

**Pioneer Trails Homeowner Association – (PTHOA)
Homeowners Meeting Minutes (REVIEWED)
Wednesday, July 19, 2017**

LOCATION: Silver Lake Baptist Church, 12918 35th Ave SE, Everett, WA 98208
BOARD OF DIRECTORS President and presiding officer Bruce Meaker, Vice President Brendan O'Farrell, Secretary Bonnie Foti, Treasurer Paul Heneghan, Members at large Will Matheny, and Audrey Chamberlain
PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish, Manager
HOME OWNERS (H/O): Ten homeowners were in attendance

The meeting was called to order at 7:00 pm by President Bruce Meaker. Bruce welcomed the homeowners and thanked them for their support and attendance.

HOMEOWNER'S FORUM:

1. Bill Stringer reported that the small lake, Trail Lake, is milky and asked if there are plans to treat this issue again. Tom reported that it was done once this year and that due to lack of rain a second treatment may be needed. Tom will check into this and report back.
2. Lynn Davis spoke about the loud noise from fireworks before, during and after the week of the Fourth of July. She presented the board with a petition and information introducing a ban on all fireworks within the Pioneer Trails Development boundaries and inquired whether the association has any interest to pursue this. This issue may coincide with our existing as well as any new CCR's that are presently under review. Audrey suggested that the fireworks ban be kept as a separate matter from the association. During a discussion, Earl Shaker stated he supported the petition to ban future fireworks; Judy Kimball and Renee Parrella agreed. The board will review what the Snohomish County requirements entail and it was decided to table this topic for later consideration.

BOARD OF DIRECTORS MEETING: A quorum was established.

APPROVAL OF THE LAST MEETING MINUTES: Audrey moved that the May 17, 2017 minutes be approved and Brendan seconded the motion. The motion was passed.

FINANCIAL REVIEW: Paul Heneghan, treasurer, reported 2017 income financials were on track with the budget, and Tom reported that there are only three outstanding dues accounts totaling \$1,337 among 302 owners, the highest being \$534, for a really great outcome. See the attached June financial Summary.

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COMMITTEE REPORTS:

1. Picnic. Audrey Chamberlain, committee chair, reported. Members include Brendan O'Farrell, Pat and Lynn Davis, Jackie Sloan, Renee Parrella, Judy Kimball and Maury Chamberlain. Our second annual PTHOA picnic is set for Sunday, August 13, 1pm to 4pm. It was reported that only 25 owners have confirmed so far to date of this meeting. This is the first year that the committee is requiring owners to make reservations to enable the committee to judge for food capacity and budgetary guidelines. Owners may make their reservations NLT August 1, 2017 via email to Pat Davis at PTHOApicnic@gmail.com or telephone (425) 338-1764. The committee is making plans to provide tenting on loan compliments of an owner's church in preparation of weather planning and owners are urged to bring their own canopies, tables and chairs and any additional beverages. The menu this year limits one entrée per person to choose either grilled hamburger or salmon. Other items include tossed salad, chocolate brownies and one bottled water per person. There is no charge for owners to attend as this fee is included with your dues. However, owners may bring guests at \$5.00 per person over the age of 6, smaller children are free. The committee hopes for a great turnout. Please encourage your neighbors to attend for lots of fun, games, music, and just good conversation.
2. Newsletter. Judy Kimball, committee chair reported. Members include Bonnie Foti, Jackie Sloan, and Audrey Chamberlain. Judy reported that the second newsletter was mailed to owners the first week of July. Positive comments were again received confirming the short and concise topics, and an overall pleasing format. Some suggestions were given that the committee will take under review all the while planning to keep the length contained to one page. A representative from the board provides coordination of chairperson topic items to the newsletter committee. Suggestions for the newsletter are always welcome from all.
3. Paint Committee. Bonnie Foti, chair, Judy Kimball and Debbie Wolff committee members. Bonnie reported that new Paint Procedures Guidelines are posted on the website together with an updated request form for homeowners. From April 1 through July 19 there were 12 approvals and one denial. All color paint samples must be attached with the request form. An owner can use store sample chips or if not available, by making their own color samples on plain white paper. The committee must have all paint sample colors before any requests are reviewed.
4. Architectural Control Committee. Tom Gish, Coordinator, Audrey Chamberlain, Bonnie Foti, Will Matheny and Bruce Meeker committee members. Tom presented an updated report as to the owner encroachment onto common ground adjacent to his home. All boulders have been removed and are back into the

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owner's yard. The common area was replaced with appropriate native trees and shrubbery. Revisit checks will be done periodically to assure the greenbelt remains in a natural setting and not maintained by the owner. Photos of the encroachment and restored greenbelt area are on file. For other homeowner building plans, including but not limited to, fences, sheds, and decks, owners need submit to a request form together with a sketch of requested work, and placement on lot for board approval prior to any work starting.

