

## OCHL - 12 HOMEOWNER'S ASSOCIATION

### ARCHITECTURAL CONTROL COMMITTEE (ACC) MINUTES

ACC OFFICERS: Tom Deacon, Chair, David Baker, Secretary, Chazz Kawabori, Mike Richardson, Charles Desilets, Members, Dennis Hutton, Lisa Richardson, Tom Black, Yonghun An (James) Resource Members, Jim Godwin, Resource Member, (Windward Bluff)

March 7, 2017 Meeting

Attendees: Tom Deacon, Mike Richardson, David Baker, Dennis Hutton, Jim Godwin, Phil Falk, Rob Townsend

1. Meeting called to order by Deacon at 6:00 PM in the small meeting room at the Mukilteo City Hall. A quorum (3) was present.
2. February 7, 2017 minutes were approved, motions by Deacon and Baker.
3. View Protection - Kawabori (not present):
  - (a) Deacon reviewed the status of Oki's response to the meeting Kawabori arranged with Caleb Krause, Oki GM, members of our Board/ACC, Windward Bluff's Jim Godwin and individual homeowners. The meeting group looked at view impairment and storm water damage locations with affected homeowners. On February 24th Caleb Krause advised Kawabori that Glen Hirai is arranging a meeting with city planning and engineering people to address these issues. We will continue to pursue this to an acceptable resolution.
  - (b) Deacon brought up another golf course issue, that being the corner fronting the golf course tunnel, at Clubhouse Lane and 59th Ave W., appears on our plats as belonging to the golf course. Since we have been maintaining the landscaping on that corner, it was decided that Deacon would arrange a meeting with Keith Coleman, Oki Supt., to get their input.
  - (c) 6015 St Andrews Drive view and lot maintenance complaint update. New roof installed. Owners moving forward with painting when weather permits. They have not made a decision on new or repainting garage doors. Deacon did advise the complainant that we wanted to schedule a meeting to review the view complaint issue.
  - (d) Large Cottonwood at bottom of St. Andrews blocking a homeowner view. Hutton to contact Anita at the city to get permission to remove this and a number of Alders in the same location. In the Fall, these Alders drop a considerable amount of leaves into to pond, plugging up the drainage infrastructure.
  - (e) Rob Townsend, homeowner, was present at the meeting and in relation to the discussion about removing Alders, he advised that in a discussion between himself, Keith Coleman, Oki, and a city engineer, the city engineer told of a change in the city policy regarding removal of Alders. In the past, the city has been more lenient in removing Alders but going forward they will not be as lenient in removing them unless they are diseased or present a danger to the public. Hutton will try to get more information on this new policy with his city contacts. Up until now, we have been able to remove small Alders, under four inches in circumference, without city permission. This has allowed us to get ahead of eventual view protection issues as these Alders grow quickly, as much as three to four feet annually.
4. Roofs and Additions - Baker: No new applications to report
5. Home Maintenance - Deacon:
  - (a) Deacon reviewed letter to be sent to all homeowners regarding home maintenance and improvement covenants as we approach the normally good Spring weather.
  - (b) 12002 Clubhouse Lane issue, peeling paint. Courtesy letter sent to homeowner. They responded that they will paint when weather permits. Also, the root system of a Blue Spruce in this lot is growing up against the foundation of the adjoining home. The owners have agreed to remove this tree in the Spring. Deacon will follow up as necessary.
  - (c) Deacon requests ACC members begin providing input for homes/lots requiring significant maintenance. He points out that the ACC has responsibility to ensure our neighborhood is not losing value due to home maintenance neglect. Deacon will ask Desilets, our new ACC member, to take the lead in developing this information. Deacon has drafted a letter to be sent to our

membership, advising them that our covenants and policies require that homes and surrounding properties be maintained to protect home values, etc. The letter was reviewed and motion by Baker, seconded by Richardson, to present the letter to the Board for their approval and signature by Falk. The motion passed by voice vote.

(d) Coach lighting issue: Deacon would like to determine problem homes and send a letter and/or email offering to assist if necessary. Again, Deacon will ask Desilets to take the lead in developing this information.

6. Open Space and Trails - Richardson: (a) SeaScape NW completed trail upgrade originally bid at \$13,490 plus tax. Due to intensive rain causing trail damage and flooding onto St Andrews Drive additional work, including sand bagging, cleaning out clogged culverts and adding several additional culverts, was added bringing the total up to \$17,315. This additional work/cost was informally approved by a majority of ACC and Board members on an emergency basis. This work has substantially improved the water flow into the areas in the center of the wetlands/open space and appears to alleviate the much more expensive alternative the Board was considering earlier. A motion by Baker, seconded by Deacon, to seek an official Board approval of this emergency action and additional costs was passed by voice vote.  
(b) Clubhouse Lane entrance maintenance issue: Deacon reports a registered letter was sent to South's property management and their Board requesting a meeting to resolve any issues in renewing an expired joint maintenance agreement for that entrance. A meeting was arranged for Monday, March 6th. The intent was to reach an agreement that one or the other HOA will be responsible for maintaining both sides of this entrance with one landscaping company contracted for the work. In that March 6 meeting, South's President, Denny Rochford, agreed to let our HOA take over responsibility for that entrance for a two year period, on the premise (1) that their landscaping company, PlantScapes, be given an opportunity to bid and (2) the costs be evenly split between the two HOA's with no management fees. Rochford also agreed that he would make sure PlantScapes replaced the eight dead Arborvitae on their side of the entrance prior to the new agreement taking effect. Deacon to handle with South's management company to arrange for PlantScapes bidding on the work and for the electrical/water billings to come directly to us.  
(c) Electrical/light systems at our entrances - Hutton. Hutton reports the electrician wants to get the light fixtures higher out of the wet and mulch. The electrician will do further inspection when the conditions are more dry.
7. Jim Godwin (Windward Bluff) reports that a newer owner there wants to replace a grass slope with more natural vegetation with the intent to prevent any slope erosion. Apparently there is an approximate two foot section of that lawn area that is actually on our property. The owner wants us to give permission to make the change in a legal document. It was decided that Godwin would get a more precise plat drawing, the actual plant replacement particulars and when ready arrange a site visit.
8. Meeting adjourned at 7:00 PM
9. Submitted by Dave Baker