

Pinehurst at Waldenwood Homeowners Association (PWHA) October 2020 Regular Board Meeting Minutes

ITEM 1.0 - Time and Place:

RingCentral on-line meeting due to COVID. 7:02 PM

ITEM 1.1 – Roll Call:

Chris Winks, Doug Stewart, Bryan Eppler, Jason Russel, Regina Downey, and Jill Write with Phillips Real Estate

ITEM 1.2 – Proof of Meeting Notice or Waiver:

Prior meeting minutes published in requisite time frame of notice with location and time.

ITEM 1.3 - Approval of Prior Regular Meeting Minutes:

Mrs. Regina Downey motioned to approve the September 2020 meeting minutes. Mr. Chris Winks seconded the motion. Motion carried unanimously.

ITEM 2.0 - Guest Speakers/Homeowners/Members:

In Attendance: James Saum (Lot 1-091)

Discussion(s):

1. Discussion of pond issues. Spill ways need to be cleaned out as they do not appear to be functioning properly. More investigation required. Jesse from the County who handles surface water needs to be contacted.

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 of \$5,000 or the landscaping at the top of the development. Mr. Stewart talked to Scott at the County and they believe it is agreeable to complete the \$5,000 consideration. Additionally, see if sediment has been or will be cleaned out. 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.

[Lot 1-074 went to the attorney for compliance. Notices have been sent by the attorney.](#)

BOD agreed to continue to look at revisions to By-laws and R&R's push out into Fall of this coming year. Proposed re-write by each Board Member to be drafted by Nov. 9th.

Secretary's Report:

We have significant number of active issues that still need addressed. Parking continues to be an issue. Next big action to bring contact of HOA members up to date. Working to get contact list up to date.

Treasurer's Report:

The September report was not provided. PRE to get reports to Mr. Winks in a timely manner. Financials are to go out around the 20th of every month.

ITEM 4.0 - Phillips Management Report:

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.

Mr. Saum reported back that most Catch basins are clear and in good working order as requested last month.

ACC is comprised of Darrin Rainey, Doug Stewart, Jason Russell, and James Shaun. The appeal of Lot 1-100 was denied by the BOD. PRE is to send the notice of denial. An appeal to the denial was submitted with driveway being concrete aggregate. They need to submit a new ACC request that is clear.

PRE is requesting that we send out a mailer to re-acquire HOA Member information so we can contact Members more effectively. The BOD recommends we send out the request with the Budget Ratification Notice (next month). PRE advise that we can send out with the Budget Ratification Notice. When do we need to schedule the budget review meeting? In addition to the budget review meeting we need to get the Reserve Study included.

PRE is anticipating proposals for the Reserve Study this week.

PRE has not received an invoice for the work on Lot 1-146. We need inspect Lot 1-179 and if not in compliance we need to issue fine notice.

Lot 1-054 ownership transitioned without notice to the HOA. PRE to document the official transition. Prior fees may be due by the new homeowner. Mr. Stewart motioned no late fees. Mr. Winks seconded the motion. Motion carried unanimously.

ITEM 5.0 - ACC Committee Report:

BOD is still working to update landscaping contractors schedule to keep a more consistent presentable manner in the Common Areas in keeping with R&R's. When contract ends, we will need to evaluate our next approach. Mr. Winks to talk with contractor this month when and how to schedule mowing to meet consistent presentable manner. Growth months need to be covered more accurately.

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 will continue to work through the issue through the month of October.

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.

We have five new / outstanding requests for ACC.

1. PRE noted that Lot 1-100 needs to submit ACC request for driveway extension (see above appeal). Needs another resubmittal.
2. Lot 1-129 Another driveway extension (still pending an ACC request).
3. Lot 2-034 Fence installation (still pending an ACC request).
4. Common Area: a request has been made to plant a row of hedges/trees between Lot 1-114 and Lot 1-113. This would block Common Area green belt access. This request was denied.
5. Lot 1-098. Did PRE send approval to this homeowner? PRE to follow-up and send the BOD a copy of the notification letter as none received to date. This was approved with amendment.

ITEM 6.0 - Homeowners Requests and Violations:

1. Many violations continue to be on-going with yard and home maintenance. PRE has been sending copies of warning and fine notices to the BOD for our review. PRE to continue their evaluations and notices. Mr. Stewart motioned to have PRE provide an additional site visit for the months of December 2020, January, and February. Mrs. Downey seconded the motion. Motion carries unanimously.

2. A rooster has been reported in the neighborhood through the website. PRE to identify the property and send notice that a rooster is not allowed. PRE to provide and update for by no later than the October meeting. Please provide a copy of the notice to the BOD.
3. Continue to see the Warning and Fine Log.
4. Mr. Barnhart's tree issues (Lot 1-168). Picture have been sent to the board. Mr. Saum recommends that these trees be removed. Mr. Winks to request bids for tree removal and stump and root grinding / removal. Quotes are still pending.
5. Lot 2-013 also has tree issues where the roots and tree is having an impact on her fence. Mr. Winks advised the work is being bid out. Quotes are still pending.

ITEM 7.0 - Maintenance Report:

1. Pond cement needs repair. On hold due to COVID. This work will not happen until next year. Mr. Stewart hopes to have a better date by the end of this month. See President's report above for more information. Access to the area is now available.
2. Split rail fence at development entry needs repair. No reply from Skinner Landscaping yet. Mr. Winks is still chasing down the quote; anticipate more in October. Skinner is willing to repair and not replace. BOD needs to find a different landscaping contractor.

ITEM 8.0 - Unfinished Business:

1. Phillips Property Management Group contract under review. More discussion required.
2. PRE to go back and evaluate the homes that have been issued Warnings and Fines to ensure corrective measures are being taken care of throughout the development.
3. WA State Governors Proclamation regarding management of HOA's; on-going through November 9th.
4. Revises the process for issue resolution from notices coming from HOA Member through the website and emails. BOD to create a response matrix.
5. Create parking and tow sample stickers for BOD review. Affirm process next month.

ITEM 9.0 – Meeting Adjournment

Notice of Next Meeting: Monday, November 16th at 7pm. The meeting will be on-line.
<https://meetings.ringcentral.com/j/1481246046>

Adjournment: The meeting adjourned at 9:23 PM.