

OCHL – 12 HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS AND OFFICERS MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey; President, Joe Rystrom; Vice President, MaryLynn Birney; Treasurer, Dani Folsom; Secretary, Mike Richardson; Member-At-Large

FEBRUARY 1, 2022 BOARD MEETING MINUTES

Attendees: Kellie Coffey, Joe Rystrom, MaryLynn Birney, Dani Folsom

1. This ZOOM board meeting was called to order by Coffey at 7:07 p.m. A board quorum was present.
2. Secretary's report: January 4, 2022 Board Meeting Minutes were approved on a motion by Coffey and seconded by Birney.
3. ACC Report: (a) **New Members**; discussed options for recruiting new members to cover the many assignments and match members to activities by geographic location and interest. Consensus was the annual HOA meeting will be an opportunity to recruit new members to the ACC. Additionally, the ACC team will be meeting in person during March and the topic of recruiting new members will be on the agenda. (b) **Solar Committee Update**: Progress is nearly complete on creating a "Solar Guidelines" document to regulate solar panel installation. Our HOA attorney, Kevin Britt, researched and prepared a set of guidelines specifically written to pair the WA state statute governing residential solar installations with our HOA Covenants, Conditions, and Restrictions (CC&Rs). The document is currently under review for suggestions/revisions by members of the ACC. (c) **Bio Filtration Pond Silt Removal**: Bodine construction placed hay bales around the main outlet and will perform the silt removal in a dry summer month. (d) **Violation: Application for Approval of Improvement**: Homeowner at 6138 Bayview Dr. installed several solar panels bypassing the necessary application for HOA review. The HOA received six formal written complaints by neighbors. Additionally, several email and voicemail complaints objecting to the solar panels were received. Subsequent to the complaints, the homeowner submitted an application. The homeowner's application for approval of improvement will be reviewed upon completion of the HOA's solar panel guideline policy.
4. Treasurer's Report: (a) **Dues collection**: Birney reported the process is going smoothly and many homeowners are using **Zelle** as their form of payment. (b) **Billing Statements**: Windward Bluff and South have been billed for their share of expenses for Q3 2021. Birney is preparing the Q4 2021 billing statements for South and WB (c) **QuickBooks**: the board made a resolution adopting QuickBooks as the standard accounting software for managing our HOA finances. The HOA will benefit from adopting a standard practice for the accounting function. Particularly with regards to having an independent audit of our books.

The HOA Board would like to thank MaryLynn Birney for accepting the office of Treasurer It is especially appreciated as she stepped on during the position's busiest time of year. In addition to preparing and mailing the 176 dues invoices, she set up our financial records on QuickBooks. The board is grateful MaryLynn also volunteered to input our previous year's data in order to efficiently have an outside independent audit of our 2021 books.

5. New Business: (a) Coffey made a motion appointing **Joe Rystrom to fill the position of Vice President** until officer elections are held at the annual meeting. Folsom seconded the motion and it was approved by voice vote. (b) **Insurance Policies:** The HOA has two insurance policies brokered locally by our Mukilteo agent, Lindsay Guillory. These policies are set to renew this February, 2022. Coffey made a motion to renew the current policies and Birney seconded. It was approved by a voice vote. The board has a third policy, the Directors and Officers (D&O) policy, managed by an agent in Edmonds with a different group. Unfortunately, the Edmonds agent has been slow to respond to requests for information. Therefore, we were pleased when our local Mukilteo agent showed initiative in asking to broker the D&O policy. She synched up all three policies to conveniently have the same expiration date and offered to write the exact same D & O policy that we had with the Edmonds broker for a lower premium. Coffey made a motion to move the D&O policy to our Mukilteo broker. The motion was seconded by Birney and approved by a unanimous vote of those present. (c)**Annual Meeting:** the decision was made to wait until nicer weather before holding an annual meeting. City Hall is not yet open for groups to reserve meeting rooms. An option discussed was the possibility of using the Golf Clubhouse and members could walk to the meeting location.
6. Meeting adjourned at 7:56 p.m.
7. Submitted by Kellie Coffey