

Pioneer Trails Homeowner Association- (PTHOA)
Board of Directors 2020 Budget Ratification Meeting Minutes
Wednesday December 18, 2019 (Reviewed)

LOCATION: Hilton Lake Fire Station, 3525 108th St. SE, Everett, WA 98208
BOARD OF DIRECTORS: President and presiding officer -Bruce Meaker, Vice President
-Audrey Chamberlain, Treasurer -Paul Heneghan, Secretary -Will Matheny,
Members-at-large: Andy Hamak, Bonnie Foti, Steve Smith
PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish
Attendance: 15

I. Budget Ratification Meeting:

Meeting was called to order by President Bruce Meaker at 7:00pm
A quorum for Board of Directors was established.

A. Meeting purpose:

Present the Board approved 2020 Budget plan pursuant to requirements of State law.
As required, the budget was mailed to each household on December 1, 2019, a
minimum of two weeks prior to the Budget Ratification meeting.

The Board reviewed and approved budget is automatically ratified unless over 50% of
the HOA households reject. (For PTHOA this would be 152 households.) No response
is considered a vote of acceptance.

B. Prior Minutes Review:

Minutes of the previous BoD meeting on September 18th, 2019 was opened for
discussion. No revisions or discussions were expressed. Motion to accept as “Final”
came from Paul Heneghan and 2nd to the motion by Andy Hamak. The motion passed.
The finalized minutes will be posted to the website.

C. Budget Presentation: by President Bruce Meaker.

President Meaker gave a PowerPoint* review of the following:

- 2019 Association Accomplishments (See attached listing of 2019 Accomplishments) including:
 - Association current financial status (checking, savings, and CD investments)
 - Efforts and expenditures to maintain and improve common area facilities and grounds (ponds, landscaping, trails, trees)
 - Reserve Funds expenditures and beginning balance history for the past 7 years.
 - Current reserve funds status relative to reserve study recommendations
 - HOA dues history for the past 7 years.
 - Community building activities (picnic, welcome committee)
 - Community standards activities (Architectural Control, Paint committee)
 - Rules and governing documents updating review status
- 2020 Planned Projects and Expenditures including:
 - Completion of rules and governing documents updating review
 - Bench replacement throughout the common areas

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- Trail sealing completion and further trail patching and protection from tree root destruction.
- The 5th Annual Picnic

Ratification

The 2020 Budget (See Attached) is ratified having met the formal requirements for review and will become operative on January 1st, 2020.

II. Manager's Report:

Manager's report is included:

- The speed indication device on loan from the county will be available on a rotational basis every 3 months and will be placed throughout PT as directed by the Board.

III. Presentation by Regional Fire Authority Commissioner, David Chan

David Chan, Regional Fire Authority Commissioner, addressed the group to discuss changes in the allocation of fire resources to better serve the community. The changes involve the type and distribution of equipment and personnel resources to better address the risks and needs of the community. More information will be coming forth as the detailed plans are developed.

Meeting adjourned at 8:20 pm

Respectfully submitted, Secretary,



William Matheny, 01/02/2020

Reviewed by the Board of Directors:

1/15/2018

Attachments:

2019 Accomplishments

2020 Budget

*A pdf of the PowerPoint presentation is available on the Pioneer Trails website.

2019 PTHOA Accomplishments

- Invested surplus reserve funds in 13-month certificates of deposit which yielded nearly \$4,000 of interest.
- Moved the Board of Directors meeting site from Silverlake Baptist Church to Hilton Lake Fire Station for a savings of over \$300 per year.
- Held homeowner dues for operations, replacements, and roads constant for the 2019 year.
- Conducted a successful election of 7 homeowners to serve on the Board of Directors at the Annual Homeowners' Meeting in March.
- Contracted for snow removal from the private roads in February.
- Removed danger trees from the greenspaces
- Cleared fallen trees, limbs and junk trees whose roots are cracking the asphalt trails
- Replaced a sump pump for the Pioneer Lake pump vault
- Applied one pond treatment to control algae growth
- Held a successful community picnic in August for homeowners' families and guests
- Contracted for landscape maintenance including entrance grooming, mowing of green belt grass, and trimming of weeds and growth around ponds, trails, and swale as needed.
- Provided a community information seminar prior to the September Board meeting about Emergency Preparedness.
- Completed 8,277 linear feet of asphalt seal coating to various sections of the 2.8 miles of walking trails.
- Contracted for a trial application of porous pavement to preserve specimen trees near the trail
- Reviewed numerous Architectural Control requests
- Reviewed numerous house paint requests
- The Rules Review Committee of Board and volunteer homeowners.
 - Reviewed and updated the Board of Directors Election Procedures, Code of Conduct, and Board committee descriptions.
 - Reviewed and drafted updates and/or clarifications to the Architectural Control Committee description and numerous rules and guidelines.
- Welcomed and provided information to new PTHOA members
- Enforced covenants for improper RV parking, sheds, and yard maintenance
- Published 3 informational newsletters.
- Sanctioned 2 community garage sale days in the spring and fall.
- Held 3 Board of Directors meetings throughout the summer.
- Blocked the unauthorized trail to Spring Haven.
- Removed unauthorized materials from the greenbelts

