

Draft Copy  
Pinehurst at Waldenwood Homeowners Association  
Minutes of the Annual Meeting of Members  
March 6, 2008

**Time and Place**

The members of the Pinehurst at Waldenwood Homeowners Association met on Thursday, March 6, 2008. The meeting was held at the James Monroe Elementary School, 10901 27th Ave. SE, Everett, Washington. President Jovanna Wetmore called the meeting to order at 7:07 PM.

**Present**

There were 13 homes represented with approximately 20 owners present for the meeting and another 17 members represented by proxy. A quorum was present this evening. (10% of the members are required for a quorum) Ms. Wetmore acted as chairman for the meeting and Brenda Jacobs acted as secretary.

**Proof of Notice**

Proof of notice of the meeting was submitted certifying that the notice of meeting was mailed to members on February 13, 2008.

**Welcome and Introductions**

Ms. Wetmore introduced herself as President of the Association and welcomed those in attendance and thanked the members for taking time to turn out for the meeting. She introduced the other Directors of the Association.

|               |                                     |
|---------------|-------------------------------------|
| Daniel Yoon   | Treasurer                           |
| Mark Prentice | Vice President                      |
| Doug Stewart  | Member                              |
| Brenda Jacobs | Association Manager, EMB Management |

**Approval of Prior Meeting Minutes**

The minutes of the February 8, 2007 meeting of members as provided to the members at this meeting and previously mailed to the members were reviewed. After a motion duly made and seconded the following resolution was unanimously adopted.

Resolved that, the minutes of the February 8, 2008 meeting of the members are approved as submitted, motioned by Mr. Stewart, seconded by Mr. Winks.

**President's Report**

Ms. Wetmore began her annual report with a farewell speech being that this is the last year of her term. She wrote,

"It has been a privilege and an honor to have the opportunity to serve the community in the capacity of president for the last year or so. I have learned so much about our community both positive and negative but I view learning overall as a positive. What I think is most important is everyone realizes that the people that serve on the board and the committees are all homeowners such as yourself. All the activities that take place wouldn't be possible if it were not for the hard-work and dedication of the people that live in Pinehurst. I see knowledge as power and the more you know about the community you live in the more you are able to make those changes you feel are necessary. Over the course of last year, I think we did quite a bit of great work as a board to help the community. We have had our challenges but have learned from them and are looking forward to an extremely productive year ahead.

Over the course of the year, we have transitioned from our previous Management Company (WPS) to EMB and were blessed enough to be able to keep our Manager, Brenda Jacobs. We spent a great deal of time communicating with the Development Company, County, and our Attorney regarding our

rights on the proposed new 9 houses going in at the bottom of the development. We have worked closely with the management company to reduce the number of delinquent accounts and landscape and CC & R violations, in addition to setting new policies to ensure compliance to the best of our abilities.

I would like to take a moment and thank Brenda for all she does for us. If you do not know what that is, here is a few of the tasks Brenda performs for us, such as pays invoices, does budget work, monthly financials, deals with delinquencies, fields phone calls from the community, does community site visits, prepares and sends out violation notices and works with the ACC committee on submittals, approvals and denials, in addition, to attending all of our Board meetings.

I have seen several acts of phenomenal community spirit over the last year, through the committees of Pinehurst. There have been so many people that have volunteered time to the community by helping with the playground, landscaping, putting together parties, fixing light bulbs, starting a block watch program and managing the garage sale, in spite of the budget restraints that we have faced due to unexpected legal fees. Fortunately, we intend to implement our plans from last year in the coming year as members of each committee will fill you in on in a few minutes. It has made me very proud to live here.

Through the correspondence that has come through the website and e-mail, we have learned the importance of a chain of communication within the board. We are fortunate to have people with varying ideas of how things should be done which makes for diverse and lively interactions, that I feel contributes to making Pinehurst a great place to live.

