

Pioneer Trails Homeowner Association- PTHOA
Homeowners Meeting Minutes
Tuesday September 18th, 2018 (Reviewed)

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 Will Matheny, Treasurer Paul Heneghan, Members at large Andy Hamack, Bonnie Foti (absent), Audrey Chamberlain

PORT GARDNER PROPERTY MANAGEMENT (PGPM): unavailable

HOME OWNERS (H/O): In Attendance 10 + 6 Board

PREAMBLE: In line with our goal to have useful and interesting topics brought before our community, one important and timely topic was presented prior to the PTHOA meeting.

1. 6:00pm, "Fixing Social Security", by Brendan O'Farrell.

I. Homeowner's Forum:

The floor was opened at 7:00pm to home owners wishing to convey their community issues and opinions to the Board for discussion and consideration for action.

Brenda Ferguson reported pan handling activity while walking Pioneer Trail Lake.

Barbra Short suggested installing signs that say "Private Property" at the trailheads instead of stenciling on the asphalt. Barbra also reports seeing a realtor sign advertising Pioneer Trails park.

The board recommends contacting our property manager, Tom Gish whenever this is discovered.

No other topics. Forum session was ended at 7:10pm.

II. Board of Directors Meeting:

The meeting was called to order by President, Bruce Meaker. A quorum was established based on six of the seven BoD members present.

Prior Minutes Review.

Minutes of the previous BoD meeting on July 17th, 2018 was opened for discussion. No revisions or discussions were expressed. Motion to accept as "Final" came from Brendan O'Farrell and 2nd to the motion by Paul Heneghan. The motion passed. The finalized minutes will be posted to the website.

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

Balances in home owners accounts are in good standing.

Five delinquencies reported for a total of \$2500. Appropriate notices are expected to be issued before filing proceedings.

Budget is on track according to plan.

See attached financials summary.

B. Committee Reports

1. Picnic: (Audrey Chamberlain) It was another beneficial gathering. This year with suspicious weather looming, we setup tables and canopies on the tennis court. There were 125

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- attendees. \$50 was received from guests. Net costs were \$1013.21 which was less than the \$1100 budgeted.
2. News Letter :(Audrey Chamberlain) The 3rd Quarter edition was issued last week and highlighted the community efforts to reconstruct two HOA bridges. Publication of the 4th Quarter edition, required date for articles and budget announcement mailing this year is November 20th due to the rules for advanced announcement 2 weeks prior to the Budget Ratification HOA meeting December 4th.
 3. Paint Review: (Bonnie Foti) No report.
 4. Architectural Review: (Tom Gish, Coordinator) No report.
 5. Bridge Maintenance and Replacement: (Will Matheny)
 - a. The maintenance program to care for our bridges was begun this past May on Pioneer Lake 2017 bridge. We've since observed the treads have shown a tendency to cup, thus trapping water. We verified a solution, by flipping two of the treads over and adding additional screws. We will wait to see what the coming weather will do for the treads.
 - b. Replacement of the other two bridges was completed in August 2018. Pioneer Lake 2018 and Pioneer Pond 2018 are added to our HOA assets, the product of a great volunteer effort. (Note: If we were collecting payment by "assessment", it would have required \$228 per homeowner.)
 6. Trees and Pond: (Ken Bemis)
 - a. Several trees that meet the rules for removal will be felled.
 - b. Tree limb trimming will be scheduled. This work is in response to improving our deterrent to possible homeless camping and mischievous activity under the low hanging branches along the South boundary against Arch Bishop Murphy high school. A chipper will be brought in to reduce the cuttings to chips dropped on-site, saving disposal fees.
 7. Rules: (Brendan O'Farrell)
 - a. Washington state passed laws which have imposed new rules on HOA's. A budget ratification meeting must occur within 30 days of the budget proposal. Fortunately, PTHOA has always done this.
 - b. The committee which will be drafting the restatement of the Covenants, By-Laws, and guidelines, needs to find and recruit one additional homeowner to support the rules drafting and finalization activities.
 - c. Bonnie Foti maintains a list of new owners. It would help if in the "Welcome" interview, to include a question of skills, and maintain a compilation of our skills base.
 8. Welcome: (Bonnie Foti) No Report
 9. Trails Committee: (Bruce Meaker)

