

**Pioneer Trails Homeowner Association- PTHOA**  
**Board of Directors Meeting Minutes**  
**Wednesday September 18<sup>th</sup>, 2019 (Reviewed)**

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LOCATION: Hilton Lake Fire Station, 3525 108<sup>th</sup> St. SE, Everett, Wa 98208

BOARD OF DIRECTORS:

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

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish

ATTENDANCE: Seven owners + Six Board + One PGPM = 14

**SPECIAL INTEREST PRESENTATION:** 6:00 pm to 7:30 pm

Emergency Preparedness Seminar by Shawneri Guzman of South County Fire District

**I. Homeowner's Forum:**

The floor was opened at 7:30 pm to homeowners wishing to convey their community issues and opinions to the Board for discussion and consideration for action.

No topics were brought forth; thus, the Forum session was ended at 7:35 pm.

**II. Board of Directors Meeting:**

The meeting was called to order by President, Bruce Meaker at 7:35pm.

A quorum was established for business, with 6 of the 7 board members present.

**A. Prior Minutes Review.** (Meeting held on July 17<sup>th</sup>, 2019)

Minutes of the previous BoD meeting was opened for discussion. The posted minutes Title to be revised by replacing the word "DRAFT" with the word "FINAL". No other revisions or discussions were expressed. Motion to accept as "Final" came from Paul Heneghan and 2<sup>nd</sup> to the motion by Bonnie Foti. The motion passed unanimously. Minutes will be revised to indicate 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 homeowners accounts are in good standing. Five delinquencies reported for a total of \$2500. 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 is responsible for most of the delinquent total and Board action is pending.
2. Budget is on track according to plan.

**See attached Financials Summary.**

**C. Committee Reports**

1. Architectural Review: Tom Gish, coordinator  
Bonnie Foti has rejoined the ACC committee.
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 planned date of September 16<sup>th</sup> was rained out. We will consider another plan.
  - b. Our PT wooden benches around the two scenic lakes are aged and poorly positioned.

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**ACTION:** The chairperson will form a small task group to find suitable furnishings of best value and propose a plan to the Board for acquisition and installation. Average cost is around \$800 per bench, and thus far we will eventually want 8 total. Benches with a back support will be a high priority for our older patrons and young families.

3. Newsletter: Judy Kimball, chair (Bruce Meaker reported in Judy's absence)  
Three editions were published this year. The next edition will need to be written and published prior to next year's election.

4. Paint Review: Bonnie Foti, chair  
18 requests have been reviewed: 16 homes and 2 fences.

Our revised Paint Selection procedure is showing improvement in the turn around time due to direct interaction with the Paint Committee. Due to revision to the PT regulations, exteriors of our homes for color approval now includes any fence, whether to be painted or stained.

5. Picnic: Audrey Chamberlain, chair. (Bruce Meaker reported in Audrey's absence)  
This year's event was attended by 130. All seemed to have a grand time with the theme of "Flashback 50's and 60's, good food, and the appearance of the South County Fire (SCF) District engine and EMT response truck. Bruce Meaker sent a letter of appreciation to Shawneri Guzman at SCF (see attached).

Total picnic expenses were \$603 including a \$50 gift card to the donator of the sound system and a \$100 donation to Gold Creek Community Church for allowing us to use their tents, tables, and chairs. Because the expenses were under the \$840 budgeted, Audrey Chamberlain has suggested that the committee purchase several items used every year for the picnic such as cords for the power and serving dishes. The Committee will make a recommendation.

The only two Sundays in August that the tents, tables and chairs are available from Gold Creek are the 2<sup>nd</sup> and 4<sup>th</sup>. By the 4<sup>th</sup> many are away on vacation (which seemed to be the case this year.) Therefore, the committee will target the Picnic for the 2<sup>nd</sup> Sunday of August next year.

6. Reserve Study: Bruce Meaker, chair  
The Reserve Study Committee review of the Association Reserves 2020 Reserve Study for the Replacement and Road Reserves has been completed. The results will be used by the Board when conducting the 2020 budget planning in November.

7. Rules: Bruce Meaker, chair

The Rules committee has drafted up descriptions for the ACC Committee and requirements for homeowner "Fences". RV and shed guidelines are in process. The next Rules Committee meeting will be held on November 6<sup>th</sup>.

