

REGULAR MEETING

Purpose: Pinehurst at Waldenwood Homeowners Association (PWHA)
 Board of Directors
Mtg Minutes Date: May 18, 2020 at 7:00 PM
Next Meeting Date: June 22, 2020 at 7:00 PM
Location: RingCentral On-line Conference (in Response to COVID-19)
<http://www.pinehurst-hoa.org/>
https://caliber.phillipsrealestateservices.net/CaliberWeb2_Phillips#/landing/home

ATTENDEES: * IN ATTENDANCE "X" = YES, "BLANK" = NO

NAME	*	E-MAIL	TITLE	PHONE	INITIALS
Doug Stewart	<input checked="" type="checkbox"/>		President		DS
Chris Winks	<input checked="" type="checkbox"/>		Treasurer		CW
Regina Downey	<input checked="" type="checkbox"/>		Vice President		RD
Mel Diego	<input type="checkbox"/>		Member at Large		MD
Jason Russell	<input checked="" type="checkbox"/>		Member at Large		JR
Bryan Eppler	<input checked="" type="checkbox"/>		Secretary		BE
Tina Jackson	<input type="checkbox"/>		CAM		PRE
Rick Kocher	<input checked="" type="checkbox"/>		CAM		PRE

AGENDA:

- | | | |
|---|--|---|
| <input type="checkbox"/> Introduction | <input type="checkbox"/> Phillips Management Report | <input type="checkbox"/> New Business |
| <input type="checkbox"/> President's Report | <input type="checkbox"/> ACC Committee Report | <input type="checkbox"/> Establish Next Meeting |
| <input type="checkbox"/> Review and Approve Prior Notes | <input type="checkbox"/> Homeowner's Requests and Violations | <input type="checkbox"/> |
| <input type="checkbox"/> Treasurer's Report | <input type="checkbox"/> Maintenance Report | <input type="checkbox"/> |

ITEM	DESCRIPTION	ACTION BY	DUE DATE
1.0	<u>President's Report:</u>		
1.1	<p><u>Prior Regular Meeting Minutes:</u> April 2020 Regular Meeting Notes have been posted to the Pinehurst website.</p> <p>DECISION(s): M-DS; Motion to approve the April 2020 Regular Meeting Notes as written. S-CW; Motion carries unanimously.</p> <p>ACTION(s): BOD review for approval.</p> <p>DISCUSSION: 5/18/20 – No changes. 4/27/20 - DS and CW were the only board members present at the last Regular Meeting. They reviewed and approved the minutes.</p>	BOD	5/18/20
1.2	<p><u>Pavers:</u> To be installed at the entrance to the park/ playground. This was just for the first 15 feet of the entrance from the sidewalk to keep the gravel from going out onto the sidewalk and street.</p> <p>DECISION(s):</p> <p>ACTION(s): BOD to follow-up on work progress next month.</p> <p>DISCUSSION:</p>	BOD	6/30/20

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	<p>5/18/20 – No confirmed date from Skinner due to COVID. We will follow-up. Work anticipated to start at the end of May or mid-June. 4/27/20 – Work needs to be schedule and is approved. 6/17/19 - Park entrance project. Tim Pfohl, President of PRE will get bids for park pavers and Doug approves pavers instead of asphalt path. 12-15 ft into path to be paved.</p>	CW	6/30/20
1.3	<p>Phillips Property Management Group: Attached is the current contract for Phillips Real Estate (PRE) as the Community Association Manager (CAM). It has been determined by prior and current BOD that the contract is very vague and is specifically lacking in the roles and responsibilities PRE is to conduct/perform on behalf of our Pinehurst Community. Because of this vague contract, the BOD has found it very difficult to hold PRE accountable. The current contract does not contemplate any remedies for their lack of action.</p> <p>ACTION(s): See discussion.</p> <p>DISCUSSION: 5/18/20 – BOD is working on proposed revisions to be presented in the future. 4/27/20 – Differed to next meeting.</p>	Occurred	5/15/20
1.4	<p>COVID-19: The Governor’s has issued proclamations regarding community associations. The proclamations affect the below issues.</p> <p>Condo Law Group is posting weekly zoom meetings presenting current information and open Q&A sessions at http://www.condolaw.net/Webinars.html</p> <ul style="list-style-type: none"> • Late Fees: no late fees or interest is to be assessed between 4/17/20 and 5/17/20 (5pm). • Delinquency Letters: cannot include language charging or threatening to charge late fees. • PRE will create “COVID-19” letter with softer language and no mention of late fees. Letters will also include language obtained from attorneys at Condo Law Group for owners having payment difficulty due to COVID related issues. • NSF (returned check fee): charges in excess of bank fees cannot be assessed to Member(s) of the Association as an NSF fee, this fee will be charged to the Association during the period set forth in the Proclamation. • Fees assessed by the bank will continue to be charged back to the Member(s), these are not considered fines/penalties. • Assessments: applicable only to WUCIOA communities. • Because the penalty component for assessments is included with the charging of assessments in section 64.90.480 and 64.90.485, and the intent of the Proclamation was to waive penalties, the attorney feels that continuation of assessment collection for WUCIOA communities is appropriate. <p>ACTION(S): PRE will remove all late fees and interest charged to ledgers between to 4/17/20 to 5/17/20 (this includes collection and bankruptcy accounts). If any Members have made payments for those fees, the payment(s) will be applied towards other outstanding charges or future assessments, whichever is applicable (please ask if you have questions about this).</p>	INFORMATION	INFORMATION