It is my belief that we have to all work together to be a neighborhood and a community. Communication with your neighbors and resolution of differences amongst you will help to avoid major challenges that impact the community as a whole.

Even though there was a recent glitch in sending out invoices, delinquent accounts are down this year. It has been encouraging to see all the people who have been genuinely concerned about their dues and wondering if they over looked their invoice. I feel this shows that the community recognizes that there are people working and looking out for them.

Again, thank you for the opportunity to serve you as president over the last year. I am looking forward to working with many of you on the landscape committee this year and also on the park committee. We can use all the help you can offer so please do not be shy.

It is at this point I will hand the floor over to our Treasurer, Daniel Yoon for our annual Treasurer Report.”

#### **Treasurer’s Financial Report:**

Mr. Yoon presented the Financial Report for the period ending December 31, 2007. The Financial Statements presented to the members were for the twelve-month period ending December 31, 2007. At December 31, 2006 there was \$12,956 in operating cash and \$25,369 in reserves. Net Accounts Receivable was \$1,865. Delinquent assessments from owners totaled \$2,433 at the end of December. There are 12 members delinquent at the end of the year with 5 owing fines or transfer fees, 3 owing \$312.50 and one owner in collections owing just over \$803. The remaining 3 owners have balances ranging from \$62.50-\$117.50. Total income in 2007 was \$65,925, Total Expenses were \$64,050 and Net Operating Income shows a surplus of \$1,865. Transfer to Reserves was \$4,815.

#### **Election of Directors**

The next order of business was the election of Directors. The following names were placed in nomination from the floor: Chris Winks, Paul Downey and Ben Bourland.

Following discussion and a motion duly made and seconded the resolution was unanimously adopted.

Resolved that; Chris Winks, Paul Downey and Ben Bourland are elected to the Board for a two year term, motioned by Mrs. Hunter and seconded by Mr. Yoon.

### **Committees**

#### ***Architectural Control Committee (ACC):***

Chairperson Doug Stewart stated that approximately 25 submittals were made in 2007. The committee is working on a tracking system to electronically track submittals and follow up within a 30 day time frame per the association's documents. The document states, "All plans and specifications for approval by the ACC must be submitted in duplicate, at least thirty (30) days prior to the proposed construction or exterior alteration or repair starting date. Construction, alteration or repair shall not be started until written approval thereof is given by the ACC." The goal of the committee is to approve all submittals from homeowners if possible and is always willing to discuss submittals with the homeowners for additional input.

#### ***Block Watch Committee:***

Doug Stewart stated that the previous Chairperson needed to step down from the position and the committee was going to need a new Chairperson. Jovanna Wetmore volunteered to Chair this committee. Mr. Stewart stated that the community would need approximately 25 homeowners to volunteer to be "Block Watch Captains" and would be the direct contact for the Chairperson. Last year there were approximately 47 break ins between the two adjoining neighborhoods. The benefit of a neighborhood watch program would be:

- Neighborhoods working together to create a greater sense of security and well being. Knowing you "look out for each other" lessens the fear of crime. You become the eyes and ears for the Sheriff's Department.
- Reduces the risk of being a crime victim. The preventative measures you are taught can substantially decrease the risk of being burglarized, as well as lowering the chance of vandalism, graffiti, and other crimes.
- You'll learn what to observe and report to your neighbors and to law enforcement. You'll learn what law enforcement needs to know when you report a crime.
- Knowing your neighbors is an important part of this program. You'll get to know who to contact, be aware of who belongs and who does not, and create a stronger sense of community. It simply comes down to our motto "We look out for each other"!
- Posting neighborhood watch signs on your street and operation ID stickers on your windows tells criminals your neighborhood is watching. You inform the bad guys that you are not the easy victims and you know what you own and will report any crimes to law enforcement.
- Neighborhood Watch can be used for more than crime prevention. It can be used on a variety of projects such as area clean up, food drives, local planning, neighborhood parties, child safety, etc. As a community working together you have the stepping stone needed to get things done.

