicles allowed to park in driveways from 2 to the number of garage spaces.

No. 3. Revises an existing Section 9.2.8 to include the lots in Division 2 that border the golf course, lots 1 - 14, which cannot build any fences.

No. 4. Revises an existing Section 9.2.8 to require a 1 foot lathe or lattice accent on all fencing in the Association for architectural consistency

Open Space Tracts H and Tract I Encroachment Status

At the 8-20-18 Board Meeting a motion was passed granting our attorney to reach an agreement with the Gray's & Redfern's to file a quiet title action lawsuit in which the Board would not contest. Seth Woolson drafted the Agreement Document and forwarded it to their attorney on 11-2-18. We've received their response on 4-24-19 and both parties have finalized the agreement document as of 5-25-19. Our attorney has also recently received their draft Lawsuit and Legal Descriptions and is presently reviewing those documents.

I'd like to propose we have WRS cut down (weed-wack) the sticker bushes and vegetation along both borders of Tract H & I joining the Redfern's and Gray's properties - just so we can see our property line and guard against any further encroachment. Approximately $500 worth of work. When I drive by Tract H (the one furthest from the main gate), the bushes are so tall and thick, I can't see the fence that was placed on our property. I can however see that the Redfern's have moved additional children's play structures onto the portion of property under contention and have planted small trees along their fence line. The **motion** to spend $500 to clean up the vegetation bordering Open Tracts H & I was approved.

12. New Business

a. Roberta Reyes, Lot 2, Div1, 4407 Castlerock Drive, has sent a letter to the Board on 6-12-19 requesting we consider cutting down a tall Cotton Wood Tree near her back yard that is leaning towards her property. For discussion:

The designated "Open Space" Tract B, behind Lots 1- 18 along Castlerock Drive consists of a designated "Conservation Easement" that we do not own or managed along with a designated buffer zone between 20 to 70 feet wide that is immediately behind the HOA lots. Ms. Reyes is worried the tall (>35') leaning Cotton Wood may fall in a storm onto her fence. I do not know if the tree in question is located in our Open Space Tract B or in the Conservation Easement. If it is on our Tract B buffer zone, one idea is we could mechanically cut a 20ft wide swath on our Tract B immediately behind the backyards of lots 1-18 on Castlerock Drive to remove overgrown vegetation and trees. The vegetation is very thick and cannot be done by hand so an excavator equipped with a brush cutter attachment is required. We would also have to hire a tree cutting company to fall any large diameter trees. I've requested a price estimate from WRS for this work, but they've warned me the 20 foot by 1/4 mile long swath is going to be costly, in the neighborhood of $10,000. This could be performed over a 2 year period, and I would think would qualify as a Reserve Account expenditure as it is not recurring maintenance planned work. Advantages of cutting the 20' swath is to prevent the encroachment of vegetation and Cotton Wood trees into the backyards of those 19 lot owners along Tract B and to help control the caterpillar infestation from entering the HOA.

b. It was requested during a Special Board Meeting Vote on 7-11-19 to table for discussion until a Regular Board Meeting the following motion: "Amend existing Rules and Regulations #26 to read: All house color or material changes on the exterior of any home requires prior written approval."
Only those 3 words in red and underlined are to be added.
Currently, CC&R Section 4.4.4. already states, "No person shall paint or otherwise alter the exterior of any home without prior written approval of the Board of Directors." The above **Motion** was voted on and passed unanimously.

The issue came about after the house color change at Lot 21, Div2, 4355 Castlerock Drive without prior Board review and approval per CC&R 4.4.4. However, it was pointed out that Rule #26 doesn't specifically mention house color change. Discussion led to approval of a **Motion** by the Board to have Judy send a friendly reminder letter to the homeowner at 4355 Castlerock Drive to inform them the Board has waived pre-approval in their situation, but wishes to remind them in the future all house paint color changes must be approved by the Board in accordance with CC&R Section 4.4.4.

c. A second issue regarding Lot13, Div2 at 4348 Castlerock Drive is the fact the Board has returned a second set of marked up "Unapproved" Landscaping Plans back to Mr. Bhullar on June 1, 2019 and requested he resubmit the corrected plans back to the Board within a week - this was over 70 days ago. Mr. Bhullar has delayed and not met deadlines regarding these landscaping plans since April. Discussion on sending a final warning letter of possible legal action to bar any further construction until all portions of the Architectural Control Checklist is received and approved by the Board. The Board **agreed** to have Judy send a final warning letter.

13. **Motion to Adjourn** until the next scheduled BOD Meeting – November 4, 2019, Monday (8693 Ashbury Court 6:30 - 8:00 pm).