

Pioneer Trails Homeowner Association- PTHOA
Board of Directors Meeting Minutes
Tuesday May 15th, 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, Audrey Chamberlain

PORT GARDNER PROPERTY MANAGEMENT (PGPM): Tom Gish

HOME OWNERS (H/O): In Attendance 12

PREAMBLE: As stated in last year's goals for 2018, entertaining personal topics would be arranged for the time slot prior to the PTHOA meeting. Two interesting presentations this time were given-

1. 6:00pm, "River Cruising in Europe", by Bruce Meaker regarding his travel experiences.
2. 7:00pm, "Community Drug Usage Avoidance and Response Strategies", by Snohomish County Sheriff Sgt. Nathan Alanis, Dept. of Neighborhood Community Outreach.

I. Homeowner's Forum:

Meeting was called to order at 7:45pm by President, Bruce Meaker.

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

There was some question concerning the rules for trash containers being stored in front of their garage or home but visible from the street. The Board's response was that this "out of sight" requirement is under review by the Rules Committee and has not been enforced. In light of reasonableness towards neat and orderly, specific instances should be reported to Tom.

No other topics. Forum session was ended at 7:50pm.

II. Board of Directors Meeting:

A quorum was established based on six of the seven BoD members present.

Prior Minutes Review.

Minutes of the previous BoD meeting on December 2017 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.

Treasurers/Financial Review (Paul Heneghan, Tom Gish)

1. Balances in home owners accounts are in good standing.
2. Five delinquencies reported, with one account in arrears facing legal action if not brought into compliance. An appropriate notice is expected to be issued before filing proceedings.
3. See attached financials summary.

Committee Reports

1. Picnic: (Audrey Chamberlain) not present.
2. News Letter :(Audrey Chamberlain) not present.

Pioneer Trails Homeowner Association- PTHOA
Board of Directors Meeting Minutes
Tuesday May 15th, 2018 (Reviewed)

3. Paint Review: (Bonnie Foti)
Ten ACC's for paint have been approved thus far in 2018.
4. Architectural Review: (Tom Gish, Coordinator)
An issue arose when an owner proceeded with a replacement driveway based on a 5 yr old expired approval. There were unapproved design changes that effect the interface to the county regulated pavement, as well as a drainage issue with his neighbor. On review by Tom Gish and Bruce Meaker this matter is closed.
5. Bridge Maintenance and Replacement: (Will Matheny)
 - a. The maintenance program to care for our bridges was begun Saturday May 12th. Several favorable comments have been received about our new bridge color. Our plan is to use clear oil-based protection to seal the lumber every 3 to 4 years until conditions dictate otherwise to achieve the desired tone.

A very efficient team of volunteers completed the task in 2 ½ hours. Thank you for the dedication and spirit of our “community” to the following people:
Randy Parrella, Michael Ball, Earl Shafer, Ken Bemis and Will Matheny.
 - b. Demolition and replacement of the two other bridges will be scheduled one week after our annual Picnic this August.
6. Trees and Pond: (Ken Bemis)
A sump pump in the Pioneer Lake pump vault failed and was replaced after 10 years of service. The water conditioning system is back up and running.
Several trees that meet the rules for removal will be felled.
7. Reserve Review: (Brendan O'Farrell)
The Reserve Study will be augmented to include a more sophisticated application of inflation for replacement costs.
8. Rules and Legal: (Brendan O'Farrell)
 - a. Rules are in review with the idea of tightening possible variants to better facilitate enforcement.
 - b. To represent us in legal matters, three law firms have been interviewed by the select committee of PT Directors - Brendan, Paul and Bruce. After deliberation it was determined that Barker-Martin best meets our criteria. The Committee recommendation to engage Barker-Martin in legal support services was approved by the BoD.
 - c. Barker Martin will be providing a scope of work for assisting the committee effort to restate and amend the covenants and By-laws and developing consistent guidelines for the Association.
9. Welcome Review: (Bonnie Foti)
Recent sales of real estate continue. Our “Welcome” packet will add a page containing the reference sheet from the Sheriff's Dept. presentation note #2 in the preamble.

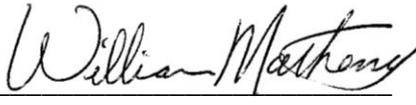
Pioneer Trails Homeowner Association- PTHOA
Board of Directors Meeting Minutes
Tuesday May 15th, 2018 (Reviewed)

Manager's Report

1. Pond water conditioning, known as SLAM, has been applied. Weed plants are pushing the shoreline inwards. There is a risk of loosing the pond if any portion of the shore is dredged. This weed relationship with the pond may be evaluated in the future.
2. Beaver relocation program. Tom and Bruce recently met with the Tulalip Tribes representative to discuss the beaver relocation program from Trail Lake, Pioneer Lake, and the wetland pond. Tom Gish will send out an information letter to all PTHOA residents to encourage their cooperation. Trapping will begin June 4th.

With no other business, a motion to adjourn the meeting was made by Brendan O'Farrell. A second to the motion by Paul Heneghan. Motion passed.