Pioneer Trails Budget for Year	2020		302 Homes		
	Actual 10/31/2019	Estimated Year End	2019 Budget	2019 Variance (+over budget)	2020 Budget
INCOME					
Assessments paid in 2019	\$148,787.00	\$148,787.00	\$151,000.00	-\$713.00	\$151,000.00
Assessments prepaid in 2018	\$1,500.00	\$1,500.00			
Road Funds paid in 2019	\$4,988.00	\$4,988.00	\$5,246.00	-\$258.00	\$5,246.00
Road Funds prepaid in 2018	\$0.00	\$0.00			
Late Fee	\$300.00	\$300.00	\$0.00	\$300.00	\$0.00
Reimbursed Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fines	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00
Returned Check Fee	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00
Interest on CAB Accounts	\$30.42	\$32.94	\$0.00	\$32.94	\$0.00
Key Charge - Tennis Court	\$85.00	\$85.00	\$0.00	\$85.00	\$0.00
Picnic Income - Guests	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating & Reserve Income	\$155,710.42	\$155,712.94	\$156,246.00	-\$533.06	\$156,246.00
EXPENSE					
ADMINISTRATIVE					
Audit / Tax Return	\$1,700.00	\$1,700.00	\$1,925.00	-\$225.00	\$1,800.00
Reserve Study	\$1,180.00	\$1,180.00	\$1,150.00	\$30.00	\$1,180.00
Bank Charges	\$10.00	\$10.00	\$0.00	\$10.00	\$10.00
Management Fee	\$22,650.00	\$27,180.00	\$27,180.00	\$0.00	\$27,180.00
Board Education/Training	\$415.00	\$415.00	\$500.00	-\$85.00	\$500.00
Office Supplies	\$149.77	\$149.77	\$150.00	-\$0.23	\$150.00
Postage	\$1,044.95	\$1,044.95	\$750.00	\$294.95	\$1,000.00
Printing / Copies	\$1,748.03	\$1,748.03	\$2,350.00	-\$601.97	\$1,800.00
Meeting Hall Rental	\$0.00	\$0.00	\$400.00	-\$400.00	\$0.00
Community/Social Expense	\$553.52	\$603.52	\$840.00	-\$236.48	\$840.00
Website Expense	\$0.00	\$0.00	\$75.00	-\$75.00	\$1,000.00
Permits/Licenses	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00
IRS Tax Payment	\$246.00	\$246.00	\$0.00	\$246.00	\$300.00
Legal	\$837.65	\$837.65	\$5,000.00	-\$4,162.35	\$5,000.00
Insurance	\$5,090.00	\$5,090.00	\$5,200.00	-\$110.00	\$5,200.00
Miscellaneous	\$166.00	\$166.00	\$250.00	-\$84.00	\$250.00
Total Administrative Expense	\$35,790.92	\$40,380.92	\$45,780.00	-\$5,399.08	\$46,220.00
REPAIR & MAINTENANCE					
Repair & Maintenance	\$1,152.11	\$1,252.11	\$3,000.00	-\$1,747.89	\$2,000.00
Sign Repairs	\$0.00	\$300.00	\$500.00	-\$200.00	\$250.00
Pest Control	\$0.00	\$0.00	\$500.00	-\$500.00	\$500.00
Grounds Maintenance	\$49,726.54	\$59,688.18	\$61,000.00	-\$1,311.82	\$61,000.00
Tree Maintenance	\$3,149.58	\$6,149.58	\$7,000.00	-\$850.42	\$7,660.00
Detention Pond Maintenance	\$0.00	\$2,484.00	\$4,000.00	-\$1,516.00	\$4,000.00
Landscaping - Other	\$391.93	\$391.93	\$1,000.00	-\$608.07	\$1,000.00
Irrigation R & M	\$786.56	\$786.56	\$850.00	-\$63.44	\$850.00
Irrigation Backflow Testing	\$160.00	\$160.00	\$170.00	-\$10.00	\$170.00
Misc. Maintenance /Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Repair & Maintenance	\$55,366.72	\$71,212.36	\$78,020.00	-\$6,807.64	\$77,430.00
UTILITY EXPENSE					
Water/Sewer	\$4,658.60	\$4,771.60	\$5,000.00	-\$228.40	\$5,000.00
Electricity	\$2,482.76	\$2,748.61	\$3,000.00	-\$251.39	\$3,000.00
Total Utility Expense	\$7,141.36	\$7,520.21	\$8,000.00	-\$479.79	\$8,000.00