#### ***Playground Update:***

Mark Prentice provided an update on the Playground Committee and showed photos during the presentation of the main park with lots of children playing in it to show how much it gets used as well as some of the events. In 2007 new mats were purchased and placed under the swings. The upper park was rough cut and shows significant improvement. More improvements will come with the addition of new benches to create a quiet area and rest stop. In 2008 the budget is planned for new play chips to be installed at the park.

#### ***Social Committee:***

Chairperson Marianne Bourland introduced Jennica Gillaspay to talk about what events have taken place during the 2007 year. In late fall there was the "Pumpkin Prowl" and food drive to benefit Northwest Harvest. A raffle ticket was given out for every can of food brought to the event. There were two Starbucks gift baskets at that event. Approximately 50 people attended the event and 50lbs of food were donated. The children had a great time in spite of the drizzle. They ate cookies and drank punch and enjoyed the three-legged race, slime relay, mummy race and pie eating contest. There was a piñata and fake tattoo's and candy goody bag treats.

Another great event that was held in December was the "Sharing the Gift" event. This event is held to help increase community pride of ownership with the lighting competition while encouraging the spirit of the holiday season by giving in the community with a toy drive. Everyone who attends is asked to bring a new unwrapped toy. These toys are given to families of terminally ill children to allow families to help shop for their family. The committee rented a tent for shelter and there were face painting and ornament creations for the kids as well as games like pass the parcel. There was also hot cocoa and cookies for everyone. Starbucks was again a big contributor for this event donating coffee and cookies and gift baskets for prizes. There was a lighting contest with 1<sup>st</sup> and 2<sup>nd</sup> place winners for best decorated home in the community. There were more than 50 toys and \$40 in cash donated to the Starlight Starbright Foundation and all of the kids loved the face painting.

Summer is a great time to have an event. The committee is planning a family picnic with games and prizes sometime around the end of July.

Ms. Gillaspay and Ms. Bourland discussed that Saturday events can't happen due to most children having sports events. Sunday was felt to be more of a family day so events are usually held in the afternoon on this day. The committee will look at some Saturday options for events in the future.

Up coming events: Garage Sales to be held on Saturday, April 26<sup>th</sup> and Saturday, September 27<sup>th</sup>.

Owners are reminded not to post flyers or solicitation of any kind on the mailboxes. Information can be posted on the website and the committee will post events either by mail or by posting on front doors.

*The Pinehurst at Waldenwood Social Committee Wish List:*

More volunteers, more tents for shelter, more power source, and outdoor heaters. If anyone can assist please let Jennica know or contact the Association Manager.

***New Development:***

Currently, there is no new information on the development of 9 homes within the community.

***Members Questions:***

One of the items discussed was with regards to residents using fireworks inside the development, especially during the summer around the 4<sup>th</sup> of July and on New Year's Eve. One homeowner voiced her concern about not being able to sit on her porch because neighbors shoot off their fireworks. She is concerned that she or her grandchildren could be hurt or her home caught on fire.

***Community and Management Contact Information:***

The website address is: [www.pinehurst-hoa.org](http://www.pinehurst-hoa.org)

The Board email address is: [bod@pinehurst-hoa.org](mailto:bod@pinehurst-hoa.org)

The Management Company address is: C/O EMB Management  
13208 NE 20<sup>th</sup> Street, Suite #400  
Bellevue, WA 98005

Association Manager - Brenda Jacobs, Email; [bjacobs@embmanagement.com](mailto:bjacobs@embmanagement.com).  
Office # 425-452-7330 ext. 404, Fax # 425-452-7335.

***Adjournment***

With no other business to come before the members, the meeting was adjourned at 8:28 PM.

Submitted By: Brenda Jacobs  
Association Manager

Checked By: Jovanna Wetmore  
Board President