

## OCHL - 12 HOMEOWNER'S ASSOCIATION

### BOARD OF DIRECTOR'S & OFFICER'S MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey, President, Charles Desilets, Vice-President, Joseph Kunthara, Treasurer, David Baker, Secretary, Mike Richardson, Member-at-Large

April 2, 2019 Meeting

Attendees: Kellie Coffey, Charles Desilets, Joseph Kunthara, David Baker, Mike Richardson, Dennis Hutton, Michael McMillan, Denny Rochford, Dawn Rochford

1. Meeting called to order by Coffey at 7:13 PM in the small meeting room at City Hall. A quorum (5) was present.
2. Coffey introduced Denny Rochford, President of One Clubhouse Lane South and his wife Dawn Rochford. Rochford had asked to come to our meeting to deliver the executed Joint Maintenance Agreement covering the entrance at Clubhouse Lane which Coffey signed on behalf of our HOA.

In addition, Rochford expressed an interest on South's behalf in joining with us in developing a plan to do a study of completely redoing the entrance at Clubhouse Lane, to include the lighting and water infrastructure and the landscaping, all involving the monument areas and the three islands. Rochford stated that South had ample funds and was willing to front \$5,000 before asking us to participate on a fifty-fifty basis, if we did come to an agreement on this proposed project. As background, our HOA takes care of this entrance splitting the cost with South, which was the basis of the Joint Maintenance Agreement above. The lighting infrastructure has been in constant repair over the years due to various causes. In addition, the build-up of soil and growth of the landscaping on the second island created a traffic hazard where eastbound traffic coming up Clubhouse Lane could not be seen adequately by drivers coming off 59th wanting to turn East.

After much discussion, Desilets made a motion, seconded by Kunthara, to join with South in developing a plan, for review by the Board, to redo this entrance. The motion passed by voice vote. The South planning group will be headed up by Dawn Rochford. Our group will be determined at a later date with Coffey advising South.

The issue of us billing South on an annual basis for their half of the Clubhouse Lane maintenance costs came up and Rochford agreed that we could bill them on a quarterly basis.

3. ACC Report - Baker: (a) Baker advised that the ACC Committee was recommending to the Board that Kellie Coffey be approved by them as an ACC member to fill the vacant position, even if only on a temporary basis. This necessary to insure the monthly meetings would have the minimum of three members to constitute a quorum. Desilets made this a motion, seconded by Kunthara, passed by voice vote. (b) Baker advised that the ACC was recommending that the financial reports, currently done annually prior to the annual membership meeting, be done on a quarterly basis as this practice would be better suited to the ACC knowing how our ongoing expenses compared to the budget and thereby being better able to make more timely adjustments as needed. There was general agreement on the merits of this recommendation.
4. Secretary's Report - Desilets: The March 2019 Board minutes were approved by voice vote on a motion by Baker, seconded by Kunthara.

5. Treasurer's Report - Kunthara: (a) Kunthara reported we had \$61,702 in the general account, \$10,038 in a money market and \$101,311 in two CD's. Dues paid to date by 166 of our members with the remaining 10 to get an email reminder with the new amount now due. (b) Kunthara agreed to do the financial reports on a quarterly basis in lieu of the current annual report. There was discussion about the change of signatories on our checking account to be completed which will include Kunthara, Coffey and Desilets. (c) We have not yet billed OCHL-South for their share of 2018 expenses related to the Clubhouse Lane entrance which Kunthara advised will be soon. See note above where we will be billing them quarterly on an ongoing basis and same for Windward Bluff. (d) Kunthara is concerned about the water bills from the City of Mukilteo being too high. Baker agreed to check into the billing.
6. Division of Duties - Coffey: (a) McMillan agreed to take the lead on both updating the current website and completing the new one under construction. Folsom agreed to assist. (b) Summer party was discussed and it was agreed unanimously that we would forgo that project. (c) The Spring Clean-up letter was discussed. Coffey agreed to send it out. Baker provided her with a previously drafted letter. There was discussion about coordinating that letter and content with the City's annual free pick-up program. (d) The Volunteer Recognition party date has not been set. Hutton to get back to the Board about dates the Hutton's can work with due to this event being held at the Hutton home this year.
7. Meeting was adjourned at 8:22 PM.
8. Submitted by Dave Baker