

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]

June 7, 2022, Board Meeting Minutes

Attendees: Dani Folsom, Joe Rystrom, MaryLynn Birney. Dennis Hutton, LeRoy McNulty

1. This Board meeting was called to order by Dani at 7:00 pm. A board quorum (3) was present. Mike Richardson did not attend the meeting.
2. The Secretary's Notes section will be removed from todays and all future agendas. We will keep open items on the agenda until they are closed or cancelled.
3. April 2022 and May 2022 Meeting Agendas were approved for posting to the HOA website after the financial sections are updated to remove financial content that should not be in the public forum.
4. The HOA Newsletter that will be mailed in June looks great. Thanks Joe! As part of the HOA Annual Meeting, we need to list potential applicants for open board positions for voting. This newsletter will request that all interested parties submit their names for open Board positions to the current Vice President of the Board (Joe Rystrom).
5. **New Business**
 - The Solar Panel policy was reviewed. This policy was created by our HOA attorney and is compliant with Washinton State Solar Panel policies. It was mentioned that solar panels are acceptable on a limited segment on south-facing street roofs based on the current solar panel guidelines. South is defined as the forty five degree section between 157.5°-202.5° between SSE and SSW. Leroy McNulty was told that we are waiting his response based on his last email.
 - 59th Place Street Resident Update. It was confirmed that our HOA does not have a statute of limitation on HOA policy. A letter will be sent to this resident letting him know that to comply with our HOA policies the following will need to be addressed:

The current application for his backyard landscaping is incomplete. This application is on hold until the ACC receives the correct information before approving his application.

There is no current application for his front yard landscaping. This will need to be added to his backyard landscaping application. He will be given 30 days after acceptance of his proposed front yard landscaping to get his updates to his yard completed.

He will also be notified that the windows on the front and side of his house that were installed a few years ago require paint touch-up, painting of all brown window trim to white and the addition of white wood trim panels to match the other street facing windows that are original to the house.

To assist with his completion of his landscaping application, sample homeowner applications that were approved for landscaping will be provided to him as guidance for the information the ACC requires to approve his application.

- Artificial Grass – As part of the Annual HOA Ballot, we will be adding a request to vote on whether artificial grass should be allowed within the HOA.
 - Sean is working with the Golf Course and Windward Bluff to secure Golf Course pricing on some netting that can be installed to help keep golf balls from hitting the Windward Bluff townhouses. A mid-June on site meeting is planned for all interested parties.
 - Two trees are down (one close to St. Andrews drive on the nature path (completed uprooted tree) and one along the roadside on St. Andrews drive. Bids are being secured for partial removal of the nature path tree and full removal of the tree along the roadside.
 - We received updated WA HOA Policies. Dani will be reviewing these and providing a synopsis of all relevant policies to the Board at the July Board Meeting.
 - Issues with email addresses on HOA website. We have become the target of scam emails directed at the Treasurer, President, and Vice President. Rather than providing direct emails it was suggested that the applicant fill out a web site form that will route to the appropriate board member utilizing off-the-shelf software. MaryLynn volunteered to work with Don Saul to better organize and secure our website.
6. Annual Meeting is tentatively set for September 2022. Potential location is the Rosehill Community Center. They have very reasonable hourly rental rates, and their facility can accommodate up to 50 attendees.

7. Treasurer's Report

Financial statements were provided to the Board members.

Accounts receivables - \$ 2,507.89, comprised of \$ 967.89 due from OCHL-S for 1Q2022 cost sharing reimbursement and \$1540.00 in delinquent HOA dues and late fees. \$11,571.58 was successfully collected from the Windward Bluff property management company. Thank you to Joe Rystrom for hand delivering the most recent attempt to contact the five homeowners, we are now down to three homeowners that are delinquent. Additional late fees of \$50/month to be assessed for these homeowners if payment is not received by June 15th. MaryLynn proposed that invoice/demand letters be sent using certified mail which requires a signature with a statement that liens will be filed if no payment by July 15th.

Audit - MaryLynn finally made contact with a very apologetic Annette at Compass Accounting. Annette now states that a realistic fee would be \$750 - \$1250 to perform the audit. Suggest that we resurrect our internal audit committee who seem eager to still help. No audit was performed in 2021. It was brought up by Dennis Hutton that he believed it is now a requirement by the State of Washington to perform an audit by a CPA. After the meeting, MaryLynn researched and found:

“At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of fifty thousand dollars or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if sixty-seven percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit.”

MaryLynn suggested that this topic be put to a vote at the annual meeting and return to our audit committee to save the money for 2022.

Investment options for Rainy day account – MaryLynn met with our representative at Bank of America and at this time, their CD rates are no better than what we are receiving at our standard business savings account. BofA has a Merrill Lynch affiliate who resides in their office and he is going to research no to extremely low risk options for our HOA. Merrill Lynch does have better rates on CDs. Carry topic forward to next month.

8. The next Board meeting will be held on Wednesday, July 6th.

9. Meeting was adjourned at 8:01 pm.

10. Submitted by Dani Folsom