5. Reserve Study. Brendan O'Farrell, chair. Bruce Meaker, Paul Heneghan, Will Matheny members)

The committee has reviewed the previous evaluation of “Reserve Funding” and identified several areas worthy of reassessment. Of immediate concern for future Reserves is the topic of our 3 bridges. They have a longer life span than first thought, which was scheduled in reserve dollars for full replacement in 2025. However, after re-evaluating the cost of total replacement, it is now understood that the better representative price tag is doubled to nearly \$70,000 in terms of present value. It has been concluded that we must take an aggressive position on maintenance and repairs to extend each bridge's lifespan another 12 years beyond our present planned replacement (to year $2025+12=2037$).

6. Bridge Maintenance. Will Matheny, chair, Bruce Meaker, Ken Bemis, Tom Gish

Discussion and Options for the two bridges at Pioneer Lake and a third at the wetlands area north side of 122nd Place:

- 1) Removal of the main Pioneer Lake bridge without replacement
- 2) Increased maintenance and repairs of all the bridges
- 3) Replace parts of our bridges with materials more durable than wood.

Tom has received two bids for bridge repainting, each coming in at around \$12,000. Considering that high expense, Ken Bemis proposed replacing the worn out wooden treads with a long-life product like “Trex”. Quoting Dunn Lumber, the estimate for the 3 bridges is nearly \$7,000 for treads, additional support stringers, and fasteners. (Add sales tax of 10% to that figure). The Trex value added now would provide a maintenance savings over the next 20 years.

Some owners suggested that the large bridge crossing Pioneer Lake be completely removed, because there is a paved trail around the entire lake. This option would eliminate 1/3 of our future bridge maintenance and replacement expenses. It would reduce the Reserve funding over the next 20 years.

Brendan indicated that the large bridge is a main capital asset that, if removed and not replaced, will require a majority vote of the current homeowners to do so.

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To save owners money, Will is heading up two or more major volunteer work parties scheduled for the weeks of August 19 and August 26. A call for volunteers was also a topic in the last newsletter. All able-bodied homeowners and older children are needed to volunteer to make this happen with the smallest hit to our HOA budget. Will anticipates pressure washing the under structure and scraping all areas of loose paint in preparing to repaint. Alternative to replacing all the treads, we could flip the existing treated treads, replacing broken ones as needed. Other volunteers could help by bringing workers ice water for hydration, and other easier jobs as needed. An announcement and call for volunteers will be made at the upcoming picnic and a sign-up sheet will be available. Brendan informed us that the Reserve Study is updated once every three years. He plans to conduct a walk around the lake and bridges to assess valuations in September. Our bridges are one of our biggest expenses and Brendan wants to avoid any huge surprises of funds needed for future planning. We can all make this happen working together and save ourselves money!

7. Trees and Ponds. Ken Bemis, chair, reported that four large and one small tree were taken down by Bill's Tree Service, our tree removal contractor, and that another date for removal will be needed. The lakes are low due to lack of rain and may be at the lowest ever. Audrey commented that our Alaskan cedars were looking dry.
8. Rules Committee. Brendan O'Farrell, chair. Committee members include Audrey Chamberlain, Paul Heneghan and Andy Hamack. Brendan provided a progress report of the rules review. The only documents recorded of record are the Covenants, Conditions, Recordings and Restrictions of record (CCR's) and the By-Laws. The original CCR's and By-Laws of the Pioneer Trails Home Owners Association were first recorded on September 28, 1987, this year our development will celebrate its thirtieth birthday. This is a great time for a review and updating our documents for consistency and meaning. New materials are rapidly changing and being introduced such as we did in 2004 for roof changes. Both of these documents require a 2/3 vote of PTHOA to revise, replace, remove or add as needed. The Guidelines are set forth by the board to incorporate consistent use of the Covenants updating or revising conditions as the board deems best. This committee will review and draft all proposed documents first for board review. After our board reviews and approves the drafts, our legal counsel will review them for final. At that time the proposed new documents will be shared with the homeowners at an open meeting for comments, discussions, and any possible changes prior to any vote put before the PTHOA. The committee's goals would like to accomplish this by year end.
9. Welcome Committee. Bonnie Foti and Will Matheny, co-chairs. This committee was reinstated to personally meet and greet new owner neighbors. As our

