

**Pioneer Trails Home Owner Association- (PTHOA)  
Board Of Directors Meeting Minutes  
Tuesday September 13, 2016 (Reviewed)**

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LOCATION: Silver Lake Baptist Church, 12918 35<sup>th</sup> Ave SE, Everett, Wa 98208  
BOARD OF DIRECTORS PRESENT: 5 of 5  
Bruce Meaker, Will Matheny, Andy Hamack, Brendan O'Farrell, Audrey Chamberlain

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish  
HOME OWNERS (H/O) PRESENT: 21

Meeting was called to order by the President, Bruce Meaker, at 7:02pm

**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. Trail repair- **Dick Paulson** pointed out that the asphalt patching crew left chunks of debris and new blacktop by the wayside. Some patched edges were not sealed. **Joyce** noticed kids throwing blacktop rock sized pieces into the pond. **Rene Kimes** reported the hazardous small sinkhole in the pathway (Trail 1-B) north of the Basketball court. Seems the repair crew missed this one safety repair.
2. Trash Barrels- **Sue** noted what appears to be a lax in PT Services. Trash at the Tennis court has remained overflowed, past due pickup.
3. Automotive Business- **Maury** reports there is a home where a public business appears to be operating.
4. Website "Nextdoor Neighbor" – **Sue** noted that there was a "Rage" argument going on between certain neighbors. Complained that it is inappropriate content. **Steve Fatseas** wanted to alert everyone of home break-ins being reported. Be on the watch for a 90 Series Dodge Ram pickup truck, color white or silvery, being parked anywhere on the street in the area.
5. No solitation – **Will Nelson** mentioned the influx of door to door sales people. PT has a policy of "No Solicitors". Board member **Bruce Meaker** mentioned that homeowners should make this policy known when they call at your door.

Forum session adjourned at 7:21pm.

**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, July 12, 2016 was opened for discussion. No revisions or discussion were required, therefore they were declared final for posting to the PTHOA website for the record. Motion was made by Brendan O'Farrell and seconded by Andy Hamack. The motion was passed.

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**Announcement for the Record:**

The Board of Directors is pleased to announce officially the addition of another member to the Board whom has been reactivated as a member at large, Audrey Chamberlain. Additionally, the Board has appointed Brendan O'Farrell to the position of Vice President. It is noted that the Board invites additional volunteers to offer their service to our community.

**1. Financial Review** by Tom Gish.

The account summary of Liabilities, Assets and Equity is shown in the following Table A-GL Balance Sheet, posted as of 08/31/2016. Additional details in the meeting handout were available to those in attendance. Account details of Current Operating period 8/1/2016 to 8/31/2016 and Year to Date Operating are shown in Addendum 1.

**325 Pioneer Trails HOA  
A-GL Balance Sheet Classified Standard  
Posted 08/31/2016**

<b>Assets</b>		
<u>Cash</u>		
OPERATING ACCOUNT	28,088.32	
<u>Total Cash</u>	28,088.32	
<u>Reserve</u>		
REPL. CD - MT PACIFIC/2945 02/13/17 .75%	16,662.20	
REPL MMA - MT. PACIFIC/7562	50,055.92	
ROAD MMA - MT PACIFIC/8038	9,746.55	
ROAD CD - MT PACIFIC 09/04/16 1.00%	66,343.13	
<u>Total Reserve</u>	142,807.80	
<u>Accounts Receivable</u>		
RECEIVABLE FROM ROAD FUND	(1,135.33)	
<u>Total Accounts Receivable</u>	(1,135.33)	
<i>Total Assets</i>		169,760.79
<b>Liabilities &amp; Equity</b>		
<u>Equity</u>		
RETAINED EARNINGS	149,998.41	
Net Income	19,762.38	
<u>Total Equity</u>	169,760.79	
<i>Total Liabilities &amp; Equity</i>		169,760.79

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Several PT home owners pay in advance of the January dues date; thus the income shows up in the previous year accounting receivables and is not shown in the Financials for the current year.

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

Bruce Meaker proposed that the billings go out at the very end of year so dues paid are received after January 1.

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

Delinquency accounts are in good condition, not included in the Addendum-1 Report.

