

# **Pinehurst at Waldenwood Homeowners Association (PWHA)**

## **November 2020 Regular Board Meeting Minutes**

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### ITEM 1.0 - Time and Place:

RingCentral on-line meeting due to COVID. 7:08 PM

### ITEM 1.1 – Roll Call:

Chris Winks, Doug Stewart, Bryan Eppler, and Jill Wright 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:

Mr. Stewart motioned to approve the October 2020 meeting minutes. Mr. Winks seconded the motion. Motion carried unanimously.

### ITEM 2.0 - Guest Speakers/Homeowners/Members:

*In Attendance:* Mr. James Saum

#### *Discussion(s):*

1. Mr. James Saum's 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. More information to follow.

### 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.

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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 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.

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

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. 9<sup>th</sup>. Several drafts have been put forward. We will need a special work session to reconcile. 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.

#### *Treasurer's Report:*

Report was received today. We need to investigate delinquent accounts. The issue of \$1,400 for the Ripley's is still an issue. The amount of \$1,400 should be off our ledgers. We need PRE's support to reconcile. 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.

#### *Secretary's Report:*

Next big action to bring contacts of HOA members up to date. Working to get contact list up to date

#### 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. Replacement still pending.

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

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Ratification Notice. Budget review meeting will be scheduled upon receipt of Reserve Study input from Cedcore.

Lot 1-179 is still not in compliance. PRE to issue fine(s).

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.

If HOA members want to install Astro-turf or have all plants in their yards, they must submit an ACC request.

#### 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.

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. No update as Mr. Russel wasn't able to attend.

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 1-098. Did PRE send approval to this homeowner? PRE to follow-up and send the BOD a copy of the notification letter as none has been received to date. This was approved with amendment.
3. New roof replacement received by Mr. Stewart today. Mr. Stewart forwarded to PRE for official processing.

#### ITEM 6.0 - Homeowners Requests and Violations:

1. 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. Lot 1-074 is the home at issues. Homeowner is non-responsive to PRE. PRE to send official warning/fine letter.
2. Continue to see the Warning and Fine Log. PRE conducted a site walk on 11/14/20. Look for notices this week.

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3. 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. Mr. Winks has received four quotes. The quotes will be sent to BOD for evaluation and direction.
4. 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. Mr. Winks has received four quotes. The quotes will be sent to BOD for evaluation and direction.
5. PRE to send us information on Alternative Dispute Resolution. We can add this information to the BOD tool kit for homeowners that are in direct dispute with each other.

#### 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. Recent insurance issues are causing PRE to look at the contract from their view.
2. WA State Governors Proclamation update was established November 15<sup>th</sup>. PRE to send out update tomorrow.
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. BOD to create a response matrix; separate meeting to discuss.
4. Mr. Eppler to purchase parking and tow sample stickers for BOD review.

#### ITEM 9.0 – Meeting Adjournment

*Notice of Next Meeting:* Monday, December 21<sup>st</sup> at 7pm. The meeting will be on-line.

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

*Adjournment:* The meeting adjourned at 9:09 PM.