

Pioneer Trails Homeowner Association- PTHOA
Board of Directors Meeting Minutes
Wednesday July 17th, 2019 (FINAL)

LOCATION: Hilton Lake Fire Station, 3525 108th St. SE, Everett, WA 98208

BOARD OF DIRECTORS:

President and presiding officer -Bruce Meaker, Vice President -Audrey Chamberlain, Secretary -Will Matheny, Treasurer -Paul Heneghan, Members at large Andy Hamack, Bonnie Foti, Steve Smith

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish

ATTENDANCE: Eleven owners + seven Board + One PGPM = 19

I. Homeowner's Forum:

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

Pat Davis commented regarding violation letters from PGPM. Citations were all about improper maintenance of lawns. How does PGPM account for yards that are being renovated such as thatching, seeding where grass would be let to grow taller before mowing, etc.

Tom's suggestion is about communications. Homeowner receiving a citation should contact PGPM to inform him of what plan is being worked to get to a reasonable maintained looking yard, including shrubbery.

With no other topics, the Forum session ended at 7:10pm.

II. Board of Directors Meeting:

The meeting was called to order by President, Bruce Meaker at 7:10pm.

A quorum was established for business.

A. Prior Minutes Review.

Minutes of the previous BoD meeting on May 15th, 2019 was opened for discussion. No revisions or discussions were expressed. Motion to accept as "Final" came from Paul Heneghan and 2nd to the motion by Audrey Chamberlain. The motion passed unanimously. Minutes will be changed to status of "Final" for web posting. Bruce Meaker will edit the pdf file and provide to PGPM.

B. Financial Review (Paul Heneghan, Tom Gish)

1. Balances in most homeowner's accounts are in good standing. As of the middle of July there are 8 delinquent homeowners for \$5,728.65. Appropriate notices are expected to be issued periodically as a reminder that a delinquent account comes under an accumulating fine of \$10/month until paid in full. One owner makes up most of the delinquent total and is in a legal collection situation.
2. Budget is on track according to plan. See attached Financials Summary.

C. Committee Reports

1. Architectural Review: Tom Gish, coordinator
Tom provided copies of his last monthly inspection report to the Board indicating owner's yards in violation of the covenants.

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2. Bridges and Benches: Will Matheny, chair
 - a. The bridge maintenance program will be expanded to include the two newest replacements built last August (2018). Our two newest units, after 1 year of curing, are ready for a seal coat as we did to the long bridge. Experience from last year's application of sealer predicts the same volunteer labor savings of 10 man-hours, for a value of ~\$500.

Seal and maintenance date is set for Monday Sept 16th, with an expected volunteer group.
 - b. Our PT wooden benches around the two scenic lakes are aged and poorly positioned.

ACTION: In consideration of expected life, they will be evaluated for locations and replacement (benches with a back support may be appropriate for our older patrons and young families).
3. Newsletter: Audrey Chamberlain, chair

The Summer Quarter Edition Newsletter will go out in late July or early August. Articles will include announcing key dates and activities such as:

 - a. 4th Annual Picnic. Date is Sunday August 25th from 1 to 4pm.
 - b. A call will go out for any one in PT with "Web Page" skills to contact Tom Gish at (425) 339-1160 ext 223.
4. Paint Review: Bonnie Foti, chair

Our revised Paint Selection procedure is showing improvement in the turn around time due to direct interaction with the Paint Committee. All owner paint requests are being mailed directly to Bonnie Foti at her home address. (Both the new Paint Selection Form and the Revised Paint Procedures are posted on our website.) The Chairperson will continue to hold all original owner forms by division/lot in files, with approved copies send to homeowners and Tom Gish for his management records.
5. Picnic: Audrey Chamberlain, chair

Summer is upon us and it's time to look ahead to our 4th annual picnic. This year's theme music will be "Flashback to the 50's and 60's". Burgers and hotdogs will be provided from the grill. If you have a special diet, feel free to bring your preferred entrée. Set your calendar for August 25th from 1 – 4pm. Please contact Audrey Chamberlain at (425) 293-2879.
6. Reserve Study: Bruce Meaker, chair

Following an on-site walk around with Association Reserves, a draft Reserve Study for 2020 was produced. The committee commented on 2 errors in the assumptions and the Study was updated and is now ready to support the budget planning for 2020. By the end of 2019, our PT reserve funds should be at 68% of fully funded, while the road reserves will be at 112% of fully funded. The Reserve accounts are in good shape, as 70% funding is considered desirable for a low probability of a special assessment.
7. Rules: Bruce Meaker, chair

The committee will look at the current rules regarding "Sheds" and "Fences" at its next meeting on July 24th. Homeowners will be asked to review and provide comments as the various rules are updated and clarified. The process of rules updating is lengthy and laborious with much

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wordsmithing and discussion about meaning and values. The Committee expects to be involved in the update process for the next several years.

8. Trails: Bruce Meaker, chair

Trail Patching: Uprooted trail sections have been identified and mapped. Replacement for approximately 1600 square feet with new blacktop over 30 areas have been put up for bid.

