



Trail Tales

Election Time, Please Vote

Inside this issue:

<i>Election Time</i>	1
<i>Calling Board Candidates</i>	1
<i>Meeting Minutes</i>	2
<i>Agenda</i>	3
<i>Enforcement Process</i>	3
<i>Election Schedule</i>	3
<i>Holiday Trivia</i>	3
<i>Contact Us</i>	4
<i>Compliance Charter</i>	<i>Insert</i>

This is truly an exciting time to be a voter. The annual Homeowner Association Board election is in January and your vote matters. Please look for your ballot in the mail just after the new year and send it in before the January 19th election deadline.

Two major goals of the Board are:

- Preserve desirability and property values
- Manage the care and maintenance of community assets



Calling For Board Candidates.

PTHA is seeking candidates to fill open Board positions. We need your help!

It is important to have a working Board to oversee our management company and to help make decisions that are important to our community. If you have a vested interest in your property and community, please consider volunteering some of your time on the Pioneer Trails Board of Directors.

The Board of Directors consists of a minimum of 3 and a maximum of 7 members as stated in the PTHA bylaws. Each position is a two year term, with alternating terms. One year there will be a maximum of 3 positions open, the next a maximum of 4 positions open. The goal is to have experienced Board Members to mentor new Board Members.

This coming year, there are 4 positions open. Board positions are determined amongst the new 2010 Board of Directors. If you would like more information, please contact Jennifer Suemnicht at Morris Management.

Please send us a brief biography introducing yourself or a fellow homeowner you'd like to nominate by Dec. 28, 2009 to:

PTHA - Nominations
 c/o Morris Management, Inc.
 325 - 118th Ave. SE, Suite 204
 Bellevue, WA 98005

Email: jsuemnicht@morrismanagement.com

Thank you for your consideration and for making a difference!

BOARD MEETINGS

LOCATION:

Silver Lake Baptist Church
12918 35th Ave. SE, Everett

TIME: 7 - 8:30 p.m.

MEETING DATES:

- Jan 4, 2010
(Meet the Candidates)
- Feb 11, 2010
(Annual Meeting)



Board of Directors' Nov. 2 Meeting Minutes (draft)

Homeowners Forum 7:20pm – 7:29pm

Meeting called to order at 7:30pm

Date: November 2, 2009

Presiding Officer: Chris Kern

Quorum established: Brenda Ferguson, Jan Edgeworth, John Torpey, Andy Hamack,
Erin Broxson – absent.

Members present: Six homeowners present.

MMI present: Jennifer Suemnicht



Purpose: Purpose of the Board of Directors is to make decisions that impact all homeowners.

Minutes: Andy Hamack made a motion to amend the September 14, 2009 Meeting Minutes to correct an error. The amount approved by the Board of Directors, to be spent on tree planting on the south side of the site of the former Lakeside Village sign, was \$150.00 not \$500.00. Brenda Ferguson seconded the motion. **MSA.** The Board approved the September 14, 2009 Minutes as amended. **MSA.**

Treasurer's Report: Chris Kern explained the income and expenditures as of October 2009.

Committee Report: None

Morris Management (MMI)'s Report:

October 14, 2009 met with the Board to review the 2010 budget.

Architectural Review: For the period of September 12, 2009 – October 22, 2009, requests for the following were approved: Roof replacements, exterior painting, deck replacement, new sheds and driveway paving.

Monthly inspections were conducted on 9/21/09 and 10/22/09.

Checking into the PTHOA web mail to make sure emails are answered in a timely manner.

Community Activity Report renamed to "Project Report". There are no ongoing projects to track at this time.

Unfinished Business:

Jan Edgeworth gave update on entrance signs and monument fence replacement. The Board is reviewing the budget for this project and the timeline.

Encroachment issues: One resolved, one pending.

Northwest MLS: Concerns that descriptions allowed in MLS guidelines might incorrectly identify or strongly imply that contiguous neighborhoods are part of the Pioneer Trails neighborhood.

New Business:

Brenda Ferguson spoke about the proposed changes to the Covenant Enforcement Process. These changes will streamline the covenant enforcement process and more fully utilize the services of Morris Management. A Board vote is expected in January 2010.

Elections for new Board members: Andy Hamack and Brenda Ferguson will facilitate the neighborhood election process for new Board members.

Rock retaining wall at drainage pipe near swale at Pioneer Lake: Substantial erosion necessitates corrective measures. John Torpey made motion to proceed with work not to exceed \$1,250 plus tax and subject to rock type acceptable to the Board. Brenda Ferguson seconded the motion. **MSA.**

Upcoming Events:

An election for new Board members is in January 2010. Deadline to submit a brief biography is December 28, 2009.

