

OCHL - 12 HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS & OFFICERS MEETING

OFFICERS & BOARD MEMBERS: Dani Folsom, President; Joe Rystrom, Vice President; MaryLynn Birney, Treasurer; OPEN, Secretary; Mike Richardson, Member-At-Large^[1]_[SEP]

April 13, 2022, Board Meeting Minutes

Attendees: Dani Folsom, Joe Rystrom, MaryLynn Birney

1. This ZOOM Board meeting was called to order by Dani at 7:03 pm. A board quorum (3) was present. Mike Richardson did not attend the meeting.
2. Guest speaker and Mukilteo Councilman, Tom Jordal, spoke at the combined ACC and Board meeting on April 5, 2022. Please refer to the April ACC Meeting minutes for the details of this meeting. Joe Marine also offered to speak at our ACC and Board meeting, so it was decided to have Joe speak at the annual HOA meeting in September 2022. A separate Board meeting was held on April 13, 2022, to cover HOA business not discussed on April 5, 2022.
3. New member assignment – Phil Falk was unanimously appointed by the Board to the ACC to replace Kellie Coffey.
4. **New Business**
 - A “Window Policy” was approved by the ACC and HOA Board and has been uploaded to the HOA Website.
 - The approved “Solar Panel Policy” which was drafted by the HOA attorney and unanimously approved by the ACC and HOA Board was also uploaded to the HOA Website.
 - A letter to a homeowner regarding their non-compliance to the Solar Panel policy was also approved and will be sent during the month of April.
 - The Board Secretary position is still open. A letter will be sent out to all HOA residents in June to solicit interest for open positions in the ACC and Board (both are Secretary positions).

- A Windward Bluff resident was pursuing partial payment of tree stump grinding and new replacement plantings based on last year's view improvement project involving the Golf course and Windward Bluff. This request was reviewed by Al Prescott and an HOA resident that had previously supported payment of similar activity. All parties involved agreed this request for payment was not appropriate for payment and it was relayed back to the Windward Bluff resident by the Windward Bluff Management company.

5. Annual Meeting

- a. Checking with our HOA attorney for new electric voting/email process.
- b. Meeting tentatively set for September 2022. Need to confirm a location and date.
- c. Mike McMillan was asked to take pictures of the walking trails, the ponds, the swells, and the private park for the annual meeting.

6. **Treasurer's Report**

Recommendation was given to have all of audit of our 2020 financials by an external CPA to ensure compliance with all the recent member changes managing this position. A search of small, local CPAs was previously conducted by the former Treasurer and President and it was determined that Compass Accounting would be a good fit for our small project. Budgeted amount is \$500. MaryLynn is in touch with Compass, but they are tied up with tax season, and will update at future board meetings.

Financial statements were distributed to the board members.

Accounts receivables - \$ 15,075.15 (comprised of \$11,571.58 due from Windward Bluff HOA for FY2021 cost sharing reimbursement, \$1,343.57 due from OCHL-S for 4Q21 cost sharing reimbursement and \$2160 in delinquent HOA dues). Late fees of \$50/month to be assessed for these homeowners if payment is not received by May 6th.

7. **HOA Management Company**

Kellie Coffey, MaryLynn Birney and Dani Folsom met with Rich Redelfs at RCA Management in Edmonds to determine if their HOA services would be appropriate for this HOA community. We were specifically interested in getting support for CC&R management since the number of homeowners implementing change without going through the appropriate ACC application process is increasing and dealing with the aftermath of getting the homeowner to comply with the HOA's CC&R's (after

the homeowner has implemented their unauthorized changes) is creating potential legal issues and/or ill will with ACC and Board members. Other management firms that offer CC&R support specifically and do not require all other HOA administrative support will still be considered.

We found that going with a management firm that is inclusive of HOA administration support including those tasks currently handled by the HOA treasurer is not cost effective.

8. Meeting was adjourned at 7:36 pm.

9. Submitted by Dani Folsom