

PIONEER TRAILS HOMEOWNERS ASSOCIATION
Everett, WA 98208

January 22, 2014

Re: 2014 Annual General Meeting

Dear Homeowner(s):

Please join us for the 2014 Annual Meeting for the Pioneer Trails Homeowners Association!

When: Thursday, February 6th, 2014 at 7:00 PM ** (sign in starts at 6:30pm)

Where: Silver Lake Baptist Church, 12918 - 35th Ave SE, Everett, WA 98208

Your attendance, in person or by proxy, is very important because no business can be conducted unless we have a quorum (in the case of Pioneer Trails your quorum is 10% of total ownership or 31 homeowners) represented at the meeting. If we do not have sufficient attendance to achieve a quorum, our Association may be faced with the additional expense of re-scheduling the meeting. Therefore if you are not absolutely certain you will be able to attend, ***please complete the enclosed proxy (yellow-colored paper) and return it per the instructions on the proxy form.*** If your plans change and you are ultimately able to attend you may retrieve your proxy when you sign in and participate in person.

One of the primary purposes of this meeting will be to elect as many as (7) seven Directors to serve on the Board. These terms will begin immediately following a successful election and continue for one year.

Serving on the Board can be a rewarding and educational experience as well as a wonderful way to participate in and contribute to our community. If you think you might be interested, please review the enclosed information regarding service and complete the Profile form (salmon-colored paper) so your neighbors will have some additional information about your background, special interests, and areas of expertise. Profiles should be returned to Jennifer Suemnicht, Manager at Morris Management, Inc., by fax (425-283-5859) or mail (325 – 118th Avenue SE, Suite 204, Bellevue, WA 98005) and must be received at Morris Management, Inc. by the close of business on Wednesday, February 5th, 2014 for your name to be pre-printed on the ballots. Write-in votes may also be entered during the meeting.

If you are not sure about making the commitment to serve on the Board, but would like to be involved, committees are another fantastic opportunity to participate and contribute. If you are interested in serving on a committee, please complete the Profile form (salmon-colored paper) and return it to Morris Management, Inc. or bring it with you to the meeting.

2014 will be an exciting and eventful year at Pioneer Trails. We look forward to seeing you on the 6th!

Info Enclosed: Proxy form, Volunteer Profile form, Annual Meeting Agenda, Draft Annual & Budget Ratification Minutes

Visit the Pioneer Trails website at www.Pioneer-Trails.org for additional information, such as Board of Directors Standards of Conduct & Responsibilities.

Pioneer Trails Homeowners Association

MINUTES – “DRAFT” Budget Ratification Meeting Minutes

Date: December 10, 2013

Location: Silver Lake Baptist Church

Presiding Officer: Garth Williams

Board Members Present: Garth Williams, Bruce Meaker, Audrey Chamberlain

Quorum established: Yes

Homeowners and guests present: 3

MMI present: No

Purpose: The purpose of the Board of Directors is to make decisions for the overall benefit of Pioneer Trails homeowners.

7:00 p.m. - Meeting called to order

Establish Quorum: No Quorum Needed – less than 51% is automatic ratification.

Budget Ratification: Only one homeowner was present at this time. Bruce Meaker moved to ratify the budget as approved by the Board of Directors at the November Meeting. Audrey Chamberlain seconded. Motion Passed.

Meeting Adjourned: 7:05 p.m.

Respectfully Submitted,
Bruce Meaker, acting Secretary

AGENDA

PIONEER TRAILS

HOMEOWNERS ASSOCIATION

ANNUAL MEETING

Thursday, February 6th, 2013 - 7PM

**** 6:30sign in starts – Please send Proxies in advance to help reach quorum**

Silver Lake Baptist Church, 12918 35th Ave SE, Everett, WA 98208

- 1. 6:30 -7:00- Sign in and distribution of Ballots**
- 2. 7:00 - Call to Order**
- 3. Introductions**
 - a. Confirmation of Quorum
- 4. Approve Prior Annual Meeting Minutes**
- 5. 2013 Accomplishments / 2014 Goals**
 - a. Summary from Board President, Garth Williams
 - b. Treasurers Report from Board Treasurer, Bruce Meaker
 - c. Signage Report from Board VP, Audrey Chamberlain
 - d. Manager Report, Jennifer Suennicht, Morris Management, Inc.
- 6. Member votes**
 - a. 70-604 Tax Form
- 7. Board Election**
 - a. Introduction of Candidates
 - b. Election
 - c. Ballots Counted & Results Announced
- 8. Homeowner's Forum (while ballots are counted)**
- 9. Meeting Adjourned**

**** Another Trail Tales Newsletter is in the works... Past newsletters & HOA info is always available on the web at www.pioneer-trails.org.**

See other side 

Pioneer Trails Homeowners Association

Annual Meeting Minutes (Draft)

March 12, 2013

Meeting called to order at 7:20 pm

Location: Silver Lake Baptist Church

Presiding Officer: Jim Addington

Board Members present: Jim Addington, Garth Williams, Bruce Meaker, Maury Chamberlain

Members present: 60 owners present in person or by proxy .

