

Pinehurst at Waldenwood Homeowners Association (PWHA)

February 2021 Regular Board Meeting Minutes

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ITEM 1.0 - Time and Place:

RingCentral on-line meeting due to COVID. Meeting called to order at 7:10 PM.

ITEM 1.1 – Roll Call:

Doug Stewart, Chris Winks, Bryan Eppler, Jason Russell, & Regina Downey

ITEM 1.2 – Proof of Meeting Notice or Waiver:

Meeting notice was sent out on Jan. 25th by way of email.

ITEM 1.3 - Approval of Prior Regular Meeting Minutes:

Mr. Winks motioned to approve the November 2020 meeting minutes. Mr. Russel seconded the motion. Motion carried unanimously.

ITEM 2.0 - Guest Speakers/Homeowners/Members:

In Attendance: None

Discussion(s):

ITEM 3.0 - Officers Report:

President's Report:

Silverlake Water District easement should be completed this year. Mr. Saum and Mr. Stewart reviewed the progression of the districts work. We cannot complete our HOA repair until after the district is complete. We or Snohomish County needs to review the integrity of the retaining wall behind the upper pond, where the catch basin inlet resides because the district added a riser on a catch basin. Catch basin appears to not be draining correctly into the pond. Discussed the negotiation of the easement by a consideration, as of this month, of \$600. Additionally, see if sediment has been or will be cleaned out. Mr. Saum spoke with Surface Water and they may due one more cleanout for us due to COVID. It has been determined the County doesn't do the sediment work. The HOA will need to hire this work out. This work is also tied to the reserve study.

PRE to send over proposals for our review of the Reserve Study prior to getting bids for the sediment removal. PRE has only received one response for our solicitations to have the Reserve Study done. Cedcore's proposal is for \$822.44 each year for a three-year contract. One-time engagement would be \$1,328.56. PRE to issue draft budget this week. We need to

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complete the Reserve Study in order to complete the annual budget prior to the Annual Meeting. Mr. Stewart motion to secure Cedcore for a one-year Reserve Study. Mr. Winks seconded the motion. Motion carried unanimously. We need PRE to follow-up when Cedcore is scheduled to do the reserve study.

Lot 1-074 went to the attorney for compliance. Notices have been sent by the attorney. Proceed with collection actions. The HOA Attorney recommends we accept a payoff plan that eliminates past late fees and interest charges and allows the homeowner to pay \$200 / each month until paid-off.

Mrs. Downey made a motion to allow the late fees and interest charges to be currently waived in "good-faith" for the homeowner of Lot 1-074. Should the homeowner default on the proposed \$200/ monthly ACH/automatic payment schedule, the late fees and interest along with any new charges will be reapplied. Mr. Winks seconded the motion. Motion passes unanimously. Mr. Eppler to send PRE an email with acceptance of the attorney's offer and our condition of acceptance as stated in our agreed to motion.

BOD agreed to continue to look at revisions to By-laws and R&R's push out into Fall of this coming year. We will need a special work session to reconcile prior drafts and place proposals in front of the BOD. PRE is providing an updated fee schedule from our attorney. PRE wants to know if we want to hire out the update of the By-laws and R&R's. Mr. Eppler and Mr. Stewart have a 75% draft complete of revision to the R&R's. Both Mr. Eppler and Mr. Stewart do not believe support from the attorney is required at this time as we are not structurally changing the documents.

Treasurer's Report:

December 2020 Financial Report was received 2/15/21.

We need to investigate delinquent accounts. The issue of \$1,434 for the Ripley's is still and issue. The amount of \$1,434 should be off our ledgers. As of this month, the amount is still present. We need to resolve.

A few pre-paid's for Lots 1-037 and 1-069 needs accounting resolution. These two Lots need to be recorded as miscellaneous income. Condo Law handled the foreclosures. PRE to validate with Condo Law. PRE to provide a status update.

PRE to re-state the credits that were offered up on their behalf and demonstrate those on the ledger.

