

Pioneer Trails Homeowner Association- (PTHOA)
Annual Homeowners Meeting Minutes
Wednesday March 20th, 2019 (Reviewed)

LOCATION: Silver Lake Baptist Church, 12918 35th Ave SE, Everett, Wa 98208

BOARD OF DIRECTORS: (Current)

President and presiding officer Bruce Meaker, Secretary Will Matheny, Treasurer Paul Heneghan, Members-at-Large: Andy Hamack, Audrey Chamberlain, Brendan O'Farrell and Bonnie Foti

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish

Attendance: All persons physically present- 14

PURPOSE OF MEETING:

Pursuant of our association election of a governing board of directors, this year we have adopted a new simplified procedure. On February 28, 2019 all homeowners received a packet of materials for this year's election. Included: mail-in ballot listing all candidates from which to select up to 7 names and a biography for each candidate. Also, on the ballot sheet are check boxes for acceptance or rejection of last years Annual homeowners meeting minutes from March 20th, 2018. One ballot is counted per homeowner.

Meeting was called to order at 7:03pm by President Bruce Meaker, followed by welcoming comments. Bruce gave an overview of the meetings purpose to announce the results of the voting. Tom Gish recognized the 7 currently serving Board of Directors for their outstanding service in their appointed offices and committees for the past year of 2018.

A quorum of PTHOA member household voter ballots were received, totaling 42 households, satisfying the necessary minimum voting returns (10% or 31 owners) for this Annual Meeting to validate voter election results.

A. NEW BUSINESS:

1. Election of Board of Directors by mail-in ballot results was announced by Tom Gish. There being only 7 candidates, all are accepted by voters. The newly elected Board is as follows:
Bruce Meaker, Will Matheny, Paul Heneghan, Andy Hamack,
Audrey Chamberlain, Bonnie Foti, and Steven Smith
2. The 2018 Annual Homeowners Meeting minutes, the other ballot item, were approved as written.

B. REVIEW OF 2019 GOALS:

- Attached as exhibit 1

C. FINANCIAL REPORT

- February 2019, Attached as exhibit 2
Balance Sheet and Profit and Loss Statement

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MEMBER QUESTIONS

1. Traffic Safety. There is concern about speeding. It came to our attention that 122nd Place and 125 Place leading to 35th Ave are especially at risk. It was asked what could be done to make our community safe. (Also related to speed is the disregard for stop signs and their function to lawfully regulate intersections and cross walk safety.)

Discussion: Drivers should observe safe driving and traffic signs appropriate for conditions. Speed monitoring/display equipment may be available to make drivers aware of their speed. Another idea is to hire a cop for short periods of time. Taking some license plate numbers and followed up with a form letter of warning could be effective.

Action / Assigned to: Tom Gish was asked to contact the Snohomish County Sheriff's office for historical solutions. Estimate typical cost of a security person and letter effort.

2. Tree Limbs. The recent heavy snow pack has produced broken down or hanging limbs. Especially along Trail Lake South side ball field along the High School greenbelt. Additional limbs are found at the West end of Pioneer Lake.

Discussion: Several upper limbs were broken off or are cracked such they droop to the ground. There may be other areas needing checked for breakage that would also come down on a windy day.

Action / Assigned to: Ken Bemis will coordinate with Bill's Tree Service.

3. Pioneer Lake Brush Encroachment. Access to work areas around the N/East is nearly impassable for a pickup truck to scrape past the brush overgrowth.

Discussion: Minimum clearance of 3 ft from trail is our requirement. One point along the N side may need to be trimmed deeper, all the way past the tree trunks in that narrow passage.

Action / Assigned to: Pioneer Lake key locations must be trimmed back along the North side path and at the 125th trail head pathway passing the overgrown and leaning Arbor Vitae trees.

Tom Gish will provide direction to our landscaper Northwest Gardener.

Meeting adjourned at 7:29pm

Respectfully submitted, Secretary for 2018-2019,



William Matheny

Reviewed by the Board of Directors on this date:

Exhibit 1

**Pioneer Trails Homeowners Assn.
Annual Homeowners Meeting
March 20, 2019
BoD Goals for 2019**

In addition to maintaining landscaping and ponds

- Reinvest funds in the Reserves for 3% interest when current CD's expire
 - Currently have \$93.6K in Replacement
 - Currently have \$93.0K in Road (\$87,759 in CD's + \$5,246 in Operating)
- Trail Maintenance (looking to organize volunteers)
 - Seal coating ~half the trails (~\$6,000)
 - Cutting tree roots that are 5D from tree
 - Patch repairs as needed (~\$6,000)
- Beaver Removal as needed (Pioneer Pond)
- Trailhead Barking (\$2,000)
- Tree Removal as needed (\$7,000)
- Covenants, Bylaws, and Rules Review (\$5,000)
 - Compliance with changed statutes
 - Some rules are out of date
 - Some are inconsistent
 - Some are silent
- Community Cohesiveness
 - Community Picnic (\$840) (August)
 - Community Seminars as available
 - Emergency Preparedness – S. County Fire
 - Travel Talks
 - 3 Newsletters
 - Welcome packets for new members of the community

We have several committees to spread the work.