MMI present: Jennifer Suemnicht.

Confirmation of Quorum: Quorum met.

Annual Meeting Minutes: Garth Williams moved to accept prior year's Annual Meeting Minutes Draft from March 13, 2012, Maury Chamberlain seconded, and all approved. MSA

Accomplishments for 2012: Summary from Board President, Jim Addington

Treasurers Report: Bruce Meaker delivered report on the PTHOA financials through February, 2013.

Member votes: 70-604 Tax Form, recognizing that excess money from last year's budget will be applied to this year's budget for 2013, was accepted by all members in attendance.

Board Election:

New candidates Ron Baker and Audrey Chamberlain each introduced themselves to the homeowners. Garth Williams and Bruce Meaker, having served as Vice President and Treasurer respectively on the PTHOA Board in 2012, also announced their candidacy for 2013.

The candidates were elected to the board by without dissent by the homeowners present.

Homeowners Forum:

Discussion of issues of interest to homeowners was held.

Meeting Adjourned: 8:20

Respectfully submitted,

Maury Chamberlain, Secretary

See other side



Pioneer Trails Homeowners Association

Meeting PROXY

- **COMPLETE THIS PROXY IN ITS ENTIRETY EVEN IF YOU ARE PLANNING ON ATTENDING THIS MEETING. THE PROXY WILL BE VOIDED SHOULD YOU ATTEND.** (YOUR PLANS MAY CHANGE AT THE LAST MINUTE – MAKE SURE YOUR ASSOCIATION CAN CONDUCT BUSINESS AT THE MEETING BY SUBMITTING THIS FORM.)
- **All parties having an ownership interest in your home should sign if possible**, such as husband and wife or all owners in common, etc.
- **You may appoint anyone to vote your interest.** Any person who will be attending the meeting and will represent you may be appointed by completing this form. If you do not have a substitute to represent you at the meeting, you may assign the proxy to a specific Board member by name (see the list at the bottom of the page). A person's name must be entered as your representative - listing "Any Board Member" below will invalidate your proxy.
- **If you do not wish to vote, but want to be represented at the meeting for quorum purposes**, please check the appropriate box in the Proxy form below. (You must still appoint a representative who will abstain from voting.) If no one is listed below, but the balance of the Proxy (checkbox, date, name, address and signature) is complete, **Audrey Chamberlain, Garth Williams, Bruce Meaker** will be entered as your representative for quorum purposes.
- Please complete your current Unit or Lot Physical Address in the space below – **lack of representative, address, signature and date invalidates the proxy.**
- **You may mail, email or fax your completed proxy to Morris Management, Inc. or send it to the meeting with your designated representative.** If you are sending your proxy to Morris Management, it must arrive at their office by noon the day before the meeting.
- **Your representative must be present and signed in** by the roll count manager prior to the beginning of the meeting.
 - **Mail:** Morris Management, Inc.
Attention: Jennifer Suemnicht
325 – 118th Avenue SE, Suite 204
Bellevue, WA 98005
 - **Fax:** (425) 283-5859
 - **Email:** jsuemnicht@morrismanagement.com



An individual person's name must be entered below as your representative - listing "Any Board Member" below will invalidate your proxy.

As owner(s) at **Pioneer Trails Homeowners Association**, I / we appoint:

(Name of a specific person who will attend the meeting in your place.)

as my / our true and lawful attorney-in-fact to exercise my/our voting rights at the **2014 Annual Meeting** of the membership of **Pioneer Trails Homeowners Association** with respect to any and all matters that may come before the meeting, granting to the attorney-in-fact full power of substitution in the premises.

Notwithstanding the foregoing, by checking this box I / we direct my / our appointee to abstain from voting on my / our behalf. This Proxy is for quorum purposes only.

Dated: _____

Owner's Name(s): _____

Unit / Lot Number: _____

Unit / Lot Physical Address: _____

Owner's Signature(s): _____

Current Board Members: Audrey Chamberlain, Garth Williams, Bruce Meaker



Residential Owners Association Volunteer Profile

Community: **Pioneer Trails Homeowners Association** Date: ____/____/____

Name _____ Email _____

Address _____ Phone _____

I am interested in serving on the following:

- Board of Directors
- Committee (please note any special interests) _____

Please provide a few sentences about your background or any special skills you feel are applicable.

1. Please share what leads you to apply to serve on the Board or a Committee.

2. From your past work / life experiences, which skills have you developed that will assist you in this work?

3. From what you know of the Association position so far, what might be your objective?

4. In what ways will serving in this position be of benefit to you in your life?

5. Have you served in a similar position elsewhere? If so, where and in what capacity?

Profiles will be made available to homeowners to consider for elected positions.