Secretary's Report:

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We have sent out a mailer to collect current HOA member information with our annual meeting packet.

ITEM 4.0 - Phillips Management Report:

PRE was not present at this meeting due to prior commitment.

What is the status of the mailbox that was damaged? Mr. Stewart to advise PRE next course of action. We received a quote to replace the mailbox from Architectural Building Specialties, LLC for \$1,822.68 including WSST. It was reported that Lot 2-057 caused the damage. PRE to see if the owner is prepared to pay for replacement. Mr. Stewart made a motion to replace the box and work to recoup our cost from Lot 2-057. Mr. Russell seconded the motion. The motion carries unanimously. Replacement still pending. PRE to take action to get the mailbox replaced.

Budget ratification meeting and annual meeting scheduled for 2/25/21. Mailer has been sent. Budget review meeting will be scheduled upon receipt of Reserve Study input from Cedcore. Cedcore is meeting with Mr. Stewart on 2/24/21 at noon at the top of the development.

Lot 1-179 is still not in compliance. PRE to issue fine(s). BOD has no information demonstrating that this action ever occurred by PRE.

Regarding the split rail fence at the entry, Mr. Winks was having a hard time getting Skinner to quote a replacement. PRE is sending Mr. Winks a contact to receive a bid / quote. Mr. Stewart requested a post be added, so a sign can be mounted; one location only. PRE has not acquired a quote from new landscapers.

ITEM 5.0 - ACC Committee Report:

Broken lights at the entrance to the development have been identified and action is being taken to replace. Mr. Stewart has suggestions for replacement lights. We need to get the lights working and identify where the fixtures are located (covered by growth). Mr. Stewart and Mr. Saum will look at this over the next two weeks. Investigation to be completed prior to March meeting.

Mr. Russel is getting quotes for playground equipment and anticipates having more information next month. Mr. Russel is waiting on three quotes. It appears that ROM for the work is \$18k. We should consider asphalt from the end of the pavers back to where the park entrance opens. Other drainage alterations may be required. Drainage issue must be addressed prior to making and investment on new playground equipment. Further investigation will need to occur during the spring to better determine drainage needs.

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We have three new / outstanding requests for ACC.

1. Three new roof replacements have been approved this month.

ITEM 6.0 - Homeowners Requests and Violations:

1. PRE to send us information on Alternative Dispute Resolution (ADR). We can add this information to the BOD tool kit for homeowners that are in direct dispute with each other. ADR documents not received by the BOD from PRE.

ITEM 7.0 - Maintenance Report:

1. Pond cement needs repair. On hold due to COVID. This work will not happen until spring of 2021. Mr. Saum reports no major erosion is occurring. Mr. Saum believes the tall grass needs to be removed. The tall grass is causing the elevation of the water in the upper and middle ponds to increase. The water is above the standpipe. See President's report above for more information. Access to the area is now available.

ITEM 8.0 - Unfinished Business:

1. PRE contract under review.
2. WA State Governors Proclamation related to COVID was established has been extended to the end of March 2021 currently.
3. Revises the process for issue resolution from notices coming from HOA Member through the website and emails. Additionally, PRE is moving to Cinc software that may help us resolve process issues.
4. BOD to create a response matrix; separate meeting to discuss.
5. Mr. Eppler to purchase parking and tow sample stickers for BOD review.
6. Skinner lawn maintenance contract needs to be executed. Skinner is asking for a 6% increase this year. With one additional lawn supplement. We want Skinner to notify us when they come out prior to doing the work. Mr. Stewart made a motion to allow Mr. Winks to negotiate new terms and increase in cost with Skinner Landscaping and execute a new agreement. Mr. Eppler seconded the motion. Motion passed unanimously.

ITEM 9.0 – Meeting Adjournment

Notice of Next Meeting: Third Monday of each month. March 15th at 7pm is the next regularly scheduled meeting. The meeting will be on-line. The link below is the standing meeting room link each month.

<https://meetings.ringcentral.com/j/1481246046>

Adjournment: The meeting adjourned at 8:48 PM.