We are learning about alternative patching materials to asphalt because tree roots starved for air and water try to break up the asphalt. Alternative materials are flexible and allow water and air to pass into the ground. A contractor has been contacted for more information.

Trail Sealing: Trail sealing with a tar-like latex material topcoat is under way. This work will be periodic and extended over the remainder of the summer as good weather allows. Some of the volunteers who worked on the bridge replacement projects will be working on the trail sealing. Anyone wishing to volunteer should contact Bruce Meaker at (425) 338-4574

9. Trees and Ponds: Ken Bemis, chair

- a. Work continues to identify those trees and branches considered dangerous. Hanging limbs have been removed.
- b. English Ivy is attacking trees in the common area on the east boundary with Autumn Meadows, particularly near Bonnie Foti's residence. It was suggested we have the ivy cut at the base. It was then stated that it will root in the bark if not stripped off the tree completely.

ACTION: Bonnie will send pictures to Tom for evaluation. He will determine if action is worth the cost of saving the trees.

10. Welcome: Bonnie Foti, chair

The "Welcome" packet of materials for new PT owners has been updated. To date this year there has been three new owner move-in's and another pending contact. Past years: 2017 (12), 2018(7)

D. Manager's Report

1. The Pond treatment second application has been completed. The next 30 days will determine if another application is required for algae suppression.
2. PT website requires content update. PGPM (Tom Gish) is seeking someone with these skills. As a good example of what PT may need, is found on Autumn Meadows website. Tom Gish and Audrey Chamberlain will seek similar web tools for PT.
3. Community traffic speed issue solutions are in process. Tom contacted Snohomish County, requesting a portable monitor and speed limit unit to be placed on 122nd Place. There is a waiting list for this service.

Traffic speeding issue and neglect of stop sign at 39th Ave SE, persist.

Speed bumps and speed indication devices were suggested. Ed Gillis, from a realtor perspective indicated that speed bumps communicate to people that something is wrong.

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ACTION: Andy Hamack will consult with the Sheriff's office for suggestions.
OTHER actions may include use of our PT Newsletter to encourage communication within households about the safety potential of serious auto or pedestrian damage.

E. Old Business

1. Ongoing intrusion of foot traffic entering our PT common area along the south unfenced boundary with Spring Haven. Bruce Meaker talked to Joan Pugsley, President of Spring Haven HOA about the intrusion problem and other issues of mutual interest. Joan will try to get video footage of the time and description of the intruders. SH residents do not want foot traffic down 128th. The homeless housing that Mill Creek has allowed east of Thomas Lake will increase the incidence of traffic in the SH and PT area.

Mutual solutions will be discussed as more information is gathered.

Spring Haven has reported package theft and backyard property intrusions. There may be a connection.

There have been plywood and a bench found in the common area off the trail near Spring Haven.

ACTION: Bruce will have the 4x8 sheet of plywood and bench removed from the hangout on PT land.

F. Other business

Safety – Picnic grounds at the athletic field have many holes and ruts caused by the watering

system pipe runs creating unsafe turf conditions. Fill dirt and seed is required to correct these tripping and sinking places. - Tom Gish agreed to address.

Barking – At Trailheads, whose responsibility is it? A copy of the NW Landscaping Contract was requested for review by the Board. - Tom Gish will provide.

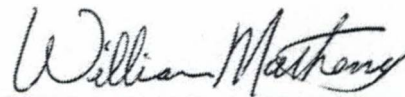
Lighting – Plants at the 122nd Pl SE Entry have overgrown the lights that mark the center island.

Trees – Arborvitae along some trails have grown very large, such that they are pushing over private fences or hanging into trails.

No other business


Meeting adjourned at 8:07pm

Respectfully submitted, Secretary for 2019,



William Matheny

Board of Directors Reviewed:



Bruce Meaker

325 Pioneer Trails HOA

Balance Sheet

Posted 06/30/2019

Assets

Cash

OPERATING ACCOUNT 69,413.67

Total Cash 69,413.67

Replacemnt Reserves

KEY BANK REPL CKG 13,185.96

KEY BANK REPL CD 10/22/20 2.50% 39,491.77

KEY BANK REPL CD 08/23/20 3.0% 41,303.99

Total Replacemnt Reserves 93,981.72

Reserve

CAB ROAD CD/1581 - 12/07/19 .35% 5,379.38

Total Reserve 5,379.38

Road Reserves

KEY BANK ROAD CD 10/22/20 2.50% 87,039.91

Total Road Reserves 87,039.91

Total Assets 255,814.68

Liabilities & Equity

Equity

RETAINED EARNINGS 163,398.31

Net Income 92,416.37

Total Equity 255,814.68

Total Liabilities & Equity 255,814.68

325 Pioneer Trails HOA

Profit & Loss Statement

Period 6/1/2019 To 6/30/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
Income							
ASSESSMENT INCOME	250.00	12,583.00	(12,333.00)	147,807.00	75,498.00	72,309.00	151,000.00
ROAD FUND INCOME	0.00	437.00	(437.00)	4,988.00	2,622.00	2,366.00	5,246.00
LATE FEES	0.00	0.00	0.00	260.00	0.00	260.00	0.00
RETURNED CHECK FEE	0.00	0.00	0.00	10.00	0.00	10.00	0.00
INTEREST - OP/REPL RI	111.87	0.00	111.87	574.21	0.00	574.21	0.00
INTEREST - ROAD RES	193.07	0.00	193.07	953.06	0.00	953.06	0.00
KEY/FOB CHARGE	25.00	0.00	25.00	50.00	0.00	50.00	0.00
TOTAL Income	579.94	13,020.00	(12,440.06)	154,642.27	78,120.00	76,522.27	156,246.00
TOTAL Income	579.94	13,020.00	(12,440.06)	154,642.27	78,120.00	76,522.27	156,246.00
Expense							
Administrative							
AUDIT/TAX RETURN	0.00	160.00	160.00	1,700.00	960.00	(740.00)	1,925.00
RESERVE STUDY	590.00	0.00	(590.00)	1,180.00	1,150.00	(30.00)	1,150.00
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	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	42.00	42.00	105.00	252.00	147.00	500.00
OFFICE SUPPLIES	0.00	13.00	13.00	99.04	78.00	(21.04)	150.00
POSTAGE	0.00	63.00	63.00	801.90	378.00	(423.90)	750.00
PRINTING/COPIES	0.00	196.00	196.00	1,490.23	1,176.00	(314.23)	2,350.00
MEETING HALL RENTAL	0.00	33.00	33.00	0.00	198.00	198.00	400.00
COMMUNITY/SOCIAL E	0.00	70.00	70.00	0.00	420.00	420.00	840.00
WEBSITE EXPENSES	0.00	6.00	6.00	0.00	36.00	36.00	75.00
ADMIN EXPENSE 5	0.00	0.00	0.00	246.00	0.00	(246.00)	0.00
LEGAL	29.50	417.00	387.50	539.65	2,502.00	1,962.35	5,000.00
INSURANCE	0.00	433.00	433.00	5,090.00	2,598.00	(2,492.00)	5,200.00
MISC. ADMIN EXPENSE	0.00	21.00	21.00	78.00	126.00	48.00	250.00
TOTAL Administrative	2,884.50	3,720.00	835.50	24,929.82	23,470.00	(1,459.82)	45,780.00
Repairs and Maintenance							
REPAIRS & MAINTENAN	28.06	250.00	221.94	426.89	1,500.00	1,073.11	3,000.00
SIGN PURCHASES/REP,	0.00	42.00	42.00	0.00	252.00	252.00	500.00
PEST CONTROL	0.00	42.00	42.00	0.00	252.00	252.00	500.00
GROUNDS MAINTENAN	4,980.82	5,083.00	102.18	29,803.26	30,498.00	694.74	61,000.00
TREE MAINTENANCE	1,306.62	583.00	(723.62)	3,149.58	3,498.00	348.42	7,000.00
DETENTION POND MAIN	0.00	333.00	333.00	0.00	1,998.00	1,998.00	4,000.00
LANDSCAPING - OTHER	0.00	83.00	83.00	159.27	498.00	338.73	1,000.00
IRRIGATION MAINT/REF	0.00	71.00	71.00	433.58	426.00	(7.58)	850.00
SNOW/ICE REMOVAL	0.00	0.00	0.00	1,243.94	0.00	(1,243.94)	0.00
BACKFLOW TESTING	0.00	14.00	14.00	160.00	84.00	(76.00)	170.00
TOTAL Repairs and Maint	6,315.50	6,501.00	185.50	35,376.52	39,006.00	3,629.48	78,020.00
Reserve Expenses							

325 Pioneer Trails HOA

Profit & Loss Statement

Period 6/1/2019 To 6/30/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	Annual
PRIVATE RD REPAIR	0.00	83.00	83.00	0.00	498.00	498.00	1,000.00
BARK REPLENISH	0.00	167.00	167.00	0.00	1,002.00	1,002.00	2,000.00
ASPHALT PATCH RPR/F	0.00	1,000.00	1,000.00	0.00	6,000.00	6,000.00	12,000.00
TOTAL Reserve Expenses	0.00	1,250.00	1,250.00	0.00	7,500.00	7,500.00	15,000.00
Utility							
WATER/SEWER	238.50	417.00	178.50	527.00	2,502.00	1,975.00	5,000.00
ELECTRICITY	268.33	250.00	(18.33)	1,392.56	1,500.00	107.44	3,000.00
TOTAL Utility	506.83	667.00	160.17	1,919.56	4,002.00	2,082.44	8,000.00
TOTAL Expense	9,706.83	12,138.00	2,431.17	62,225.90	73,978.00	11,752.10	146,800.00
Excess Revenue / Expense	(9,126.89)	882.00	(10,008.89)	92,416.37	4,142.00	88,274.37	9,446.00