8. Trails: Bruce Meaker, chair  
Trail sections needing repairs have been identified on a map. For the more severely damaged areas, we have engaged a professional contractor to prescribe process/product requirements to solve our tree uprooting problems. The committee is awaiting their bid to evaluate the economics and alternatives.

Trail sealing with a tar-like latex material topcoat has been undertaken. Thus far, covering 8,660 linear feet for a cost of \$5,515 of the \$6,000 budgeted. Our season of opportunity for more

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coverage this year has come to an end. The remaining 6,100 linear feet will be covered next year.

Tom said he will be having the trailheads stenciled soon.

9. Trees and Pond: (Ken Bemis), chair (not present)

- a. Work continues to identify those trees and branches considered dangerous. Hanging limbs have been removed. Sandy Fatseas reported a Cherry tree dropping (fruit?) on the trails between 125 Pl SE and 125<sup>th</sup> St SE off 42<sup>nd</sup> Ave. causing the trail to be slippery. Also, she reported a Fir tree with hanging limbs.

**ACTION:** Bruce will contact Ken Bemis to investigate.

- b. English Ivy is attacking one or more 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 3 new PT owners has been distributed. To date this year there has been six new owner move-in's, but three with incomplete information/identification. Tom provides updates as he receives feedback from his initial correspondence letter. This is where PGPM and PT work together to correct our records.

D. Manager's Report - Tom Gish, PGPM

1. The second pond treatment was completed late this summer. Additional Pond treatments will not be required for the remainder of this season.
2. PT management requires website software and content update. PGPM (Tom Gish) is seeking someone with these skills. As a good example of what PT may need, we can find on Autumn Meadows (others?) website.  
(Tom Gish and Audrey Chamberlain to seek similar web tools for PT.)
3. The brush around our lakes edge waters has been trimmed to the proper height. Brush along trails have also been cut back. (Note: some trail trim debris needs to be cleaned up.)
4. A request has been received to replace the sports field soccer net and to mark out the baseball infield lines. Tom will acquire a net replacement for the coming spring. The baseball infield markings are difficult to maintain, and the backstop has been removed from the reserve study replacement schedule.
5. A request to add "Pickle Ball" markings over the Tennis court layout has been suggested. For age appropriate type exercise, Pickle Ball is a very popular racket sport, while making more efficient use of existing space.

This past summer, Judy Kimball and Will Matheny surveyed the Edmonds community park facility. Conclusion is that our one PT tennis area could fit up to 4 courts when fully

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developed, supporting as many as 16 players at once.

(Will Matheny to present a detailed plan and cost proposal for consideration by the Board)

E. Old Business

1. Intrusion of foot traffic entering our PT common area along the south unfenced boundary with Spring Haven. Bruce Meaker has attempted to contact Joan Pugsley of Spring Haven to coordinate a joint effort to stop the traffic. Bruce Meaker and Ken Bemis removed a 4x8 sheet of plywood and bench from the potential hangout on PT land.
2. Traffic speeding issue and neglect of stop sign at 39<sup>th</sup> Ave SE, persist.  
Tom Gish checked with the county for status of a speed indicator portable unit. Likely nothing will be available until May of 2020.

Suggestions may include use of our PT Newsletter, Safety Alert, to encourage communication within our households about the potential of a serious auto accident or pedestrian injury. Another idea, simple to achieve, would be to request the county to post additional speed limit signs and or apply road stencils onto the roadway.

(Tom Gish and Andy Hamack are to make requests to support forth coming solutions.)

3. Our website is out of date and needs additional functionality. No one has volunteered as yet.  
See also above at II.D.2  
(Bruce and Tom assign a committee to identify website widgets.)

F. New Business

Safety – Picnic grounds at the athletic field has 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

Barking–At Trailheads, whose responsibility is it? - Tom Gish

Lighting–Plants at the 122nd 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 trail ways. Tom will address the fences.

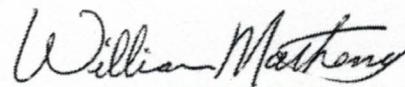
The Budget Ratification Meeting is scheduled for 7:00 pm Wednesday, December 18 at the Hilton Lake Fire Station.