2. **Old Business:**

**2016 Summer Projects:**


- a. Basketball and Tennis/Pickle Ball court re-surfacing project is completed. [Research indicates there are net height adjustment provisions to accommodate Pickleball.]
- b. Lake Bridges at Pioneer Lake and the 3<sup>rd</sup> bridge at North Swamp have been priced based on full contract labor and materials for around \$12,000. This project will be further evaluated to seek a more equitable solution.
- c. Landscape clearing around the Lakes is completed.
- d. Private roads, crack sealing maintenance completed.
- e. Trail System asphalt repairs and moss cleaning is in progress. Debris pickup and Moss removal being evaluated.
- f. Beaver Deceiver and or other solutions, such as cutting down the berm height, are being researched. Working with the county to obtain permissions
- g. PTHOA Picnic success/Recap: Held on Sunday, August 21<sup>st</sup> from 1 to 4pm. Was enthusiastically received by about 250 attendees. There was strong appreciation expressed to Brendan for getting the Association Picnic started and providing the expertise for food preparation. After some discussion of the results, President Meaker stated that the committee for next year's event will decide on the food and activities.

3. **New Business:**

- a. Property inspections by Property Management will be at least monthly.
- b. **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. (In progress)
- c. The Budget Ratification meeting will be December 13, 2016 for as many as are interested.

**Meeting adjourned at 7:49pm**

Respectfully submitted, Secretary-Treasurer 2016,

  
William Matheny

Approved by the Board of Directors on this date:

review complete 9/30/2016

# Pioneer Trails Home Owner Association- (PTHOA)

## Board Of Directors Meeting Minutes

### Tuesday September 13, 2016 (Reviewed)

#### Addendum 1

#### 325 Pioneer Trails HOA B-Budget Comparison Standard Dollar Variance Annual Period 8/1/2016 To 8/31/2016 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
<b>Income</b>							
<u>Income</u>							
ASSESSMENT INCOME	317.75	0.00	317.75	120,818.19	137,108.00	(16,289.81)	137,108.00
ROAD FUND INCOME	0.00	0.00	0.00	4,293.00	4,575.00	(282.00)	4,575.00
LATE FEES	0.00	0.00	0.00	350.00	0.00	350.00	0.00
INTEREST INCOME	176.61	0.00	176.61	649.01	0.00	649.01	0.00
KEY/FOB CHARGE	0.00	0.00	0.00	100.00	0.00	100.00	0.00
OTHER INCOME	0.00	432.00	(432.00)	0.00	3,456.00	(3,456.00)	5,186.00
<b>TOTAL Income</b>	<b>494.36</b>	<b>432.00</b>	<b>62.36</b>	<b>126,210.20</b>	<b>145,139.00</b>	<b>(18,928.80)</b>	<b>146,869.00</b>
<b>TOTAL Income</b>	<b>494.36</b>	<b>432.00</b>	<b>62.36</b>	<b>126,210.20</b>	<b>145,139.00</b>	<b>(18,928.80)</b>	<b>146,869.00</b>
<b>Expense</b>							
<u>Administrative</u>							
AUDIT/TAX RETURN*	0.00	123.00	123.00	3,200.00	984.00	(2,216.00)	1,480.00
RESERVE STUDY*	0.00	94.00	94.00	1,150.00	752.00	(398.00)	1,130.00
BANK CHARGES	0.00	0.00	0.00	10.00	0.00	(10.00)	0.00
PERMITS/LICENSES*	0.00	1.00	1.00	0.00	8.00	8.00	10.00
MANAGEMENT FEE*	2,265.00	2,265.00	0.00	18,120.00	18,120.00	0.00	27,180.00
OFFICE SUPPLIES*	0.00	13.00	13.00	65.98	104.00	38.02	150.00
POSTAGE*	0.00	50.00	50.00	532.50	400.00	(132.50)	600.00
PRINTING/COPIES*	0.00	154.00	154.00	1,309.82	1,232.00	(77.82)	1,850.00
NEWSLETTER*	0.00	49.00	49.00	0.00	392.00	392.00	583.00
MEETING HALL RENTAL	0.00	25.00	25.00	0.00	200.00	200.00	300.00
COMMUNITY/SOCIAL EXP	703.51	21.00	(682.51)	754.65	168.00	(586.65)	250.00
WEBSITE EXPENSES*	0.00	6.00	6.00	0.00	48.00	48.00	75.00
LEGAL*	0.00	63.00	63.00	0.00	504.00	504.00	750.00
INSURANCE*	0.00	350.00	350.00	4,336.00	2,800.00	(1,536.00)	4,200.00
MISC. ADMIN EXPENSE*	0.00	21.00	21.00	139.00	168.00	29.00	250.00
<b>TOTAL Administrative</b>	<b>2,968.51</b>	<b>3,235.00</b>	<b>266.49</b>	<b>29,617.95</b>	<b>25,880.00</b>	<b>(3,737.95)</b>	<b>38,808.00</b>
<u>Repairs and Maintenance</u>							
REPAIRS & MAINTENANCE	71.18	271.00	199.82	3,854.21	2,168.00	(1,686.21)	3,250.00
SIGN PURCHASES/REPAIRS	0.00	42.00	42.00	0.00	336.00	336.00	500.00
GROUNDS MAINTENANCE	4,953.60	5,083.00	129.40	39,628.20	40,664.00	1,035.80	61,000.00
TREE MAINTENANCE*	0.00	750.00	750.00	3,925.78	6,000.00	2,074.22	9,000.00
DETENTION POND MAINT	0.00	250.00	250.00	4,700.30	2,000.00	(2,700.30)	3,000.00
LANDSCAPING - OTHER	0.00	167.00	167.00	3,422.85	1,336.00	(2,086.85)	2,000.00
IRRIGATION MAINT/REF	0.00	83.00	83.00	283.92	664.00	380.08	1,000.00
<b>TOTAL Repairs and Maintenance</b>	<b>5,024.78</b>	<b>6,646.00</b>	<b>1,621.22</b>	<b>55,815.26</b>	<b>53,168.00</b>	<b>(2,647.26)</b>	<b>79,750.00</b>
<u>Reserve</u>							
RES. EXP-PRIVATE ROAD	1,135.33	0.00	(1,135.33)	1,135.33	0.00	(1,135.33)	0.00
RES. EXPENSE - TRAIL	0.00	183.00	183.00	0.00	1,464.00	1,464.00	2,200.00
RES EXPENSE - PICNIC	0.00	483.00	483.00	0.00	3,864.00	3,864.00	5,800.00
RES EXPENSE - BASKETBALL	0.00	375.00	375.00	0.00	3,000.00	3,000.00	4,500.00
RES EXPENSE - TENNIS	0.00	542.00	542.00	0.00	4,336.00	4,336.00	6,500.00