- Picnic
- Welcome
- Architectural Review
- Rules
- Newsletter
- Trails
- Ponds and Trees

BoD Meetings in May, July, September, and December

Balance Sheet

Posted 02/28/2019

AssetsCash

OPERATING ACCOUNT	109,038.65
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<u>Total Cash</u>	<u>109,038.65</u>
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Replacemnt Reserves

CAB REPL CD/2752 - 06/02/19 2.0%	12,847.95
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KEY BANK REPL CKG	250.00
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KEY BANK REPL CD 04/23/19 2.0%	39,202.97
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KEY BANK REPL CD 08/23/20 3.0%	41,303.99
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<u>Total Replacemnt Reserves</u>	<u>93,604.91</u>
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Road Reserves

CAB ROAD CD/2756 - 06/02/19 2.0%	5,342.78
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KEY BANK ROAD CD 04/23/19 2.0%	82,416.04
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<u>Total Road Reserves</u>	<u>87,758.82</u>
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<i>Total Assets</i>	<u><u>290,402.38</u></u>
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Liabilities & EquityEquity

RETAINED EARNINGS	163,398.31
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Net Income	127,004.07
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<u>Total Equity</u>	<u>290,402.38</u>
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<i>Total Liabilities & Equity</i>	<u><u>290,402.38</u></u>
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325 Pioneer Trails HOA Profit & Loss Statement

Period 2/1/2019 To 2/28/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Income</u>							
ASSESSMENT INCOME	16,140.00	12,583.00	3,557.00	137,890.00	25,166.00	112,724.00	151,000.00
ROAD FUND INCOME	946.00	437.00	509.00	4,386.00	874.00	3,512.00	5,246.00
LATE FEES	20.00	0.00	20.00	120.00	0.00	120.00	0.00
INTEREST INCOME	239.73	0.00	239.73	477.07	0.00	477.07	0.00
TOTAL Income	17,345.73	13,020.00	4,325.73	142,873.07	26,040.00	116,833.07	156,246.00
TOTAL Income	17,345.73	13,020.00	4,325.73	142,873.07	26,040.00	116,833.07	156,246.00
Expense							
<u>Administrative</u>							
AUDIT/TAX RETURN	0.00	160.00	160.00	0.00	320.00	320.00	1,925.00
RESERVE STUDY	0.00	0.00	0.00	0.00	0.00	0.00	1,150.00
BANK CHARGES	10.00	0.00	(10.00)	10.00	0.00	(10.00)	0.00
PERMITS/LICENSES	0.00	1.00	1.00	0.00	2.00	2.00	10.00
MANAGEMENT FEE	2,265.00	2,265.00	0.00	4,530.00	4,530.00	0.00	27,180.00
BOARD EDUCATION/TR	0.00	42.00	42.00	0.00	84.00	84.00	500.00
OFFICE SUPPLIES	0.00	13.00	13.00	53.48	26.00	(27.48)	150.00
POSTAGE	0.00	63.00	63.00	390.98	126.00	(264.98)	750.00
PRINTING/COPIES	0.00	196.00	196.00	928.43	392.00	(536.43)	2,350.00
MEETING HALL RENTAL	0.00	33.00	33.00	0.00	66.00	66.00	400.00
COMMUNITY/SOCIAL EX	0.00	70.00	70.00	0.00	140.00	140.00	840.00
WEBSITE EXPENSES	0.00	6.00	6.00	0.00	12.00	12.00	75.00
LEGAL	0.00	417.00	417.00	0.00	834.00	834.00	5,000.00
INSURANCE	1,272.50	433.00	(839.50)	2,545.00	866.00	(1,679.00)	5,200.00
MISC. ADMIN EXPENSE	0.00	21.00	21.00	39.00	42.00	3.00	250.00
TOTAL Administrative	3,547.50	3,720.00	172.50	8,496.89	7,440.00	(1,056.89)	45,780.00
<u>Repairs and Maintenance</u>							
REPAIRS & MAINTENAN	0.00	250.00	250.00	20.00	500.00	480.00	3,000.00
SIGN PURCHASES/REP,	0.00	42.00	42.00	0.00	84.00	84.00	500.00
PEST CONTROL	0.00	42.00	42.00	0.00	84.00	84.00	500.00
GROUNDS MAINTENAN	0.00	5,083.00	5,083.00	4,953.60	10,166.00	5,212.40	61,000.00
TREE MAINTENANCE	0.00	583.00	583.00	1,842.96	1,166.00	(676.96)	7,000.00
DETENTION POND MAIN	0.00	333.00	333.00	0.00	666.00	666.00	4,000.00
LANDSCAPING - OTHER	0.00	83.00	83.00	0.00	166.00	166.00	1,000.00
IRRIGATION MAINT/REF	0.00	71.00	71.00	0.00	142.00	142.00	850.00
BACKFLOW TESTING	0.00	14.00	14.00	0.00	28.00	28.00	170.00
TOTAL Repairs and Maint	0.00	6,501.00	6,501.00	6,816.56	13,002.00	6,185.44	78,020.00
<u>Reserve Expenses</u>							
PRIVATE RD REPAIR	0.00	83.00	83.00	0.00	166.00	166.00	1,000.00
BARK REPLENISH	0.00	167.00	167.00	0.00	334.00	334.00	2,000.00
ASPHALT PATCH RPR/F	0.00	1,000.00	1,000.00	0.00	2,000.00	2,000.00	12,000.00
TOTAL Reserve Expenses	0.00	1,250.00	1,250.00	0.00	2,500.00	2,500.00	15,000.00

Utility

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Period 2/1/2019 To 2/28/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
WATER/SEWER	56.50	417.00	360.50	113.00	834.00	721.00	5,000.00
ELECTRICITY	208.88	250.00	41.12	442.55	500.00	57.45	3,000.00
TOTAL Utility	265.38	667.00	401.62	555.55	1,334.00	778.45	8,000.00
TOTAL Expense	3,812.88	12,138.00	8,325.12	15,869.00	24,276.00	8,407.00	146,800.00
Excess Revenue / Expense	13,532.85	882.00	12,650.85	127,004.07	1,764.00	125,240.07	9,446.00