Motion to adjourn was made by Andy Hamack and seconded by Paul Heneghan. Motion passed.

**Meeting adjourned at 8:30 pm**

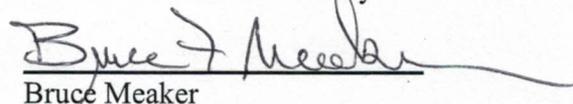
Attachments: August Financials: Balance Sheet and P & L Statement.  
Letter of appreciation to SCF

Respectfully submitted, Secretary for 2019,



10/3/2019 William Matheny

Board of Directors Reviewed:

  
Bruce Meaker

325 Pioneer Trails HOA

Balance Sheet

Posted 08/31/2019

**Assets**

Cash

OPERATING ACCOUNT 45,137.88

Total Cash 45,137.88

Replacemnt Reserves

KEY BANK REPL CKG 13,185.96

KEY BANK REPL CD 10/22/20 2.50% 39,655.06

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

Total Replacemnt Reserves 94,145.01

Reserve

CAB ROAD CD/1581 - 12/07/19 .35% 5,382.53

Total Reserve 5,382.53

Road Reserves

KEY BANK ROAD CD 10/22/20 2.50% 87,399.79

Total Road Reserves 87,399.79

*Total Assets* 232,065.21

**Liabilities & Equity**

Equity

RETAINED EARNINGS 163,398.31

Net Income 68,666.90

Total Equity 232,065.21

*Total Liabilities & Equity* 232,065.21

# 325 Pioneer Trails HOA

## Profit & Loss Statement

Period 8/1/2019 To 8/31/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
<b>Income</b>							
<b><u>Income</u></b>							
ASSESSMENT INCOME	200.00	12,583.00	(12,383.00)	148,197.00	100,664.00	47,533.00	151,000.00
ROAD FUND INCOME	0.00	437.00	(437.00)	4,988.00	3,496.00	1,492.00	5,246.00
LATE FEES	0.00	0.00	0.00	270.00	0.00	270.00	0.00
RETURNED CHECK FEE	0.00	0.00	0.00	10.00	0.00	10.00	0.00
INTEREST - OP/REPL RI	270.01	0.00	270.01	1,105.45	0.00	1,105.45	0.00
INTEREST - ROAD RES	0.00	0.00	0.00	953.06	0.00	953.06	0.00
KEY/FOB CHARGE	0.00	0.00	0.00	60.00	0.00	60.00	0.00
<b>TOTAL Income</b>	<b>470.01</b>	<b>13,020.00</b>	<b>(12,549.99)</b>	<b>155,583.51</b>	<b>104,160.00</b>	<b>51,423.51</b>	<b>156,246.00</b>
<b>TOTAL Income</b>	<b>470.01</b>	<b>13,020.00</b>	<b>(12,549.99)</b>	<b>155,583.51</b>	<b>104,160.00</b>	<b>51,423.51</b>	<b>156,246.00</b>
<b>Expense</b>							
<b><u>Administrative</u></b>							
AUDIT/TAX RETURN	0.00	160.00	160.00	1,700.00	1,280.00	(420.00)	1,925.00
RESERVE STUDY	0.00	0.00	0.00	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	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	42.00	42.00	415.00	336.00	(79.00)	500.00
OFFICE SUPPLIES	0.00	13.00	13.00	105.15	104.00	(1.15)	150.00
POSTAGE	0.00	63.00	63.00	844.90	504.00	(340.90)	750.00
PRINTING/COPIES	0.00	196.00	196.00	1,507.13	1,568.00	60.87	2,350.00
MEETING HALL RENTAL	0.00	33.00	33.00	0.00	264.00	264.00	400.00
COMMUNITY/SOCIAL E	0.00	70.00	70.00	0.00	560.00	560.00	840.00
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	246.00	0.00	(246.00)	0.00
LEGAL	118.00	417.00	299.00	808.15	3,336.00	2,527.85	5,000.00
INSURANCE	0.00	433.00	433.00	5,090.00	3,464.00	(1,626.00)	5,200.00
MISC. ADMIN EXPENSE	0.00	21.00	21.00	127.00	168.00	41.00	250.00
<b>TOTAL Administrative</b>	<b>2,383.00</b>	<b>3,720.00</b>	<b>1,337.00</b>	<b>30,153.33</b>	<b>30,910.00</b>	<b>756.67</b>	<b>45,780.00</b>
<b><u>Repairs and Maintenance</u></b>							
REPAIRS & MAINTENAN	0.00	250.00	250.00	970.89	2,000.00	1,029.11	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	4,980.82	5,083.00	102.18	39,764.90	40,664.00	899.10	61,000.00
TREE MAINTENANCE	0.00	583.00	583.00	3,149.58	4,664.00	1,514.42	7,000.00
DETENTION POND MAIN	0.00	333.00	333.00	0.00	2,664.00	2,664.00	4,000.00
LANDSCAPING - OTHER	0.00	83.00	83.00	391.93	664.00	272.07	1,000.00
IRRIGATION MAINT/REF	120.16	71.00	(49.16)	553.74	568.00	14.26	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	112.00	(48.00)	170.00
<b>TOTAL Repairs and Maint</b>	<b>5,100.98</b>	<b>6,501.00</b>	<b>1,400.02</b>	<b>46,234.98</b>	<b>52,008.00</b>	<b>5,773.02</b>	<b>78,020.00</b>
<b><u>Reserve Expenses</u></b>							

