

**Pioneer Trails Homeowner Association- PTHOA**  
**Board Of Directors Meeting Minutes**  
**Wednesday July 17th, 2018 (Reviewed)**

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

BOARD OF DIRECTORS:

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

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish

HOME OWNERS In Attendance: 16 (including Board members)

PREAMBLE: In the continuation of educational and other interesting personal topics, prior to the PTHOA meeting, today's pertinent topic was well delivered and received.

6:00pm, "Active Shooter Response", presented by Richard Ripley, 206-271-0670.

Basic reference: <https://www.youtube.com/watch?v=p4IJA5Zpzz4>

**I. Homeowner's Forum:**

Homeowners forum was called to order at 7:01pm by President, Bruce Meaker. Board members were introduced to the attendees.

The floor was opened to home owners wishing to convey their community issues and opinions to the Board for discussion and consideration for action. No audience discussion was brought forward. Forum session was closed at 7:05pm.

**II. Board of Directors Meeting:**

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

A quorum was established based on seven of the seven BoD members present.

**Prior Minutes Review.**

Minutes of the previous board meeting of May 15, 2018 had been reviewed by the Board. No revision or discussion required. Motion to accept as "Final" came from Bonnie Foti and 2<sup>nd</sup> to the motion by Paul Heneghan. The motion passed. The finalized minutes will be formatted appropriately by the secretary and provided to Port Gardner Property Manager for posting to the website.

**A. Treasurers/Financial Review (Paul Heneghan, Tom Gish)**

Balances in home owners accounts are in good standing. (Paul)

Total amount of delinquencies reported is \$2,460, with no account older than 2 years. The bulk of the total is attributed to 3 owners. (Tom Gish)

Financial summary as Attachment 1 of 1

**B. Committee Reports**

1. Picnic: (Event focal, Audrey Chamberlain 425-293-2879) Our date has been set for August 26th. See our Summer News Letter and Picnic Flyer for the details and RSVP. Volunteers are needed to help setup and takedown.

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2. News Letter :(Editor, Audrey Chamberlain) Our News Letter is published quarterly. The second edition was delivered last week after a delay which Tom took responsibility for. This edition was informative and well formatted. PT Homeowners provide ideas for content. Submit early. Next publication will be in September.
3. Paint Review: (Bonnie Foti)  
Fourteen ACC's for paint have been approved thus far in 2018.
4. Architectural Review: (Tom Gish, Coordinator)  
Architectural Control Committee (ACC) Requests for new driveways and private deck updates continue to be processed at a fast pace during this active time of the year.
5. Bridge Maintenance and Replacement: (Coordinator, Will Matheny)
  - a. The maintenance program to care for our bridges was begun this past May with the first coat of seal. Since then, there has risen a problem with the treads beginning to cup. A small team will be assembled to restore its original smooth look and feel.
  - b. Replacement of the other Pioneer Lake bridge and the North Pond bridge will begin with demolition on Saturday August 11<sup>th</sup> and replacement of the two bridges with matching materials scheduled Monday the 13<sup>th</sup> through the 15<sup>th</sup>.
6. Trees and Pond: (Ken Bemis)  
One hemlock tree that meets the rules for removal will be felled by Bill's Tree Service. The pond pumps continue to operate as needed.
7. Reserve Review: (Brendan O'Farrell)  
Our Reserve Study in its 3-year cycle is billed equally each year. Reserves are re-evaluated in the first of those years. A draft for 2019 has been completed and once access issues to their new system are cleared, Bruce will make the data available for the Board's review.
8. Rules and Legal: (Brendan O'Farrell)
  - a. New laws have been put in place by the state of Washington for regulation of HOA's to be known as Common Interest Communities (CIC).
  - b. Our new legal firm, Barker-Martin will be supporting us in getting to the final documentation of the Association Covenant Declarations, By-laws and Guidelines for in compliance to the new CIC requirements.
9. Welcome Review: (Bonnie Foti)  
Sales of real estate continue. Two new buyers are moving in soon. Last year we had 12 "Welcome" packets but this year to-date is at three.