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Page 1 of 2

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B-Budget Comparison Standard Dollar Variance Annual

Period 8/1/2016 To 8/31/2016 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
RES EXPENSE - BARK F	0.00	371.00	371.00	0.00	2,968.00	2,968.00	4,450.00
RES EXPENSE - ASPHALT	14,973.32	1,333.00	(13,640.32)	14,973.32	10,664.00	(4,309.32)	16,000.00
TOTAL Reserve	<u>16,108.65</u>	<u>3,287.00</u>	<u>(12,821.65)</u>	<u>16,108.65</u>	<u>26,296.00</u>	<u>10,187.35</u>	<u>39,450.00</u>
<b>Utility</b>							
WATER/SEWER*	718.00	483.00	(235.00)	3,037.25	3,864.00	826.75	5,800.00
ELECTRICITY*	297.76	233.00	(64.76)	1,868.71	1,864.00	(4.71)	2,800.00
TOTAL Utility	<u>1,015.76</u>	<u>716.00</u>	<u>(299.76)</u>	<u>4,905.96</u>	<u>5,728.00</u>	<u>822.04</u>	<u>8,600.00</u>
TOTAL Expense	<u>25,117.70</u>	<u>13,884.00</u>	<u>(11,233.70)</u>	<u>106,447.82</u>	<u>111,072.00</u>	<u>4,624.18</u>	<u>166,608.00</u>
Excess Revenue / Expense	<u>(24,623.34)</u>	<u>(13,452.00)</u>	<u>(11,171.34)</u>	<u>19,762.38</u>	<u>34,067.00</u>	<u>(14,304.62)</u>	<u>(19,739.00)</u>