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	<p>DISCUSSION: 5/18/20 – Late fee forgiveness has expired as of this meeting. However, we anticipate this forgiveness will be extended retroactively.</p>		
2.0	<p><u>Treasurer’s Report:</u> Nothing received for May.</p> <p>DECISION(s):</p> <p>ACTION(s): BOD will need to review May’s report next month for approval.</p> <p>DISCUSSION: 5/18/20 – Report not received by PRE this month. Going forward PRE is to provide draft copy of Treasurer’s report prior to our meeting. Then follow-up with final report about seven days later. 4/27/20 – CW Reviewed with the group. We are in receipt of the Governor’s COVID-19 April 17th Proclamation 20-51. BOD will not be assessing late fees for the stated time frame by Proclamation. HOA previously owed dues and fines are still to be collected by PRE. 6/17/19 – Chris Winks asked about the cost of mailing which seems high. CW approved the \$25.00 over payment by homeowners to be sent back to homeowners as a reimbursement instead of a credit toward 2020 dues.</p>		
3.0	<p><u>Phillips Management Report:</u></p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. DS to provide agenda for this section of our meeting so that PRE can report out to our BOD. 2. PRE to provide sample report with table of contents <p>DISCUSSION: 5/18/20 – DS to provide agenda for this section of our meeting so that PRE can report out to our BOD. October 2019 was last PRE Management Report sent by PRE to this BOD. 4/27/20 – Differed to next meeting. 6/17/19 – Eight (8) members late on dues.</p>	<p>DS</p> <p>PRE</p> <p>PRE</p>	<p>6/15/20</p> <p>5/18/20</p>
4.0	<p><u>ACC Committee Report:</u></p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. 2. <p>DISCUSSION: 5/18/20 – No current outstanding requests. All approvals have been provided. 4/27/20 – A couple of fencing requests. One roofing request with composition samples provided and waiting on ACC. One roofing request that needs to provide samples for approval.</p>		
5.0	<p><u>Homeowner’s Requests and Violations:</u></p>		
5.1	<p><u>Parking on the Grass (along 47th Ave SE):</u> The BOD has been faced with the parking on the grass for quite some time now. When attempting to address the issue with adjacent homeowners it has proven difficult because the vehicles in violation are not parked adjacent to lots. We can have the vehicles towed. In order to utilize the towing option, we must first select a towing company and then post signs in the development that improper parking can and will result in a</p>		

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	<p>vehicle being towed. This notice must inform the residents of the development who will be doing the towing and where their vehicle can be found. If we use the towing option, it has been recommended that we use Mary's Towing. They are located on Highway 99 not to far from Home Depot by Airport Road.</p> <p>DECISION(s):</p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. BOD must read and fully understand Mary's Towing agreement. 2. DS to provide RCW documents for BOD review. 3. Select a towing company such as Mary's Towing. 4. Further consider signage. <p>DISCUSSION:</p> <p>5/18/20 – Cost to install split rail fence was prohibitive at ~\$4,500. We likely need to post a sign(s) of no parking and that it is a violation that may be handling with towing. Continual or repeated violations would be a key decision for towing. Escalation communication must occur prior by way of notice and reoccurring fines.</p> <p>4/27/20 – We need to protect the landscaping and our property. Visitor parking is allowed in the street. The use of this space for parking is being used almost daily. Place signage for no towing and post notice of towing company. We are also exploring split rail fencing in this location to block the area from parking.</p>	<p>BOD BOD BOD BOD</p>	<p>6/22/20 6/22/20 6/22/20 6/22/20</p>
<p>5.2</p>	<p>Lot 1-147 - 10905 51st Ave SE: Yard and fence issues. The referenced address has had a vacant home with dilapidated yard and fencing and associated rodent infestation. The BOD has fined the owner of the home and charged him for upkeep of his property. The property owner by default has made us his property managers. This must not continue. This lack of care and concern should not be his neighbor's responsibility or that of the BOD.</p> <p>DECISION(s):</p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. PRE to provide copies of all documents for warnings and fines to DS by tomorrow. 2. Review for basic notice and or fines after documentation review. <p>DISCUSSION:</p> <p>5/18/20 - Skinner would want \$150 assessment and BOD consent to access the property.</p> <p>4/27/20 – Member has been fined. He states he has paid for thousands of dollars of upgrades. Picture from this week demonstrate that the property is not being maintained and has not been for quite some time.</p>	<p>PRE BOD</p>	<p>5/19/20 6/22/20</p>
<p>5.3</p>	<p>Lot 1-074 - 4502 114th PI SE: Parking of Boat Trailer. This home has had and continues to have recreational vehicle parking violations on their driveway. The BOD has sent half a dozen photo's and requested notices of noncompliance, and levied fines since this time last year for improper storage and parking of boat and trailer.</p> <p>5/7/20 – This home now has a complaint for yard and home</p>		