Summary (from previous page)	Actual 10/31/2019	Estimated Year End	2019 Budget	2019 Variance	2020 Budget
Total Operating & Reserve Income	\$155,710.42	\$155,712.94	\$156,246.00	-\$533.06	\$156,246.00
Total Operating Expense	<u>\$98,299.00</u>	<u>\$119,113.49</u>	<u>\$131,800.00</u>	<u>-\$12,686.51</u>	<u>\$131,650.00</u>
Gross Income (including reserves)	\$57,411.42	\$36,599.45	\$24,446.00	\$12,153.45	\$24,596.00
less Road Fund Contribution	\$5,246.00	\$5,246.00	\$5,246.00		\$5,246.00
less Replacement Fund Contribution	<u>\$19,200.00</u>	<u>\$19,200.00</u>	<u>\$19,200.00</u>		<u>\$19,350.00</u>
Cash Balance	\$32,965.42	\$12,153.45	\$0.00		\$0.00

ROAD Reserve Fund 2020 Budget 61 homes	Actual 10/31/2019	Estimated Year End	2019 Budget	2019 Variance	2020 Budget
INCOME					
Homeowner's Contrib.	\$5,246.00	\$5,246.00	\$5,246.00	\$0.00	\$5,246.00
Interest on CAB CD 0.35%	\$15.30	\$18.36	\$0.00	\$18.36	\$18.00
Interest on Key Bank CD 2.5%	\$1,619.76	\$1,975.56	\$562.50	\$1,413.06	\$2,383.50
Total Income	\$6,881.06	\$7,239.92	\$5,808.50	\$1,431.42	\$7,647.50
EXPENSE					
Crack fill/ sealing	\$0.00	\$0.00	\$1,000.00	-\$1,000.00	\$1,000.00
Snow and Ice removal	\$1,243.94	\$1,243.94	\$0.00	\$1,243.94	\$1,250.00
Total Expense	\$1,243.94	\$1,243.94	\$1,000.00	\$243.94	\$2,250.00
Net to Road Fund	\$5,637.12	\$5,995.98	\$4,808.50	\$1,187.48	\$5,397.50
Road Fund Balance at Beginning of Year					\$92,343.91
% Funded to cover deterioration					113%

REPLACEMENT Reserve Fund 2020 Budget 302 homes	Actual 10/31/2019	Estimated Year End	2019 Budget	2019 Variance	2020 Budget
INCOME					
Homeowners Contribution	\$19,200.00	\$19,200.00	\$19,200.00	\$0.00	\$19,350.00
2019 Unused op funds	\$0.00	\$12,153.45	\$0.00	\$12,153.45	\$0.00
Interest on Key Bank CD 2.5%	\$747.68	\$909.12	\$0.00	\$909.12	\$2,245.23
Interest on Key Bank CD 3.0%	\$820.86	\$1,025.30	\$0.00	\$1,025.30	\$0.00
Total Income	\$20,768.54	\$33,287.87	\$19,200.00	\$14,087.87	\$21,595.23
EXPENSE					
Bark Replenish	\$0.00	\$3,190.00	\$2,000.00	\$1,190.00	\$0.00
Landscape Refurbish	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Bench Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Asphalt Trail Patch Repair	\$5,514.86	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00
Total Expense	\$5,514.86	\$15,190.00	\$14,000.00	\$1,190.00	\$22,000.00
Net to Replacement Fund	\$15,253.68	\$18,097.87	\$5,200.00	\$12,897.87	-\$404.77
Replacement Fund Balance at Beginning of Year					\$80,305.71
% Funded to cover deterioration					68%