Next meeting:

Board Meeting on Monday, January 4, 2010 at Silver Lake Baptist Church.

Adjournment: 8:55pm

Respectfully Submitted, Jan Edgeworth, Secretary

Proposed Agenda for Jan. 4, 2010 Board Meeting

- Committee Reports: Election Committee
- Unfinished Business: Covenant Enforcement Revision
 - Entrance signs - Update
 - Encroachments - Update
- New Business: Meet the Candidates



Covenant Enforcement Proposed Process

The goals of the PTHA Board of Directors include:

- Maintaining a pleasant environment for all homeowners
- Maintaining and enhancing property values by monitoring and enforcing compliance with the covenants

The current covenant system is cumbersome and time consuming for a Volunteer Committee and Board. The group worked to together to design a system that takes advantage of the contract we have with MMI by transferring the responsibility of inspections, and re-inspections to MMI. The proposed process will be reviewed and approved by the Board at the Jan. 4, 2010 Board Meeting. Homeowners are hereby notified of the proposed changes as per the last issue and this current issue of the Trail Tales and are encouraged to comment. To review the proposed process, please see the enclosed Committee Charter for Covenant Compliance & flowchart.

The Board will determine what areas MMI needs to focus on in the monthly drive through inspections.

The Covenant Committee will no longer be responsible for inspections. They will help decide the focus of the MMI monthly inspection, and work with the Board liaison to enhance covenant compliance in Pioneer Trails.

Please feel free to send your comments. The Board contact info is on the back of this issue.

2010 Election Schedule

- December 28, 2009 • Nominations due. Deadline to submit biography.
- January 4, 2010 • Meet the Candidates at our regular Board Meeting.
- January 19, 2010 • Ballots due. Postmarked by this date.
- February 11, 2010 • Annual Meeting. New Board Members announced



******* HOLIDAY TRIVIA *******

What is the origin of the story of Rudolph the Red-Nosed Reindeer?

An advertising employee at the department store Montgomery Ward wrote the story in 1939 for a store promotion. The store gave away 2.4 million copies of the story to its customers that year and it's been part of American popular culture ever since.

Where does the White House get its Christmas tree?

The National Christmas Tree Association presents the First Family with a tree every year, after selecting it at their annual convention.

Pioneer Trails
Homeowners Association

c/o Morris Management, Inc.
325 - 118th Avenue SE, Suite 204
Bellevue, WA 98005

PRESORT STD
US POSTAGE
PAID
PERMIT NO. 421
EVERETT, WA

Board Meeting & Meet Board Candidates:

January 4, 2010

2009 Board of Directors

President: Chris Kern • Vice-President: John Torpey • Treasurer: Erin Broxson
Secretary: Jan Edgeworth
Members At Large: Andy Hamack & Brenda Ferguson

Committee	Chair	Committee	Chair
Architectural Control	Committee	Bridges, Benches, Signs	John Alberti
Covenant Enforcement	Committee	Easter Egg Hunt	Jenn Lindal
Elections		Fountains & Lights	Ken Bemis
Lakes, Ponds, Swale		Maintenance Contracts	
Newsletter	Dianne Otori	Paint Approval	Judy Kimball
Recreation	Doug Desharnais	Security	
Trail Repair		Tree Removal	Ken Bemis

4 WAYS TO CONTACT US

1. Call us at: 425.283.5858 x104
2. Email us at pthoa@pioneer-trails.org
3. Send us mail c/o Morris Management, Inc.
4. Attend a Board Meeting. We'd love to see you!

Morris Management's Contact Info

Pioneer Trails Homeowners Association
c/o Morris Management, Inc.
325 - 118th Avenue SE, Suite 204
Bellevue, WA 98005

• Tel: 425.283.5858 x104 • Email: jsuemnicht@morrismanagement.com

August 2009 (revised from January 1, 2005)

Covenant Compliance / Investigation Committee Charter

The Board of Directors (the “Board”) of Pioneer Trails Homeowners Association (the “Association”) has established the Covenant Compliance Committee (the “Committee”) (a standing committee) with the authority, responsibility and specific duties described in this Committee Charter (the “Charter”).

Purpose

The Committee is chartered by and reports to the Board of Directors. The Committee will assist the Board with matters pertaining to Covenant Compliance and clarification, keeping with PTHA’s purpose to maintain and enhance property values.

