

OCHL-12 Homeowners Association  
October 2, 2018 HOA Board Minutes

HOA Board Officers present: Phil Falk, President; Dennis Hutton, Vice-President; Charles Desilets, Secretary; Joseph Kunthara, Treasurer. Mike Richardson, Member-at- Large, was not present. ACC Chair, Thomas Deacon; ACC Secretary, David Baker. The meeting was called to order by Falk at 7:10 PM in the Community Center Room of the Mukilteo City Hall. A quorum was achieved with 4 of 5 board members present.

1. Secretary's Report: Desilets reported that there was no new correspondence to report. A motion was made by Hutton to accept the August 7, 2018 HOA Board Minutes, and seconded by Desilets. The motion was carried by voice vote.
  
2. Treasurer's Report:
  - a. Kunthara reported the balances in our accounts as follows:

i. Checking account:	\$26,070.66
ii. CD's and MM acc'ts:	<u>\$111,193.36</u>
iii. Total:	\$137,264.02
  - b. Outstanding dues:
    - i. The one unpaid homeowner dues was reported to have been paid through PayPal in the sum of \$360. However, this was only the principal owed and doesn't include late fees. Kunthara will send out a bill to this homeowner for the outstanding late fees.
  - c. Other:
    - i. Kunthara reported that there are 6-8 HOA homes sales per year. Our present escrow fee for the new homeowner is \$150, which was set in 2010. Kunthara reported that some HOA's in our area are \$250. Kunthara will get more data on escrow fees in other HOA's and condos so the board can consider raising the escrow fee.
    - ii. Desilets will continue Baker's mail distribution process by dropping off mailed, recurring, utility bills at Kunthara's home for payment, and dropping off contractor bills at Deacon's home in order to check the invoiced costs versus contract terms. The latter bills after approval from Deacon will be forwarded to Kunthara for payment.
  
3. ACC Report: Deacon reported the following actions by the ACC
  - a. The ACC approved the removal of 3 trees on commons land leaning over the property at 6512 St. Andrews Dr. Two contractor bids were received and the lower bid of \$1850. was accepted. Hutton made a motion to approve the cost, seconded by Desilets. The motion carried.
  - b. There is the potential of having to remove a larger tree up the hill from the property mentioned in part (a), estimated to cost \$1200.
  - c. It was noted by Deacon/Baker that there is a \$5000 HOA budget line item for view protection (VP). VP has become an ongoing issue as trees have grown substantially in the past 20 years.
  
4. Old Business:
  - a. Lighting issue on the eastern-most island 1 on Clubhouse Lane entrance; poor visibility on 59<sup>th</sup> Ave. W. turning left onto Clubhouse Lane due to high vegetation on island 2.

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- i. Deacon and Hutton will meet with a contractor to locate the fault in the island 1 light wiring.
    - ii. Falk and Deacon will meet with the OCHL-South management group to discuss sharing costs on repairing lights on island 1 and clearing vegetation on island 2. The board feels that a 50/50 split would be in order as stipulated in the Landscape Management Agreement still in force.
  - b. Contract changes with Premiere , the HOA's largest contractor:
    - i. Baker and Deacon will meet with Premiere representatives to itemize their bills by individual projects for visibility into the costs.
- 5. New Business:
  - a. New contract with Premiere
    - i. Present 2 year contract expires at the end of 2018. Negotiations need to be started as soon as possible.
  - b. Potential tree removal contract:
    - i. The board discussed getting a contract with an arborist that has a flat rate for tree removal given the number of problem trees that have threatened properties and residents in the past year. No action was taken at this time.
  - c. Annual HOA membership meeting:
    - i. It was agreed by the board that the meeting date will be January 23, 2019. This will allow for the 2018 financial audit to be prepared for the meeting.
    - ii. Falk, Deacon, and Hutton stated that their 3 terms are up at the end of this year and will step away from their board positions next year. This necessitates the recruitment of new individuals to serve on the board.
- 6. The meeting was adjourned at 8:12 PM by Falk.

Submitted by Charles Desilets, OCHL-12 HOA Board Secretary