

OCHL-12 Homeowners Association  
September 11, 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. ACC Chair, Thomas Deacon; ACC Secretary, David Baker. The meeting was called to order by Falk at 8:27 PM in the large meeting room of the Mukilteo City Hall. A quorum was achieved with all 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 Richardson. The motion was carried by voice vote.
2. Treasurer's Report: Kunthara had to leave due to a prior engagement; the funds balances were given to Falk who reported them to the board and are listed below:
  - a. Checking account: \$27,140.45
  - b. CD's and MM acc'ts: \$111,132.97
  - c. Total: \$138,273.42
3. ACC Report: Deacon reported the following actions by the ACC
  - a. Funding for additional bark chips for the Bayview Park will be held off until next year.
  - b. There was discussion about replacing the worn out sign at the Bayview Park and possibly adding language for members only because of the playground set liability. Baker will get an estimate of the cost of replacing the sign and recommending language for next meeting's discussion.
  - c. \$500 was approved for electrical work on common property lighting. Hutton will lead this project.
4. Old/New Business:
  - a. A discussion was held regarding improving the bill paying process, including online payments, auto pay of recurring bills, and how the second signature requirement would be handled. Also, the board agreed that quarterly reports are needed to keep track of expenditures and provide transparency to the homeowners. The board will discuss this issue with Kunthara at the next board meeting and ascertain how this requirement could be incorporated into the present accounting system. Falk agreed to contact Kunthara in the meantime.
  - b. The board agreed that Desilets, as BOD Secretary, should be picking up and distributing the HOA mail instead of Baker who now is the ACC Secretary. Baker agreed to meet Desilets at the PostNet business located in the Harbour Pointe shipping center and have Desilets recorded as certified to have access to the mailbox. Baker also agreed to turn over the key to the mailbox and outline the mail distribution process going forward.
  - c. Baker/McMillan advised that the new HOA site is still under construction and once the missing Board minutes are posted will be made available for Board and ACC members to take a look at and advise their thoughts at the next meeting.
5. The meeting was adjourned at 8:55 PM by Falk.

Submitted by Charles Desilets, HOA Secretary