

**Pioneer Trails Home Owner Association- (PTHOA)
Board Of Directors Meeting Minutes
Tuesday July 12, 2016 (reviewed)**

LOCATION: Silver Lake Baptist Church, 12918 35th 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: 12

Meeting was called to order by the President, Bruce Meaker, at 7:05pm

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.

Topic(s):

1. Fence at the corner of 125th Pl SE and 38th was highlighted as being of an unusual style. Boards are horizontal like a ranch fence. The Board replied that the home owner had received permission to proceed, but that the final "as built" was not evaluated. As there are no covenant requirements or restriction regarding fencing style, there is currently no just basis for the Board to rescind the project.
2. There are trees in the wetlands areas that are leaning. Tom, Port Gardner, response is that an arborists will need to evaluate the threat. It is desired to clear out the bad trees before the October weather/rains loosens the ground.
3. Painting the trail entrance posts and the walkway notice with its nice sharp print was commended. Concern was expressed that these will not stop out-siders from using our trails. After discussion, the Board stated that the language of the signage was properly respectful and that posting of the signage is in actuality a "legal" means to protect the PT Association from claims of liability by out-siders.
4. The bridges of PT Lake are in need of painting and maintenance of the wooden treads. Tom replied that the project has been under consideration. Either to be refreshed by volunteerism or by contractor. Topic to be discussed in New Business Summer Projects.
5. There is a beaver in Pioneer Lake.

No other topics. Forum session was ended at 7:20pm.

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.

Prior Minutes Review. Minutes of the previous meeting on May 10th, 2016 was opened for discussion. No revisions or discussion required therefore declared as final for posting to the PTHOA website for the record. Motion was made by Brendan O'Farrell and seconded by Bruce Meaker The motion was passed.

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Financial Review by Tom Gish.

The full report was available to those in attendance. An account summary of Liabilities, Assets and Equity is shown in the following Table A-GL Balance Sheet, posted as of 06/30/2016.

325 Pioneer Trails HOA
A-GL Balance Sheet Classified Standard
Posted 06/30/2016

Assets		
<u>Cash</u>		
OPERATING ACCOUNT	60,117.32	
<u>Total Cash</u>	60,117.32	
<u>Reserve</u>		
REPL. CD - MT PACIFIC/2945 02/13/17 .75%	16,631.07	
REPL MMA - MT. PACIFIC/7562	50,043.17	
ROAD MMA - MT PACIFIC/8038	9,744.90	
ROAD CD - MT PACIFIC 09/04/16 1.00%	66,176.12	
<u>Total Reserve</u>	142,595.26	
<i>Total Assets</i>		202,712.58
 Liabilities & Equity		
<u>Equity</u>		
RETAINED EARNINGS	149,998.41	
Net Income	52,714.17	
<u>Total Equity</u>	202,712.58	
<i>Total Liabilities & Equity</i>		202,712.58

In the detailed report, Tom pointed out that “Assessment Income” for the Year-to-date shows a negative \$VAR of \$17,332.58 (deficit). This is not due to an actual short fall, but is due to PGPM book keeping practice to reflect collectables in the month/year received. Several PT home owners pay in advance of the January dues date, thus the income shows up in the previous year accounting receivables.

PROPOSAL: Brendan O'Farrell proposed a change to the practice, and account the HOA Dues in the year's receivable for the year due.

ACTION: Tom (PGPM) will look into the accounting practice.

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Old Business:

1. Trail head signage/painting is completed.
2. Soccer field goal painted and new net installed.
3. PTHOA Picnic: (for the promotion of our association of PT Residences):
Brendan O'Farrell Organizer and Chef of notoriety provided the event cost schedule estimate, including the variance basis by the number of attendees.
 - a. The Board approved an unbudgeted expenditure from the PTHOA reserve funds, up to the participation level cost shown for 150 attendees, in the amount of \$991.74. Motion by Andy Hamack, Second by Will Matheny, Passed
 - b. The event date was decided: Sunday, August 21st from 1 to 4pm.
 - c. A flyer is to be distributed to each PT residence, with an RSVP request.
 - d. Volunteers- Collect RSVP data, Pat and Lynn Davis; Cooks, Rene Kimes, Paul Peterson; Canopy for Cooking/service, Will Matheny to provide

New Business:

1. **2016 Summer Projects:**
 - a. Basketball/Pickle Ball and Tennis court: Re-surfacing project bids received. Each of the 3 bidders are comparable values. PGPM has favorable historical experience with NorthWest Court Consultants, therefore the motion to accept their bid of \$11,826 was made by Brendan O'Farrell , and seconded by Andy Hamack. The motion passed.
 - b. Lake Bridges at Pioneer Lake: We have discussed this previously without resolution of strategy. The bridges life span replacement is in 5 years. To help us make a decision for volunteer community project or hire a contractor, Tom committed to get bids for comparison.
 - c. Landscaping Pond Edge: The pond's maintenance responsibility is spelled out in the landscape maintenance contract. The contracted pond perimeter work will be performed in August when the water levels are at their lowest.
 - d. Private Road Crack Sealing: To be done in August.
 - e. Trail System Asphalt Repairs: North Shore Paving bid for \$14,670 plus tax has the most for the dollar and is within the budget planned for this kind of ongoing maintenance. Tom spoke favorably of them per prior jobs for PT. The motion to award North Shore Paving this contract was made by Andy Hamack. Second the motion by Brendan O'Farrell. The motion was passed.
 - f. Beaver Issue: Tom will develop a plan to install a "Beaver Deceiver". This is a pipe device installed in beaver dams to keep the water at manageable levels. He believes it is the only way of legally addressing beaver activity south of PT which causes water to back up onto the south trail. Andy Hamack will assist by further research.

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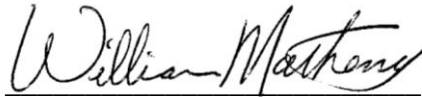
2. **Emergency Earthquake Preparedness:** A presentation on this subject, highly recommended for the education of our PTHOA community is scheduled concurrent with our September 13th, 2016 Association meeting for a one-hour time slot at 6 pm prior to the BoD meeting. The flyer will go out in July or August with the regular mailing announcement of the BoD meeting schedule.
3. **Property Inspections:** Tom Gish, on the basis of a drive through inspection yesterday (July 11th) will be issuing Letters to home owners regarding violations and potential fine warnings.
4. **Covenants and Guidelines Review:** Brendan O'Farrell is leading a team to assemble case history information on frequent violations occurring. Working with PGPM archives (PGPM person coordinate with designated team appointee), the team will make recommendations for the Board to address "what and how" if any changes to our PTHOA covenants and guidelines should be adopted.

Other Business

No other business at this time

Meeting adjourned at 8:37pm

Respectfully submitted, Secretary-Treasurer 2016,



William Matheny

Approved by the Board of Directors on this date: _____