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development continues to be a very desirable community, many homes are in demand with new neighbors and new faces now in our community network. As of this meeting seven new owners have moved into Pioneer Trails since the beginning of 2017. Bonnie reported that Will and she divided up the list and contacted all seven new owners by July 2, 2017. Tom will contact the committee co-chairs after receiving new owner information after closing. A Welcome folder has been prepared for them that provides our personal contact information, our management information, a helpful information list, an area map of homes and trails providing division and lot numbers, Newsletters, Picnic history flyers, forms for paint, architectural building elements and waste management calendars. A personal short "meet and greet" is arranged with a new owner. We find that offers the best way to make a favorable introduction to our neighborhood culture without any expense to our budget. We are looking for a volunteer to help go with a board member. Renee Parrella and Brendan O'Farrell volunteered.

MANAGER'S REPORT: Tom Gish

Beavers. Springhaven, the development directly to the south of Pioneer Trails has agreed to install a "beaver deceiver" to alleviate the beaver situation which raised pond water levels above the south trail several times in past years.

Trail Repairs and Bark. This year the board has allocated \$15,000 to repair sections of trails as needed to cut, remove and replace asphalt throughout our trail system. Some trail areas may need cleaning of moss as well. Our effort assures safe and accessible walking pleasure for our community members. Also, new bark will be added to the trail head entrances at a cost of \$4,200. Brendan moved to approve the bark expenditure and Audrey seconded. Motion to spend \$4,200 for barking was approved.

Homeowner Encroachment on Greenbelts. Greenbelt maintenance beyond an owner's property line and fence is limited to three feet to remove blackberries and weeds. One homeowner who went 10 feet beyond has restored the area. Tom will be sending him a letter to thank him for his prompt attention for the restoration of the greenbelt adjacent to his property.

Bonnie made a motion to adjourn, Paul seconded and the motion passed. The meeting was adjourned at 8:30 pm. The board adjourned for an executive session.

Respectfully submitted, Secretary for 2017.


Bonnie L. Foti

Reviewed by the Board of Directors on this date:


