

**Pioneer Trails Home Owner Association- (PTHOA)  
Board Of Directors Meeting Minutes  
Reviewed**

**Tuesday May 10, 2016**

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LOCATION: Silver Lake Baptist Church, 12918 35<sup>th</sup> Ave SE, Everett, Wa 98208

BOARD OF DIRECTORS PRESENT: 4 of 4

Bruce Meaker, Will Matheny, Andy Hamack, Brendan O'Farrell

PORT GARDNER PROPERTY MANAGEMENT (PGPM):

Tom Gish

HOME OWNERS (H/O) PRESENT: 6

Meeting was called to order by the presiding President, Bruce Meaker, at 7:15pm

**Homeowner's Forum**: The presiding officer opened the floor to home owners wishing to convey their community issues and opinions to the Board for discussion and consideration for action.

It was announced to attendees that volunteers were being sought for the position of Board Member. Apply at any Board meeting, by personal email or letter to PGPM: Tom Gish, or approach any present Board member with your contact information.

Topic(s):

Pioneer Trail **pond maintenance** topic for discussion was introduced by H/O Chris Kern regarding the brush over growth and encroachment of the new bush and weed sprouts beyond the shore's edge. Left unchecked, eventually they would reduce water volume capability of the retention ponds. H/O: Will Matheny in addition, has noted the presence of thorny growth brush at waters edge of the East pond nearer to the N end of the long bridge. PGPM commented that this becomes a question of whose contractual responsibility should this upkeep fall under, either the landscaping or our pond specialist, each currently serving PTHOA.

Tom Gish consented to do a walk around with H/O to identify the particular encroachment areas. After an evaluation, an agenda item will status this topic at a future board meeting. If advised to action, a contract review would be necessary.

No other topics. Forum session was ended near 7:45pm.

**Board of Directors Meeting**: Order was called to direct the business of the BOD Agenda, supplied by Tom Gish of PGPM.

Board quorum was established.

Minutes of the previous meeting on December 8<sup>th</sup>, 2015 were approved for posting to the PTHOA website for the record. Motion was made by Andy Hamack, and seconded by Will Matheny. The motion was passed.

The financial review was presented by Tom Gish, with lots of details. A summary is shown in the following Table A-GL Balance Sheet, posted 04/30/2016. Information describes movement of "Reserve" assets to our new financial institution, Mountain Pacific Bank located in Everett, WA.

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325 Pioneer Trails HOA  
A-GL Balance Sheet Classified Standard

Posted 04/30/2016

**Assets**

Cash

OPERATING ACCOUNT	83,282.66	
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<u>Total Cash</u>	83,282.66	
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Reserve

REPL. CD - MT PACIFIC/2945 02/13/17 .75%	16,631.07	
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REPL MMA - MT. PACIFIC/7562	50,030.42	
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ROAD MMA - MT PACIFIC/8038	9,743.25	
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ROAD CD - MT PACIFIC 09/04/16 1.00%	66,013.15	
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<u>Total Reserve</u>	142,417.89	
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<i>Total Assets</i>		<u><u>225,700.55</u></u>
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**Liabilities & Equity**

Equity

RETAINED EARNINGS	149,998.41	
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Net Income	75,702.14	
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<u>Total Equity</u>	225,700.55	
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<i>Total Liabilities &amp; Equity</i>		<u><u>225,700.55</u></u>
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Old Business:

- Pioneer Ponds have received the 1<sup>st</sup> of 2 scheduled treatments for algae bloom.
- Beaver activity is continuing. Has caused the south trail to flood. Beaver is a protected species in WA state. Andy Hamack stated that there have been other organizations that have successfully prevented dam flooding by rigging the beaver dam with a "Beaver Deceiver" that allows the water to pass thru without disturbing the host.

New Business:

1. 2016 Summer Projects:

- a. Sport and tennis court re-surfacing projects are due because of their esthetic degradation. Rough estimates for consideration was provided by Tom Gist, for the amounts of ~\$4K and \$7K respectively, covered as a typical annual budget item. The Board will revisit this cost when final numbers are received.
- b. Benches repairs/refreshments as needed, but most are in good shape at this point.
- c. Entry trail head PT signs and walk way stenciling per budget.
- d. Soccer goal cage has been repainted and new net installed.

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- e. The Lake bridges present a challenge to PTHOA. They are peeling, in need of painting. A project manager will have to determine how best and practical to carry out the task. Either we take it on as a community of volunteers or the job will have to be bid and contracted through Port Gardner Property Management.
  - f. Private road crack sealing/maintenance will begin soon as budgeted.
  - g. Our trail system has been in need of asphalt repairs. A list of most problematic spots have been identified. About 24 patches approximately 2' x 2' are in this year's annual budget goal of \$15K.
2. Emergency Earthquake Preparedness: Judy Kimball saw a presentation on this subject and highly recommended it for the education of our PTHOA community. Being favorable, we decided to plan having it scheduled concurrent with our September 13<sup>th</sup>, 2016 Association meeting. Judy will contact the "Preparedness" organizer and coordinate our desired date for a 6 to 7 pm presentation prior to the BoD meeting.
- Discussed was the need for an appropriate flyer to advertise the event. Our budget cost for printing and mailing was considered relatively minor in comparison to the event's importance. This flyer will go out with the mailing of the remaining scheduled BoD meeting in late June.
3. Brendan O'Farrell made this general observation, concerning other homeowner communities' compliance with covenants and by-laws. Where there seems to be a lax attitude towards violations could in part be due to weak or ineffectively written requirements. Another factor may be that newer homeowners are unfamiliar with rules. As he went on, his thought was that some of those covenants may be unnecessary or outdated. Brendan therefore suggested that a detailed review of our covenants and guidelines be undertaken. He volunteered to do that, with Bonnie.
- Another commenter pointed out that it may be difficult to change "covenants" so it may be more expedient and effective to make clarification by revising our "Guidelines" documentation.
- (Implied action but not stated: HOA President will need to form a committee of volunteers to compile a list of routine violations and correlate each to their root covenant. Include Brendan and Bonnie as part and partial to this team to be determined.)
4. There was an active discussion amongst those in attendance concerning the low homeowner turn-out for the board meetings. Consensus was that we ought to be spending time and resources as appropriate to promote community events and various gatherings for our members. Several specific ideas were mentioned for getting out the word. More on this important topic to be evolved requiring future HOA meetings and appointed committees. [OPEN]

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Other Business

At its previous “planning” meeting, the Board discussed having a community event, this summer, with food, soft drinks, and “Bring Your Favorite” dish. Brendan undertook to be responsible for HOA provided food. It was suggested that a special correspondence be made to invite all homeowners. This could be in the form of a flyer highlighting the summer event.

**Meeting adjourned at 8:45pm**



Respectfully submitted, Secretary-Treasurer 2016,

\_\_\_\_\_  
William Matheny

Approved by the Board of Directors on this date:

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May 18<sup>th</sup>, 2016