The asphalt trails are the single most expensive item in our reserve funds. A new asphalt trail sealer material has been applied in a few areas as a test to develop technique and understand costs. This makes the trails look new and is expected to extend the trail life before replacement is needed. We budgeted for the year, ~\$5,000 for trail work/material. This year we spent \$769 on sealer. In our 2019 budget, costs are projected to be about \$.86

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per linear foot, sealant materials roughly at \$12,000. Labor cost will be deferred by assembling adequate volunteer crews from the community. Those willing to work on a team may contact Bruce Meaker. Another aspect of trail maintenance is managing intrusion of tree roots which the trail crews will also address.

10. Reserve Study Review: (Bruce Meaker)

The 2019 Reserve Study draft has been done by Association Reserves. Bruce wants a more accurate interest rate for reserve funds and a more accurate beginning of the year balance. Bruce will study the proposed revisions and integrate into the December budget planning proposal.

C. Manager's Report

- a. Heavy algae showed up this summer during the hot days. Recent rainfall has dispersed its appearance and growth.
- b. Lake brush trimming has been halted due to incorrect cutting by NW Gardner. Tom Gish will address the issue and correct the matter.

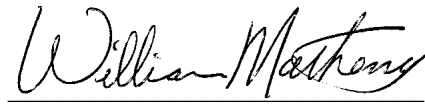
Reminder: Next Board meeting for Budget Ratification is December 4th, 2018

No other business

Motion to adjourn the meeting was made by Andy Hamack with a second to the motion by Paul Heneghan. Motion passed.

Meeting adjourned at 7:43pm

Respectfully submitted, Secretary for 2018,



William Matheny

Board of Directors Reviewed:

Date completed 10/03/2018
Bruce Meaker

325 Pioneer Trails HOA

Balance Sheet

Posted 08/31/2018

Assets

Cash

OPERATING ACCOUNT 47,318.34

Total Cash 47,318.34

Replacemnt Reserves

CAB REPL CD/2753 - 09/02/18 .25% 14,011.70

CAB REPL CD/2752 - 06/02/19 2.0% 12,720.35

KEY BANK REPL CKG 250.00

KEY BANK REPL CD 04/23/19 2.0% 38,748.41

Total Replacemnt Reserves 65,730.46

Road Reserves

CAB ROAD CD/2756 - 06/02/19 2.0% 5,289.72

KEY BANK ROAD CD 04/23/19 2.0% 81,460.43

Total Road Reserves 86,750.15

Total Assets 199,798.95

Liabilities & Equity

Equity

RETAINED EARNINGS 127,856.91

Net Income 71,942.04

Total Equity 199,798.95

Total Liabilities & Equity 199,798.95

325 Pioneer Trails HOA

Profit & Loss Statement

Period 8/1/2018 To 8/31/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Income</u>							
ASSESSMENT INCOME	150.00	12,583.00	(12,433.00)	147,400.00	100,664.00	46,736.00	151,000.00
ROAD FUND INCOME	0.00	437.00	(437.00)	5,160.00	3,496.00	1,664.00	5,246.00
LATE FEES	0.00	0.00	0.00	470.00	0.00	470.00	0.00
INTEREST INCOME	32.54	0.00	32.54	1,545.07	0.00	1,545.07	0.00
KEY/FOB CHARGE	25.00	0.00	25.00	25.00	0.00	25.00	0.00
TOTAL Income	207.54	13,020.00	(12,812.46)	154,600.07	104,160.00	50,440.07	156,246.00
TOTAL Income	207.54	13,020.00	(12,812.46)	154,600.07	104,160.00	50,440.07	156,246.00
Expense							
<u>Administrative</u>							
AUDIT/TAX RETURN*	0.00	146.00	146.00	1,925.00	1,168.00	(757.00)	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	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
BOARD EDUCATION/TR	0.00	63.00	63.00	389.00	504.00	115.00	750.00
OFFICE SUPPLIES*	0.00	27.00	27.00	118.82	216.00	97.18	320.00
POSTAGE*	0.00	108.00	108.00	428.83	864.00	435.17	1,300.00
PRINTING/COPIES*	0.00	196.00	196.00	1,283.39	1,568.00	284.61	2,350.00
MEETING HALL RENTAL	0.00	42.00	42.00	375.00	336.00	(39.00)	500.00
COMMUNITY/SOCIAL E	1,026.37	92.00	(934.37)	1,045.76	736.00	(309.76)	1,100.00
WEBSITE EXPENSES*	0.00	6.00	6.00	0.00	48.00	48.00	75.00
ADMIN EXPENSE 5	0.00	0.00	0.00	10.00	0.00	(10.00)	0.00
LEGAL*	0.00	250.00	250.00	0.00	2,000.00	2,000.00	3,000.00
INSURANCE*	0.00	433.00	433.00	4,633.00	3,464.00	(1,169.00)	5,200.00
MISC. ADMIN EXPENSE	0.00	38.00	38.00	147.00	304.00	157.00	450.00
TOTAL Administrative	3,291.37	3,667.00	375.63	29,625.80	30,486.00	860.20	45,135.00
<u>Repairs and Maintenance</u>							
REPAIRS & MAINTENAN	3,405.31	250.00	(3,155.31)	4,963.37	2,000.00	(2,963.37)	3,000.00
SIGN PURCHASES/REP	0.00	42.00	42.00	0.00	336.00	336.00	500.00
PEST CONTROL	0.00	42.00	42.00	0.00	336.00	336.00	500.00
GROUNDS MAINTENAN	4,953.60	5,167.00	213.40	39,628.80	41,336.00	1,707.20	62,000.00
TREE MAINTENANCE*	0.00	584.00	584.00	987.30	4,672.00	3,684.70	7,005.00
DETENTION POND MAI	0.00	292.00	292.00	2,413.40	2,336.00	(77.40)	3,500.00
LANDSCAPING - OTHEF	0.00	83.00	83.00	0.00	664.00	664.00	1,000.00
IRRIGATION MAINT/REF	0.00	83.00	83.00	747.43	664.00	(83.43)	1,000.00
BACKFLOW TESTING	0.00	13.00	13.00	170.00	104.00	(66.00)	160.00
MISC. MAINT/REPAIRS	0.00	0.00	0.00	(10.00)	0.00	10.00	0.00
TOTAL Repairs and Mainte	8,358.91	6,556.00	(1,802.91)	48,900.30	52,448.00	3,547.70	78,665.00
<u>Reserve Expenses</u>							
ASPHALT PATCH RPR/F	362.85	417.00	54.15	362.85	3,336.00	2,973.15	5,000.00
RES. EXPENSE 5	0.00	333.00	333.00	0.00	2,664.00	2,664.00	4,000.00
TOTAL Reserve Expenses	362.85	750.00	387.15	362.85	6,000.00	5,637.15	9,000.00

325 Pioneer Trails HOA Profit & Loss Statement

Period 8/1/2018 To 8/31/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Utility							
WATER/SEWER*	855.20	458.00	(397.20)	1,867.80	3,664.00	1,796.20	5,500.00
ELECTRICITY*	269.26	225.00	(44.26)	1,901.28	1,800.00	(101.28)	2,700.00
TOTAL Utility	1,124.46	683.00	(441.46)	3,769.08	5,464.00	1,694.92	8,200.00
TOTAL Expense	13,137.59	11,656.00	(1,481.59)	82,658.03	94,398.00	11,739.97	141,000.00
Excess Revenue / Expense	(12,930.05)	1,364.00	(14,294.05)	71,942.04	9,762.00	62,180.04	15,246.00