Bruce Meaker, President

325 Pioneer Trails HOA
A-GL Balance Sheet Classified Standard

Posted 06/30/2017

Assets

Cash

OPERATING ACCOUNT 77,068.92

Total Cash 77,068.92

Reserve

REPL. CD - MT PACIFIC/2945 02/13/18 .75% 32,056.56

REPL MMA - MT. PACIFIC/7562 25,675.00

ROAD MMA - MT PACIFIC/8038 5,316.24

ROAD CD - MT PACIFIC/4215 03/19/18 .75% 75,000.00

Total Reserve 138,047.80

Total Assets 215,116.72

Liabilities & Equity

Equity

RETAINED EARNINGS 119,668.10

Net Income 95,448.62

Total Equity 215,116.72

Total Liabilities & Equity 215,116.72

325 Pioneer Trails HOA

B-Budget Comparison Standard Dollar Variance Annual

Period 6/1/2017 To 6/30/2017 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Income</u>							
ASSESSMENT INCOME	969.00	0.00	969.00	144,148.56	146,168.00	(2,019.44)	146,168.00
ROAD FUND INCOME	86.00	0.00	86.00	5,454.00	5,246.00	208.00	5,246.00
LATE FEES	84.00	0.00	84.00	842.51	0.00	842.51	0.00
REIMBURSED LEGAL FI	0.00	0.00	0.00	494.00	0.00	494.00	0.00
INTEREST INCOME	6.84	0.00	6.84	154.63	0.00	154.63	0.00
KEY/FOB CHARGE	25.00	0.00	25.00	75.00	0.00	75.00	0.00
OTHER INCOME	0.00	0.00	0.00	150.00	0.00	150.00	0.00
TOTAL Income	1,170.84	0.00	1,170.84	151,318.70	151,414.00	(95.30)	151,414.00
TOTAL Income	1,170.84	0.00	1,170.84	151,318.70	151,414.00	(95.30)	151,414.00
Expense							
<u>Administrative</u>							
AUDIT/TAX RETURN*	0.00	146.00	146.00	0.00	876.00	876.00	1,750.00
RESERVE STUDY*	0.00	0.00	0.00	1,150.00	1,150.00	0.00	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	13.00	13.00	251.25	78.00	(173.25)	150.00
OFFICE SUPPLIES*	0.00	10.00	10.00	172.24	60.00	(112.24)	125.00
POSTAGE*	0.00	67.00	67.00	562.50	402.00	(160.50)	800.00
PRINTING/COPIES*	0.00	138.00	138.00	1,625.44	828.00	(797.44)	1,650.00
NEWSLETTER*	0.00	0.00	0.00	51.89	0.00	(51.89)	0.00
MEETING HALL RENTAL	0.00	27.00	27.00	325.00	162.00	(163.00)	325.00
COMMUNITY/SOCIAL E)	0.00	125.00	125.00	51.89	750.00	698.11	1,500.00
WEBSITE EXPENSES*	0.00	6.00	6.00	43.04	36.00	(7.04)	75.00
LEGAL*	0.00	63.00	63.00	0.00	378.00	378.00	750.00
INSURANCE*	0.00	375.00	375.00	4,632.00	2,250.00	(2,382.00)	4,500.00
MISC. ADMIN EXPENSE	10.00	21.00	11.00	100.00	126.00	26.00	250.00
TOTAL Administrative	2,275.00	3,257.00	982.00	22,555.25	20,692.00	(1,863.25)	40,215.00
<u>Repairs and Maintenance</u>							
REPAIRS & MAINTENAN	0.00	333.00	333.00	1,821.71	1,998.00	176.29	4,000.00
SIGN PURCHASES/REP	0.00	42.00	42.00	0.00	252.00	252.00	500.00
GROUNDS MAINTENAN	4,953.60	5,017.00	63.40	29,744.28	30,102.00	357.72	60,200.00
TREE MAINTENANCE*	0.00	824.00	824.00	0.00	4,944.00	4,944.00	9,889.00
DETENTION POND MAII	0.00	292.00	292.00	0.00	1,752.00	1,752.00	3,500.00
LANDSCAPING - OTHEF	0.00	267.00	267.00	0.00	1,602.00	1,602.00	3,200.00
IRRIGATION MAINT/REF	0.00	83.00	83.00	0.00	498.00	498.00	1,000.00
BACKFLOW TESTING	160.00	0.00	(160.00)	160.00	0.00	(160.00)	0.00
TOTAL Repairs and Mainte	5,113.60	6,858.00	1,744.40	31,725.99	41,148.00	9,422.01	82,289.00
<u>Reserve Expenses</u>							
BARK REPLENISH	0.00	379.00	379.00	0.00	2,274.00	2,274.00	4,550.00
ASPHALT PATCH RPR/F	0.00	1,250.00	1,250.00	0.00	7,500.00	7,500.00	15,000.00
RES. EXPENSE 4	0.00	413.00	413.00	0.00	2,478.00	2,478.00	4,950.00

325 Pioneer Trails HOA
 B-BudgetComparisonStandardDollarVarianceAnnual

Period 6/1/2017 To 6/30/2017 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Reserve Expenses	0.00	2,042.00	2,042.00	0.00	12,252.00	12,252.00	24,500.00
Utility							
WATER/SEWER*	82.35	458.00	375.65	364.85	2,748.00	2,383.15	5,500.00
ELECTRICITY*	234.45	242.00	7.55	1,223.99	1,452.00	228.01	2,900.00
TOTAL Utility	316.80	700.00	383.20	1,588.84	4,200.00	2,611.16	8,400.00
TOTAL Expense	7,705.40	12,857.00	5,151.60	55,870.08	78,292.00	22,421.92	155,404.00
Excess Revenue / Expense	(6,534.56)	(12,857.00)	6,322.44	95,448.62	73,122.00	22,326.62	(3,990.00)