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	<p>maintenance that is not being maintained.</p> <p>DECISION(s):</p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. Send to collection due to late annual dues. 2. Copy all documents to the BOD for review over the past six months. <p>DISCUSSION: 5/18/20 – What else does this Member have outstanding. 4/27/20 – Continue to send fines. This Member is also three years behind on dues. We will discuss liens on this property at next Regular Board Meeting.</p>	<p>PRE PRE</p>	<p>6/22/20 5/20/20</p>
<p>5.4</p>	<p><u>Lot 1-037 - 11306 45th Ave SE:</u> Nuisance, parking and noise issues. This lot has had numerous complaints given and Sheriff notified. The Sheriff was notified five times as given below. Notes are from Member Neighbor (MN) filing the complaint.</p> <ul style="list-style-type: none"> • 5/11/20 – Another complaint was filed for having a later night party at this address. Cigarette butts and debris were strewn about on neighbors' yard(s). Complaint state they have a video. There was more to the complaint...see email. • 4/19/20 – Another incident reported where Sheriff was called. Sheriff showed up twice because tenant refused to turn down their music. It has also been noted by the MN that tenant appear to be in non-compliance with COVID-19 social distancing and other current restrictions. MN is now contemplating civil legal action. • 4/18/20 - Party in their back yard with loud music and yelling. The Sheriff came by twice. <i>Incident # 202000058066</i> • 4/10/20 - Another birthday party for someone not in house. The Sheriff was called about 10:30 PM and then again after 11:00 PM. The Sheriff did go next door and did not call us back. • 2/22/20 - Large party with loud yelling, music, and revving of cars. The Sheriff arrived after 12:03 AM. <i>Incident # 202028895</i> • 12/29/19 - Large party. The Sheriff was called 12:07 AM, 12:56 AM, and again at 1:53 AM. • 9/22/19 – One of their cars was blocking the neighbor Member's driveway. <p>Member Neighbor (MN) has attempted to work this issue through with the Owner and the Tenants. Owner was first called by MN at the end of December/Early January. Instead of calling the Sheriff they contacted the Owner about a half dozen times until March 21st. After that the Owner acknowledged to the MN that the HOA Rules and Regulations prohibited loud noises. At this point it was assumed by the MN, that after this acknowledgement the issue was remedied, otherwise there would have been many more calls to the Sheriff. The MN has gone back through their pictures and can identify that almost every weekend from the end of December has been at least one party each weekend. MN sentiment about these parties is that they are not the equivalent of an adult "get together." They are similar to a "frat party" that spills out on the street. Further, beyond the "frat parties" there are many other occasions when a few individuals were over, and music was playing later into the evenings including weekdays and weekends. MN states that, "Since December there is about a 90% chance that we will be up late due to noise on a Friday/Saturday/Sunday." MN continues to have</p>		

