

OCHL-12 Homeowners Association December 5, 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 7:02 PM in the Community Center Room of the Mukilteo City Hall. A quorum was achieved with 5 of 5 board members present.

1. Secretary's Report: Desilets reported that PostNet is raising the rates in 2019. Desilets will check with PostNet about our mailbox renewal date. A motion was made by Hutton to accept the November 6, 2018 HOA Board Minutes, and seconded by Falk. The motion was carried by voice vote.

2. Treasurer's Report:

- a. Kunthara reported the balances in our accounts as follows:

i. Checking account:	\$18,577.09
ii. MM account:	\$10,034.41
iii. CD's	<u>\$101,163.54 (matures in March, 2019).</u>
iv. Total:	\$129,775.04

- b. A discussion was held regarding signatures on the electronic checks sent out by Heritage Bank. Presently, these checks have no signatures on them. Desilets took an action to review the electronic check process with bank personnel for clarification.
- c. A regulation passed by the State of Washington requires that HOA's with over \$50,000 in annual revenue to have a CPA audit. The board will consider this regulation and determine if OCHL-12 is required to have an audit and, if so, estimate a cost for the audit.

3. ACC Report: Deacon reported the following actions by the ACC

- a. Three bids were received for the 2 year landscaping contract starting in 2019. The low bid was made by NLS who currently does the landscaping for Windward Bluff. Desilets made a motion to accept the NLS bid, seconded by Richardson. The motion carried by voice vote.
- b. A separate contract for swale and retention pond cleanup is needed for 2019. Seascape, who did the work in 2018, bid the same \$2400 (+tax) as last year for 2019, payable quarterly. Richardson made a motion to accept the Seascape bid, seconded by Hutton. The motion carried by voice vote.

OCHL-12 Homeowners Association
December 5, 2018 HOA Board Minutes

- c. The 2019 ACC budget, approved by the ACC committee, was presented to the board for approval. The total ACC budget presented was for \$67,473 less cost sharing recoveries from Windward Bluff and OCHL South of \$12,908. A motion was made by Hutton to approve the ACC budget as presented, seconded by Richardson. The motion carried by voice vote.
- d. Deacon proposed that the ACC chair in 2019 be given a \$500 discretionary allowance to pay for incidental expenses. Also, he proposed that the Board President and ACC Chair be given a \$2,000 allowance for emergency purposes without board approval. A motion was made by Hutton, seconded by Richardson to approve these budget items. The motion carried by voice vote.

4. Old Business:

- a. Baker reported that the new website is ready for to go live, only needing adding all the HOA BOD meeting minutes to be incorporated.
- b. Annual meeting on January 23, 2019
 - i. The board decided not to have a speaker this year for the meeting
 - ii. Falk reported that the proxies are ready to send out pending on getting a updated homeowner roster from Kunthara. The dues notice is also prepared; two notices will be sent out.
 - iii. The above notices and proxies need to be sent out by December 23, 2018 to be in compliance with OCHL-12 CC&R's. Falk and Baker will be in charge of this process.
- c. Potential new board members to replace outgoing members Falk and Hutton: Several homeowners have already expressed willingness to serve. Election will be held at the annual meeting.

5. New business:

- a. None to report

6. The meeting was adjourned at 8:10PM by Falk.