Responsibilities

The Committee Chairperson will:

1. Communicate and coordinate with the Board liaison.
2. Work with committee members to assure knowledge of CC&Rs.
3. Contact and coordinate committee members for meetings.
4. When necessary contact and coordinate committee members to assist with additional inspections

The Committee will:

1. Attend committee meetings, no more than 4 per year.
2. Work with the Board to focus the monthly site inspections done by the management company.
3. Report any blatant violations for direct review by the Board.
4. Review and be knowledgeable of the Governing Documents of Pioneer Trails, including the Declaration (as amended), Articles of Incorporation, Bylaws, and Rules and Regulations.
5. Review the process and make recommendations to the Board that would simplify, streamline and provide a consistent application of the governing documents.
6. Participate and make recommendations as to educating the membership to the benefits of voluntary compliance. (Use of the newsletter and welcome packet.). The Board reserves the responsibility of communication to owners.
7. Assist the Board should a decision that a violation exist be questioned.
8. Perform such other functions as the Board may assign to the Committee from time to time.
9. The Board reserves the authority for ultimate decision making.

Composition

The Committee shall consist of 3 to 7 volunteer members, all of whom must be owners of the Association. Each volunteer member is appointed by the Board for a two year term.

The chairperson of the Committee (and chairperson pro tempore in the absence of the chairperson) shall be selected by the affirmative vote of a majority of the members of the Committee.

One of the members shall be selected by the committee to serve as the scribe to record and distribute the minutes of each committee meeting.

Term

The Committee will exist continuously to perform the responsibilities set forth above. It is expected that all responsibilities will be completed on a “time is of the essence” basis.

Operations

1. Meetings. The Committee shall meet as often as may be deemed necessary or appropriate in its judgment at the call of its chairperson, two or more members of the Committee, or the President of the Board. The Committee may meet in person, by telephone conference call, or in any other manner in which the Board is permitted to meet under the Association’s bylaws.
2. Reports / Minutes. The minutes of the committee meetings will be distributed to each Board member. Recommendations of the Committee will be submitted to the Board in writing.
3. Violation / Investigations. Assistance may be requested from the Board Liaison. The committee member would determine the existence of a violation.

Complaint Procedures (see flowchart)

1. A violation may be noted either; 1) during a monthly site inspection by the management company or 2) a written Covenant Compliance Form submitted by a homeowner.
2. Once a violation is noted a letter will be sent within 7 days. Correction is needed within approx. 21 days, prior to the next site inspection.
3. If the violation is determined to be a repeat violation the letter will indicate this and note the shortened performance expectations described below. A repeat violation is the same or similar violation by the same homeowner with in a 12 month period.
4. Second site inspection.
 - a. First time violation - corrected – homeowner will be notified and record stored.
 - b. First time violation - not corrected – homeowner will be notified with in 7 days and correction needed before next site inspection. Noting a possible fine may occur if correction not made and an opportunity to be heard.
 - c. Repeat violation – corrected – homeowner will be notified and record stored.
 - d. Repeat violation – not corrected – homeowner will be notified of fine to be assessed from the date of the first letter and the homeowner does have an opportunity to be heard at the next board hearing date.

5. Third site inspection.
 - a. First time violation – corrected – homeowner will be notified and record stored.
 - b. First time violation – not corrected – homeowner will be notified of fine assessed from the date of the first letter and has an opportunity to be heard at the next board hearing date.
6. If a letter is sent, the first letter will be sent via regular mail with any necessary forms. Subsequent letters will be sent via certified return receipt requested and regular mail with a copy of the first letter, the appropriate covenants, policies and procedures. Copy of the letter is filed with permanent records at Management Company.
7. The homeowner has the right to be represented, speak on his own behalf, to present witnesses and written statements at the hearing.
8. The Board will conduct a hearing on the violation (using Roberts Rules of Order). The Board is empowered to levy a fine (within the set ranges), reduce the fine, dismiss the fine and/or continue the matter to the next scheduled meeting.
9. All fines will be determined based on severity and frequency of the infraction. The fine begins accruing at \$10 per day for the first 30 days, \$20 per day until the violation is cured or corrected, this can be different for recurring violations. Recurring or repeat violations will be at a rate of \$20 per day for the first 30 days, and then increasing to \$30 per day until the violation is cured.
10. Unpaid fines are subject to 18% annual interest and a lien will be placed against the property after 30 days, together with related legal and recording costs. All liens are subject to collection and/or foreclosure action at the discretion of the Board of Directors, as outlined in the Governing Documents.

Covenant Enforcement Process

PROPOSAL