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	<p>disruptions during the week. The nature of their ongoing disturbances includes revving vehicles, vehicles parked up and down the street from the Tennant house, vehicles with a flat tire [presumed left unattended], vehicles parked at an illegal distance to MN's driveway, commercial vans or other vehicles parked in front of MN home, chopping wood on the side of our house, an off-leash Akita, specific noise complaints, and many other issues. The MN has told the BOE that they have pictures as stated above, video, and other information available regarding the incidents as described above. [clarification added by BOE]</p> <p>The Member (Owner) is required to ensure that all noise disturbances and offensive activity ceases immediately and does not reoccur. Per the Association's Declaration, any continued disregard for the provisions of the Association's Governing Documents constitutes a default of the lease agreement between the Member and Lessee.</p> <p>DECISION:</p> <p>ACTION(s):</p> <ol style="list-style-type: none"> 1. <p>DISCUSSION:</p> <p>5/18/20 – No current action. If additional complaint occurs after May 8, 2020 send additional fines and each incident thereafter. New complaint filed on 5/11/20.</p> <p>4/27/20 – In summary we have COVID-19 social distancing violations, parking violations, noise violations, dog off leash violations, and lessee non-compliance. We must protect the integrity of the community. BOD must pursue all fines until the lessee situation is remedied.</p> <p>4/20/20 – We have had several requests for help from the neighbor (Mr. David Ochs) requesting our help in resolution. The sheriff has been called several times. The Sheriff recommends HOA should become involved, notice against owner for allowing a neighborhood nuisance, civil suit against the tenants and the owner. Mr. Ochs' is starting to investigate hiring a lawyer.</p>		
<p>5.5</p>	<p>General Parking: We had several notices of violation of parking. PWHA continue to have many vehicles that are not parked in keeping with Rules and Regulations (2010), Rule 2 – (Parking Restrictions).</p> <p>ACTION(S): BOE needs to continue to note violation and send PRE locations for both warning and fine letters.</p> <p>DISCUSSION:</p> <p>5/18/20 – See new parking warnings and fines in the log.</p> <p>4/27/20 – We need to pursue each incident to get the neighborhood into compliance.</p>	<p>BOD</p>	<p>6/22/20</p>
<p>5.6</p>	<p>Lot 1-158 - 11022 51st Ave SE: The Member has asked about trimming a cedar tree branches allegedly blocking to sun on her yard that prevents grass/plant growth.</p> <p>ACTION(S):</p> <ol style="list-style-type: none"> 1. PRE is working to obtain more details as to where the tree is located at on the property or common areas. PRE is awaiting a reply. 2. DS believes he knows who the Member is and will investigate the validity or the request. 	<p>PRE</p> <p>DS</p>	<p>Pending Member</p> <p>6/22/20</p>

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	<p>DISCUSSION: 5/18/20 – Differed until next month. 4/29/20 – JR stated by email, “Group, I’m ok with having the tree removed but think that the grass area needs to be maintained at a better schedule than years past. What do we think of bi-weekly (every other week definition) mowing of this grass area as well as the pipeline trail?” 4/27/20 - Differed until next Regular Meeting.</p>		
6.0	<u>Maintenance Report:</u>		
6.1	<p><u>Pond Cement:</u> The pond cement needs repair.</p> <p>ACTION(S): DS to negotiate with Silverlake Water District. See easement below.</p> <p>DISCUSSION: 5/18/20 – Differed until next month. 4/27/20 – See if Scott with Silverlake Water District is willing make repairs in consideration of the easement assignment. 6/17/19 – Pond</p>	DS	6/22/20
	<u>New Business:</u>		
5.10	<p><u>Little Library/Book Borrow:</u> One of our young adults in the neighborhood has requested the ability to build and installing a new Little Library/Book Borrow. The family making the proposal offers to pay for all materials and building costs. They are asking for permission to have it in the neighborhood. The agreed to install a doggie bag dispenser and we would as an association have a new sign for the neighborhood park to go along with it as well.</p> <p>ACTION(S): 1. Member to submit detail drawings and color pallet for review by the ACC.</p> <p>DISCUSSION: 5/18/20 – Generally the BOD likes the idea.</p>	DS	6/22/20
5.11	<p><u>Yard and Home Maintenance Issues:</u> On May 6th twenty (20) emails by resident(s) were sent to the BOD demonstrating twenty homes that are not in compliance with the CC&R’s / R&R’s for yard and home care. One May 7th another fourteen (14) similar emails were received by the BOD.</p> <p>See the PWHA Notice of Warnings and Fines Log for listing of lots and their issues of non-compliance.</p> <p>ACTION(S): PRE to send warning notice for yard and home maintenance by no later than 5/18/20. If issues are not resolved by June 2, 2020 send fines.</p> <p>DISCUSSION: 5/18/20 – Action complete for now. Follow-up with compliance.</p>	PRE PRE	5/18/20 Complete

These minutes are provided to document PWHA Board of Directors Regular Meeting discussions, decisions, and current activities to the best of our understanding. Please provide comments, corrections, or revisions within the next seven days following receipt of these minutes. If no comments or exceptions are received, these minutes shall be deemed agreed to by BOD and will stand as published until officially reviewed and accepted at the next Regular Meeting.

Prepared by:
Secretary, Board of Directors

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Bryan Eppler

END OF REPORT