Pinehurst at Waldenwood Homeowners Association

Minutes of the Board of Directors Meeting

12/9/2013

**Time and Place**

The Directors of the Pinehurst at Waldenwood Homeowners Association met on Monday, December 9, 2013. The Meeting was held at the home of Mark Prentice.

Association President Mark Prentice called the meeting to order at 7:10pm

**Present**

The following Directors were present at the meeting:

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| Mark Prentice | President |
| Chuck Christensen | Vice President |
| Patty Oleson | Treasurer |
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Brenda Jacobs represented the management company, EMB Management

**Approval of Minutes**

November Meeting Minutes were approved without changes (motion by Prentice | seconded by Oleson)

Budget Ratification Meeting Minutes were approved without changes (motion by Prentice | seconded by Oleson)

**Financial Statements**

The board reviewed the balance sheet and income statement for the month ending October 31, 2013. The board discussed the current delinquencies report.

**Open Items**

**Swing chains** – Greenway was not able to find a replacement chain exactly matching the specification of the original, although Greenway was able to find a chain that is slightly thinner than the original. The board approved using the replacement chain, which Greenway will install within the next week.

**Mailboxes left to refinish** – 6 mailboxes remain to be completed. Brenda will contact WB contractors to remind them to finish as soon as possible.

**Annual Meeting-** The board decided to try to schedule the annual meeting on January 21, 2014 at Penny Creek Elementary School, 6:30. The community will need to recruit for 4 positions.

The board discussed holding a raffle with prizes provided by vendors to encourage home owners to attend or provide a proxy form. . The board also discussed making a drop box for homeowners to drop off proxy votes off at a designated place and time. Brenda is to check with several Pinehurst HOA contractors to see if they are willing to donate anything toward the Raffle. The board was not willing to use budget funds to purchase gifts (at this time), although that could be an option for future Annual Meetings. Action for Brenda to try to reserve the Library (same location as the Budget Ratification Meeting).

**New Business**

**Status of published documents to Web Site –** The board discussed items to be published on the website in the documents section. The following items will be published or have status updated to reflect Approval at the December Meeting:

* Published Approved July Minutes (motion by Christensen | second Prentice)
* October Minutes
* November Minutes
* Collection policy
* Budget Ratification Minutes

**Status of action items from the Budget Meeting -**

* Have a work party in the park – agenda item at the annual meeting.
* Liability for trees on homes or property
* Publish updated information about the community-owned Native Growth Protection Area (NGPA) surrounding the Pinehurst Homes.
* 25 foot rule

The board reviewed a draft for a hazardous trees informational document that would address many of these questions. The board discussed creating a policy document of actions and expectations for future reference but no decision was made.

**Readiness to change FY2014 Assessment Process (2/year)** – The board discussed the new payment structure of $165.31 due in January and a second payment due in June. Two coupons will be sent to homeowners with a letter and a copy of the new collection policy. Brenda will notify the board when the letter is sent out. The new Collection Policy, with the $25 per month late fee, will be in place at the time of the 2014 Assessments.

**Next Meeting**

The next meeting will be the annual meeting to be held on Monday, January 21, 2014 at 6:30 p.m. at Penny Creek Elementary (pending confirmed reservation of the Library)

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:40pm

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| Submitted By: | Checked By: |
| Chuck Christensen | Oleson, Prentice |