C. Manager's Report

1. Pond water conditioning, known as SLAM, has been applied twice. Weed plants are pushing the shoreline inwards. Pond edge trimming has been halted because of cutting below our guidelines for 30" min height.
2. Beaver relocation program is focused on the small north pond. One was caught in June and after a suspension and further sightings, the Tulalip Tribes crew is again actively trapping.

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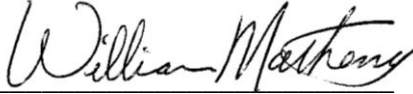
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3. Trail sealing trial with tar substance for water protection will be conducted over the next several weeks. Bruce will be applying the seal coat to determine effectiveness and efficiency.
4. We have a landscaping budget for barking that is now available for selection of some new flowers/shrubbery as desired for the remainder of this year's budget. Audrey will coordinate what purchases that should be.
5. Bonnie and Will commented on the intrusion of sticker bushes on some trails and along pond edges where pets may encounter foot injury. Tom will scan trails for hazards.
6. The watering last year of the athletic field consumed 860 cubic feet of valuable resource. We determined late last year to stop watering this area because the turf is deep enough to sustain itself by natural rain fall. As a result, we will be saving several thousand dollars per year.
7. Other:  
To discourage possible homeless encampments and drug use gatherings, it was proposed to remove concealment by trimming low hanging tree limbs along the Arch Bishop Murphy side of PT. It was suggested to use a volunteer labor group. Ken Bemis recommended we hire Bill's Tree service for the job. Tom will finalize our plan.

No other business

Motion to adjourn the meeting was made by Brendan O'Farrell. A second to the motion came from Audrey Chamberlain. Motion was passed.