Meeting adjourned at 8:41pm

Respectfully submitted, Secretary for 2018, 
William Matheny

Board of Directors Reviewed:

Date completed 5/31/2018

325 Pioneer Trails HOA

Balance Sheet

Posted 04/30/2018

Assets

Cash

OPERATING ACCOUNT 84,418.48

Total Cash 84,418.48

Replacemnt Reserves

CAB REPL CD - 09/02/18 .25% 14,002.97

CAB REPL CD - 06/02/19 2.0% 12,636.44

KEY BANK REPL CKG 250.00

KEY BANK REPL CD 04/23/19 2.0% 38,557.61

Total Replacemnt Reserves 65,447.02

Road Reserves

CAB ROAD CD - 06/02/19 2.0% 5,254.83

KEY BANK ROAD CD 04/23/19 2.0% 81,059.31

Total Road Reserves 86,314.14

Total Assets 236,179.64

Liabilities & Equity

Equity

RETAINED EARNINGS 127,856.91

Net Income 108,322.73

Total Equity 236,179.64

Total Liabilities & Equity 236,179.64

325 Pioneer Trails HOA Profit & Loss Statement

Period 4/1/2018 To 4/30/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
<u>Income</u>							
ASSESSMENT INCOME	1,640.00	12,583.00	(10,943.00)	144,171.00	50,332.00	93,839.00	151,000.00
ROAD FUND INCOME	96.00	437.00	(341.00)	4,902.00	1,748.00	3,154.00	5,246.00
LATE FEES	50.00	0.00	50.00	310.00	0.00	310.00	0.00
INTEREST INCOME	244.21	0.00	244.21	814.19	0.00	814.19	0.00
TOTAL Income	2,030.21	13,020.00	(10,989.79)	150,197.19	52,080.00	98,117.19	156,246.00
TOTAL Income	2,030.21	13,020.00	(10,989.79)	150,197.19	52,080.00	98,117.19	156,246.00
Expense							
<u>Administrative</u>							
AUDIT/TAX RETURN*	1,925.00	146.00	(1,779.00)	1,925.00	584.00	(1,341.00)	1,750.00
RESERVE STUDY*	0.00	1,150.00	1,150.00	0.00	1,150.00	1,150.00	1,150.00
PERMITS/LICENSES*	0.00	1.00	1.00	0.00	4.00	4.00	10.00
MANAGEMENT FEE*	2,265.00	2,265.00	0.00	9,060.00	9,060.00	0.00	27,180.00
BOARD EDUCATION/TR	0.00	63.00	63.00	0.00	252.00	252.00	750.00
OFFICE SUPPLIES*	7.30	27.00	19.70	75.72	108.00	32.28	320.00
POSTAGE*	29.18	108.00	78.82	405.80	432.00	26.20	1,300.00
PRINTING/COPIES*	301.60	196.00	(105.60)	1,170.89	784.00	(386.89)	2,350.00
MEETING HALL RENTAL	0.00	42.00	42.00	0.00	168.00	168.00	500.00
COMMUNITY/SOCIAL E)	0.00	92.00	92.00	0.00	368.00	368.00	1,100.00
WEBSITE EXPENSES*	0.00	6.00	6.00	0.00	24.00	24.00	75.00
LEGAL*	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00
INSURANCE*	979.00	433.00	(546.00)	4,633.00	1,732.00	(2,901.00)	5,200.00
MISC. ADMIN EXPENSE	69.00	38.00	(31.00)	108.00	152.00	44.00	450.00
TOTAL Administrative	5,576.08	4,817.00	(759.08)	17,378.41	15,818.00	(1,560.41)	45,135.00
<u>Repairs and Maintenance</u>							
REPAIRS & MAINTENAN	668.43	250.00	(418.43)	812.37	1,000.00	187.63	3,000.00
SIGN PURCHASES/REP	0.00	42.00	42.00	0.00	168.00	168.00	500.00
PEST CONTROL	0.00	42.00	42.00	0.00	168.00	168.00	500.00
GROUNDS MAINTENAN	4,953.60	5,167.00	213.40	19,814.40	20,668.00	853.60	62,000.00
TREE MAINTENANCE*	0.00	584.00	584.00	0.00	2,336.00	2,336.00	7,005.00
DETENTION POND MAI	2,413.40	292.00	(2,121.40)	2,413.40	1,168.00	(1,245.40)	3,500.00
LANDSCAPING - OTHEF	0.00	83.00	83.00	0.00	332.00	332.00	1,000.00
IRRIGATION MAINT/REF	356.74	83.00	(273.74)	356.74	332.00	(24.74)	1,000.00
BACKFLOW TESTING	0.00	13.00	13.00	0.00	52.00	52.00	160.00
TOTAL Repairs and Mainte	8,392.17	6,556.00	(1,836.17)	23,396.91	26,224.00	2,827.09	78,665.00
<u>Reserve Expenses</u>							
ASPHALT PATCH RPR/F	0.00	417.00	417.00	0.00	1,668.00	1,668.00	5,000.00
RES. EXPENSE 5	0.00	333.00	333.00	0.00	1,332.00	1,332.00	4,000.00
TOTAL Reserve Expenses	0.00	750.00	750.00	0.00	3,000.00	3,000.00	9,000.00
<u>Utility</u>							
WATER/SEWER*	56.50	458.00	401.50	226.00	1,832.00	1,606.00	5,500.00
ELECTRICITY*	223.01	225.00	1.99	873.14	900.00	26.86	2,700.00

325 Pioneer Trails HOA Profit & Loss Statement

Period 4/1/2018 To 4/30/2018 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
TOTAL Utility	279.51	683.00	403.49	1,099.14	2,732.00	1,632.86	8,200.00
TOTAL Expense	14,247.76	12,806.00	(1,441.76)	41,874.46	47,774.00	5,899.54	141,000.00
Excess Revenue / Expense	(12,217.55)	214.00	(12,431.55)	108,322.73	4,306.00	104,016.73	15,246.00