

Pinehurst at Waldenwood Homeowners Association  
Minutes of the Board of Directors Meeting  
April 16, 2008

**Time and Place**

The Directors of the Pinehurst at Waldenwood Homeowners Association met on Wednesday, April 16th, 2008. The Meeting was held at Mr. Stewart's home at 10918 51<sup>st</sup> Avenue SE., Everett, Washington. Association President, Mark Prentice called the meeting to order at 7:20 PM. Mr. Bourland took minutes for the meeting.

**Present**

The following Directors were present at the meeting: Mark Prentice, Chris Winks, Doug Stewart, Paul Downey and Ben Bourland. Brenda Jacobs was present representing the Association's management company EMB Management and prior board member Jovanna Wetmore was also present as committee representative.

**New Board – Positions detailed**

Mr. Prentice enumerated the roles/positions of the Board

- **President (Mark Prentice)** - Presides over meetings and is the liaison with the management company
- **Vice President (Doug Stewart)** - back-up for the President and assists where necessary
- **Secretary (Ben Bourland)** - takes meeting minutes, manages the website, and retains documents for the association
- **Treasurer (Paul Downey)** - Reviews the financials of the association handled by the management company
- **Member at Large (Chris Winks)** - Assists where necessary

**Approve Meeting Minutes**

The minutes of the March 6th, 2008 and February 25, 2008 meetings of the Directors were reviewed. After a motion duly made and seconded, the minutes of both meetings were approved, motion by Winks seconded by Stewart.

The March 6th, 2008 annual meeting minutes accepted by the board and will wait for formal approval by the community at next year's annual meeting.

The board meeting minutes will be available on the website [www.pinehurst-hoa.org](http://www.pinehurst-hoa.org).

**Financial Statements**

Income is complete for the year minus outstanding dues balances and late fees to be received. Three homeowners have been sent letters explaining that they will be sent to collections if full balance against their lot is not paid in full in the next 7 days. 37 homeowners have not paid their dues, 4 of which have additional balances for fines. Letters have been sent.

Board will be implementing the fine schedule outlined in the February 25, 2008 board meeting minutes.

Brenda will check with accounting on the ability to levy fines and the accounting process that will work per homeowner moving forward.

## **Committee Updates**

### *Social Committee (Ben Bourland on behalf of Marianne Bourland)*

- Committee met and planned out the year's events
- Minutes from this meeting will be sent to the board before the next Board meeting
- Board reinforced its support for the social committee

### *Landscape Committee (Jovanna Wetmore)*

- Committee is working to schedule a work day for the entrance to the community.
  - Fix tree, apply bark, and clean up
- Another day will be scheduled for a Park clean up day
  - Apply bark and prune

### *Playground Committee (Jovanna Wetmore)*

- 40 more yards of play chips is planned as routine maintenance for the Playground. (in the next couple of months)
- Looking at placing more mats (for under the swings, tire swing, and merry-go-round). This helps slow the bark from degrading in these most used areas.
- Committee looking at options for securing the Tether-Ball.
- One of the benches in the park appears to be broken. Committee will investigate what will be necessary to repair.
- Looking at a new frame that will accommodate a chain hoop. The current hoop (cable basket) does not allow the ball to fall through.

### *Block Watch (Jovanna Wetmore)*

- Going to need to go door to door to get people involved. Need people to sign up and will need to get captains to volunteer.

Jovanna Wetmore exited after her updates (7:58pm)

### *Architectural Control Committee (Doug Stewart)*

- Working on processes to push through ACC requests in a timely manner.
- ACC requests outstanding
  - Lot 1.027
    - Exterior light request
      - Light requested for security purposes.
      - ACC will work to provide alternatives for giving this homeowner a workable solution.
  - Lot 1.020
    - Gravel and Bark additions to paths and beds.
    - Letter was sent to homeowner to address the gravel pile that was blocking the sidewalk for several weeks.
    - Approval letter will be sent.
- Application sheet will be reformatted to more clear and provide more descriptions around the information needed.
- Will send confirmation of receipt when each application is received.
- Will add an email field to accelerate communication if the homeowners wishes to provide it.

- The committee will use the same calendaring applications so that ACC requests can be tracked more precisely.

### **Goals/Objectives/Responsibilities for the board in 2008**

- Mark Prentice discussed pulling together historical notes on the community so that as the board changes there is a documented history of important issues that the board has worked through.
- The email protocol for Board and EMB communications was reconfirmed.
- Defining operating procedures of the board. Will look at a new way of tracking rules, procedures, and tasks in centralized way.

### **Bank Signature Card**

New board member's signed the bank signature card.

### **New Business**

Ben Bourland discussed new Web Host for the community web site and moving board email to Gmail at a savings of \$75 a month.

- New web host would allow for committees to manage the communications on their own pages. The web host being considered is <http://www.easysite.com>.
- Gmail is free and would have all the same capabilities as the current email host. Email addresses for the community would stay the same.

The board will evaluate the options over the next month and discuss a decision at the next board meeting.

### **Next Meeting**

The Board set the date of their next meeting as May 14, 2008 at 6:00pm at the home of Mark Prentice. Please contact Brenda Jacobs at EMB Management if you are interested in attending:

Brenda Jacobs  
Association Manager  
13208 NE 20th Street #400  
Bellevue, WA 98005  
Office (425) 452-7330 ex. 404  
[bjacobs@embmanagement.com](mailto:bjacobs@embmanagement.com)

### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 9:05 PM.

Submitted By: Ben Bourland  
Secretary

Checked By: Mark Prentice  
President