# 325 Pioneer Trails HOA Profit & Loss Statement

Period 8/1/2019 To 8/31/2019 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
PRIVATE RD REPAIR	0.00	83.00	83.00	0.00	664.00	664.00	1,000.00
BARK REPLENISH	0.00	167.00	167.00	0.00	1,336.00	1,336.00	2,000.00
ASPHALT PATCH RPR/F	5,514.86	1,000.00	(4,514.86)	5,514.86	8,000.00	2,485.14	12,000.00
<b>TOTAL Reserve Expenses</b>	<b>5,514.86</b>	<b>1,250.00</b>	<b>(4,264.86)</b>	<b>5,514.86</b>	<b>10,000.00</b>	<b>4,485.14</b>	<b>15,000.00</b>
<b>Utility</b>							
WATER/SEWER	1,554.10	417.00	(1,137.10)	3,055.40	3,336.00	280.60	5,000.00
ELECTRICITY	271.67	250.00	(21.67)	1,958.04	2,000.00	41.96	3,000.00
<b>TOTAL Utility</b>	<b>1,825.77</b>	<b>667.00</b>	<b>(1,158.77)</b>	<b>5,013.44</b>	<b>5,336.00</b>	<b>322.56</b>	<b>8,000.00</b>
<b>TOTAL Expense</b>	<b>14,824.61</b>	<b>12,138.00</b>	<b>(2,686.61)</b>	<b>86,916.61</b>	<b>98,254.00</b>	<b>11,337.39</b>	<b>146,800.00</b>
<b>Excess Revenue / Expense</b>	<b>(14,354.60)</b>	<b>882.00</b>	<b>(15,236.60)</b>	<b>68,666.90</b>	<b>5,906.00</b>	<b>62,760.90</b>	<b>9,446.00</b>

# Pioneer Trails Homeowners Association

September 1, 2019

Ms. Shawneri Guzman  
Community Outreach Coordinator  
South County Fire District  
12425 Meridian Ave. S.  
Everett, WA 98208

Dear Ms. Guzman,

Thank you so much for arranging to have representatives from South County Fire District visit the Pioneer Trails HOA Annual Picnic on Sunday August 25, 2019. Battalion Chief Vanderpoel, Captain Crawford, FF Yancey, and FF/PM Kangas all helped the attendees appreciate their sophisticated level of technical training and the community's investment in modern equipment to address various levels of emergency response. The firemen related particularly well to the young members of our community who were thrilled to experience being around their accessible professionalism.

Please convey my appreciation to the firemen for their time and engagement with our community. They helped make our Pioneer Trails HOA Annual Picnic experience very successful.

On September 18 the community is looking forward to your Emergency Preparedness presentation before our bi-monthly Board of Directors meeting at the Hilton Lake Fire Station.

Sincerely,



Bruce F. Meaker  
President, Pioneer Trails Homeowners Association

CC: PTHOA Board of Directors