

**Pioneer Trails Homeowner Association- (PTHOA)**  
**Board of Directors Meeting Minutes**  
**Thursday, August 20<sup>th</sup>, 2020 REVIEWED**

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**MEETING CALLED TO ORDER VIA ZOOM CONFERENCING AT 3:00PM**

(Fire Station closed due to Coronavirus separation guidelines)

**PRESIDING OFFICER:** Audrey Chamberlain

**BOARD MEMBERS PRESENT (on-line via Zoom):**

Will Matheny, Andy Hamack, Steve Smith, and Audrey Chamberlain

**HOMEOWNERS MEMBERS PRESENT:** No members present due to Covid-19 and “Stay at Home Mandate”.

**PORT GARDNER PROPERTY MANAGEMENT (PGPM on-line via Zoom):** Tom Gish

**CONFIRMATION OF QUORUM:** Quorum met – Four of Four Board members.

**PRIOR MEETING MINUTES:** Andy Hamack moved to accept prior meeting (June 11,2020) Minutes Draft as written. Will Matheny seconded, and all approved. Tom shall revise the minutes to reflect status of DRAFT changed to FINAL for posting to our web site.

**TREASURY REPORT:** (Tom Gish, PGPM)

Tom was notified by our Key Bank contact of the approaching CD maturity. The CD was renewed at the present interest rate for Money Market account.

With regard to the new Board, Key Bank requires all officers to re-sign new authorization form. Will Matheny will reserve a meeting with Key Bank.

Homeowner delinquent accounts as of July 31<sup>st</sup> amount to \$4,368 consisting of 5 owners that are past due, the majority from 1 owner. All five have made payment arrangements to rectify their obligation. Letters of notification will be sent to the delinquent accounts.

Grounds maintenance reported in our financial through July shows \$4,200 over budget. Our “reserves” acct was updated to show expenditure item for Trail Lake pump replacement for \$2,400.

Tree service report showing \$4823 is \$400 over budget.

**MANAGER REPORT:** (Tom Gish, PGPM)

Architectural issues are yet to be resolved for 3 homes. Architectural Control Committee (ACC) chairperson is Audrey Chamberlain, with Steve Smith, Andy Hamack, Rob Hughes members.

In accord with Corona virus regulations, permission to levy fines has been restored to HOA organizations in Washington State.

Tree replacement may be needed for the troubled tree located behind our PT entry sign at 125<sup>th</sup> pl. (our South entrance). Tom will consult with an arborist.

Private road sealing is in the Reserves scheduled application time. Tom will select a best available contractor to complete this maintenance item.

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**Current BUSINESS** (unfinished work)

1. Trails. (Steve Smith chairperson)

Trail Maintenance of the asphalt walking surfaces includes repair or replacement of uprooted sections, plus seal coating when and where required.

Asphalt Repair on average will cost \$10 per square foot. Steve Smith in evaluating our situation, will pursue highest priority repairs to be around Pioneer and Trail lakes.

2. Park Benches (Will Matheny chairperson)

Will Matheny has been chairing this Bench project under the committee "Bridge/Bench". Steve Smith will work with Will to assess bench locations. We will be evaluating the cost savings of using our old bridge salvaged lumber, refurbished for quality "like new" benches.

3. Board Member Recruiting

The board as it stands is down to 4 with possibly 2 not returning to service next year. We can have up to 7 Directors on the board. We acknowledge the need to reach out to our community for participation. Direct contact is very effective for example, Steve has been talking to a couple of candidates.

Two ideas mentioned:

- (1) Utilize our mass communications capabilities to reach all members via email and letters of solicitation,
- (2) Use our news letter to promote service.

**NEW BUSINESS**

1. Items for the news letter will be reviewed Sunday (8/30).
2. ACC Rules committee to resume with participation by our Attorney.
3. Our Budget Ratification process will require special preparations due to persisting virus disruptions. (See date below)

Meeting dates scheduled for 2020

Nov 5<sup>th</sup>                      Budget Planning Meeting

Dec 3rd,                      PTHOA Members, Budget ratification meeting.

**Meeting adjourned at 4:40pm**

Respectfully submitted, Secretary for 2020,



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William Matheny (September 16, 2020)

Reviewed by the Board of Directors:

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**REVIEWED**  
Audrey Chamberlain ( September 16, 2020)