**Meeting adjourned at 7:55pm**

Respectfully submitted, Secretary for 2018,   
William Matheny

Board of Directors Reviewed: 7/25/2018

325 Pioneer Trails HOA

Balance Sheet

Posted 06/30/2018

**Assets**

Cash

OPERATING ACCOUNT 70,545.04

Total Cash 70,545.04

Replacemnt Reserves

CAB REPL CD/2753 - 09/02/18 .25% 14,008.82

CAB REPL CD/2752 - 06/02/19 2.0% 12,678.32

KEY BANK REPL CKG 250.00

KEY BANK REPL CD 04/23/19 2.0% 38,685.40

Total Replacemnt Reserves 65,622.54

Road Reserves

CAB ROAD CD/2756 - 06/02/19 2.0% 5,272.25

KEY BANK ROAD CD 04/23/19 2.0% 81,327.97

Total Road Reserves 86,600.22

*Total Assets* 222,767.80

**Liabilities & Equity**

Equity

RETAINED EARNINGS 127,856.91

Net Income 94,910.89

Total Equity 222,767.80

*Total Liabilities & Equity* 222,767.80

# 325 Pioneer Trails HOA Profit & Loss Statement

Period 6/1/2018 To 6/30/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
<b>Income</b>							
<b><u>Income</u></b>							
ASSESSMENT INCOME	100.00	12,583.00	(12,483.00)	147,250.00	75,498.00	71,752.00	151,000.00
ROAD FUND INCOME	0.00	437.00	(437.00)	5,160.00	2,622.00	2,538.00	5,246.00
LATE FEES	0.00	0.00	0.00	470.00	0.00	470.00	0.00
INTEREST INCOME	237.77	0.00	237.77	1,282.23	0.00	1,282.23	0.00
<b>TOTAL Income</b>	<b>337.77</b>	<b>13,020.00</b>	<b>(12,682.23)</b>	<b>154,162.23</b>	<b>78,120.00</b>	<b>76,042.23</b>	<b>156,246.00</b>
<b>TOTAL Income</b>	<b>337.77</b>	<b>13,020.00</b>	<b>(12,682.23)</b>	<b>154,162.23</b>	<b>78,120.00</b>	<b>76,042.23</b>	<b>156,246.00</b>
<b>Expense</b>							
<b><u>Administrative</u></b>							
AUDIT/TAX RETURN*	0.00	146.00	146.00	1,925.00	876.00	(1,049.00)	1,750.00
RESERVE STUDY*	0.00	0.00	0.00	0.00	1,150.00	1,150.00	1,150.00
PERMITS/LICENSES*	0.00	1.00	1.00	0.00	6.00	6.00	10.00
MANAGEMENT FEE*	2,265.00	2,265.00	0.00	13,590.00	13,590.00	0.00	27,180.00
BOARD EDUCATION/TR	0.00	63.00	63.00	79.00	378.00	299.00	750.00
OFFICE SUPPLIES*	0.00	27.00	27.00	75.72	162.00	86.28	320.00
POSTAGE*	0.00	108.00	108.00	405.80	648.00	242.20	1,300.00
PRINTING/COPIES*	0.00	196.00	196.00	1,170.89	1,176.00	5.11	2,350.00
MEETING HALL RENTAL	0.00	42.00	42.00	0.00	252.00	252.00	500.00
COMMUNITY/SOCIAL E)	0.00	92.00	92.00	19.39	552.00	532.61	1,100.00
WEBSITE EXPENSES*	0.00	6.00	6.00	0.00	36.00	36.00	75.00
LEGAL*	0.00	250.00	250.00	0.00	1,500.00	1,500.00	3,000.00
INSURANCE*	0.00	433.00	433.00	4,633.00	2,598.00	(2,035.00)	5,200.00
MISC. ADMIN EXPENSE	0.00	38.00	38.00	108.00	228.00	120.00	450.00
<b>TOTAL Administrative</b>	<b>2,265.00</b>	<b>3,667.00</b>	<b>1,402.00</b>	<b>22,006.80</b>	<b>23,152.00</b>	<b>1,145.20</b>	<b>45,135.00</b>
<b><u>Repairs and Maintenance</u></b>							
REPAIRS & MAINTENAN	193.67	250.00	56.33	1,558.06	1,500.00	(58.06)	3,000.00
SIGN PURCHASES/REP	0.00	42.00	42.00	0.00	252.00	252.00	500.00
PEST CONTROL	0.00	42.00	42.00	0.00	252.00	252.00	500.00
GROUNDS MAINTENAN	4,953.60	5,167.00	213.40	29,721.60	31,002.00	1,280.40	62,000.00
TREE MAINTENANCE*	0.00	584.00	584.00	987.30	3,504.00	2,516.70	7,005.00
DETENTION POND MAI	0.00	292.00	292.00	2,413.40	1,752.00	(661.40)	3,500.00
LANDSCAPING - OTHEF	0.00	83.00	83.00	0.00	498.00	498.00	1,000.00
IRRIGATION MAINT/REF	271.35	83.00	(188.35)	628.09	498.00	(130.09)	1,000.00
BACKFLOW TESTING	170.00	13.00	(157.00)	170.00	78.00	(92.00)	160.00
<b>TOTAL Repairs and Mainte</b>	<b>5,588.62</b>	<b>6,556.00</b>	<b>967.38</b>	<b>35,478.45</b>	<b>39,336.00</b>	<b>3,857.55</b>	<b>78,665.00</b>
<b><u>Reserve Expenses</u></b>							
ASPHALT PATCH RPR/F	0.00	417.00	417.00	0.00	2,502.00	2,502.00	5,000.00
RES. EXPENSE 5	0.00	333.00	333.00	0.00	1,998.00	1,998.00	4,000.00
<b>TOTAL Reserve Expenses</b>	<b>0.00</b>	<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>9,000.00</b>
<b><u>Utility</u></b>							
WATER/SEWER*	132.45	458.00	325.55	424.45	2,748.00	2,323.55	5,500.00
ELECTRICITY*	252.59	225.00	(27.59)	1,341.64	1,350.00	8.36	2,700.00

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Period 6/1/2018 To 6/30/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Utility	385.04	683.00	297.96	1,766.09	4,098.00	2,331.91	8,200.00
TOTAL Expense	8,238.66	11,656.00	3,417.34	59,251.34	71,086.00	11,834.66	141,000.00
Excess Revenue / Expense	(7,900.89)	1,364.00	(9,264.89)	94,910.89	7,034.00	87,876.89	15,246.00