

Pinehurst at Waldenwood Homeowners Association  
Minutes of the Board of Directors Meeting  
May 14, 2008

**Time and Place**

The Directors of the Pinehurst at Waldenwood Homeowners Association met on Wednesday, May 14th, 2008. The Meeting was held at Mr. Prentice's home. Association Vice President, Doug Stewart called the meeting to order at 6:32 PM (Mr. Stewart facilitated the meeting until Mr. Prentice arrived at 6:45pm). 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.

**Approve Meeting Minutes**

The minutes of the April 16th, 2008 meeting of the Directors were reviewed. After a motion duly made and seconded, the minutes of both meetings were approved, motion by Downey seconded by Winks.

Once reviewed, the board meeting minutes are available on the website [www.pinehurst-hoa.org](http://www.pinehurst-hoa.org).

**Committee Updates**

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

- Garage Sale was a success. Lots of participation was observed.
- Date for community Clean Up Day set and communicated through flyer.
  - Scheduled for May 17<sup>th</sup>, 2008
- Dates for Summer Community Picnics set and communicated through flyer.
  - Scheduled for July 19<sup>th</sup>, 2008
  - Scheduled for August 23<sup>rd</sup>, 2008

*Landscape Committee*

- Committee has scheduled a work day for the entrance to the community.
  - Fix tree, apply bark, plant flowers and clean up
  - Scheduled for May 24<sup>th</sup>, 2008
- Another day will be scheduled for a Park clean up day
  - Apply bark and prune

*Playground Committee*

- No updates

*Block Watch*

- No updates

*Architectural Control Committee (Doug Stewart)*

- No new requests
- Continuing work on restructuring ACC request form to improve the submittal process

**Financial Statements**

- Total Income for the month of April was \$252; total Expenses were \$3,738; Net Operating Income shows a deficit of (\$3,486). Year-to-Date shows a surplus of \$49,196 compared to a budgeted deficit of (\$4).
- Late fees are posted and notices are sent out after the 15th. Due to the delay in homeowners receiving their coupons, a late fee of 12% will be assessed for Annual dues in May. After May an additional 10% will be assessed on any unpaid balances. Member delinquencies: \$13,463. One homeowner remains in legal and owes \$3,181. Approximately 25 owners still owe their annual dues. Four owners have additional balances, three owing \$600 each and one owing \$405.

#### **Review of Pinehurst website: Board feedback on Easysite**

- After a motion duly made and seconded, the board has decided to move the email hosting for the community's email to Gmail
  - Motion by Stewart, seconded by Downey
  - This will happen over the next several weeks
  - Gmail is free whereas the current host (PowWeb) is over \$400 a year for both email and web hosting for the community.
- After a motion duly made and seconded, the board has decided to open an Easysite account and create a prototype website to evaluate the feasibility of moving the current hosting (PowWeb) of the Pinehurst website to this new host
  - This move would account for a cost savings of approximately \$320 a year.
  - The Easysite tools would allow for more flexibility/interactivity and opening up the site to more use by the HOA Committees.

#### **Review of board historical hand-off material**

There was a CD created about a year ago of some historical soft documents of the association.

- Ben will check Google Apps for Document storage
  - This will make sense as these services become available once the board email hosting is moved
- Plan is to get all the documents into a single point of access and allow for a cleaner and more complete handoff between transitioning board members.

#### **New Business**

There was discussion on communicating important information to the community throughout the year. The board is evaluating options.

- EMB offers a service involving 4 broadcast/flash messages to the community per year. The Board is evaluating the cost and benefits of using this service in the future

#### **Next Meeting**

The Board set the date of their next meeting as June 25, 2008 at 6:30pm at the home of Paul Downey. Please contact Brenda Jacobs at EMB Management if you are interested in attending:

Office (425) 452-7330 ex. 404 or email: [bjacobs@embmanagement.com](mailto:bjacobs@embmanagement.com)

#### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:52 PM.

Submitted By: Ben Bourland  
Secretary

Checked By: Mark Prentice  
President