

# One Clubhouse Lane Sector 12 Homeowners' Association

## 2022 Annual General Membership Meeting Minutes

October 25, 2022

**BOARD OFFICERS:** Dani Folsom, President; Joe Rystrom, Vice President; MaryLynn Birney, Treasurer; OPEN, Secretary; OPEN, Member-at-Large

**ACC OFFICERS:** Dani Folsom, Chair; OPEN – Secretary; Mike McMillan, Joe Rystrom, Phillip Falk, MaryLynn Birney, Members

Meeting Attendance Quorum count – a total of 47 homeowners were present.

### 1. Call to Order and Welcome:

The meeting was called to order by Dani Folsom at 7:05PM in the Council Meeting Chambers of the Mukilteo City Hall. She welcomed everyone, asking all present to sign the roster and volunteer sheets. Dani introduced Mayor Joe Marine who briefed our community on activities and issues in the Mukilteo community. Mayor Marine then introduced Crime Prevention Officer Nathan Fabia. Office Fabia explained how the Police Department has a neighborhood map for the entire City of Mukilteo. He also briefly described the Block watch program, Community Academy and National Night Out programs. Office Fabia stated that major crime issues in the Mukilteo Community are traffic/speeding issues, catalytic converter theft, and some homelessness. He emphasized neighbors caring for neighbors as the best deterrent to crime with One Clubhouse Lane.

Mayor Marine then entertained a question-and-answer session.

Dani thanked Mayor Marine and Officer Fabia as they departed. Dani then introduced and thanked fellow Board and ACC members who each gave a brief biography on their previous volunteer experience. An appeal was made to the group for additional volunteers for our HOA, particularly the need for a secretary for both the Board/ACC and ACC members.

### 2. Architectural Control Committee Report:

Mike McMillan presented a short slide show highlighting our community, the efforts he has taken to maintain our forest paths, and the various projects that are in progress or completed since the previous in person Annual meeting in 2019. Highlighted was the bio-pond project and various improvements and maintenance to the open space trail. Joe Rystrom then detailed routine activities for the ACC which include oversight of our landscape and irrigation contractor, approving applications from the homeowners (roofs, decks, paint, garaged doors, windows, etc.), addressing view complaints, addressing unsafe tree conditions, etc. It was noted that we have been addressing more fallen trees lately and that future required tree planting would not include trees such as Alders which are more prone to having shallow root systems. There was discussion regarding the upgrade of the children's play area on Bayview Drive as a 2023 project which prompted a question regarding how many children within the HOA would use it. Tentative plans would be to provide options to the HOA regarding upgrade options with an HOA vote on the final decision.

### 3. Quorum Validation:

Folsom reported that we had a total of 47 homeowners present which was a record attendance for the HOA but not the required collective total of HOA meeting attendees and votes received by proxy to meet the HOA guidelines for validating Board members.

#### **4. Audit Committee Report:**

MaryLynn Birney reported that since the HOA did not have an annual meeting in 2020 or 2021, it would be necessary for the HOA to engage an outside CPA to conduct the audit that has previously been performed by our Audit Committee. Since there was no annual meeting in 2021, a vote was not solicited from the HOA membership to approve to bypass the state required external audit. This external audit will commence in 2023 with Annette Hamilton from Compass Accounting, a local CPA firm conducting the audit. MaryLynn made a motion to dispense with the formal audit for 2022 and reengage our Audit Committee. It was seconded from the floor and a voice vote followed with all “ayes” and no “nays”.

#### **5. 2023 Budget Details & HOA Dues:**

MaryLynn Birney reviewed the proposed budget for 2023 answering various questions from the floor regarding our increase in legal expenses. MaryLynn mentioned that it may be necessary to increase HOA dues for 2023 as it has been at least six years since we had an increase and costs are continuing to escalate due to inflation and overall cost of living increases. A final budget will be presented to the Board in January and mailed to every homeowner with their annual dues notification.

***Note: The 2023 budget was approved by separate Board meeting on Tuesday, January 10<sup>th</sup>, 2023.***

#### **6. Open Session:**

Board Positions: Folsom explained that all Board positions are open, with each position to be elected for a three-year term, that the by-laws call for one vote per home by secret ballot and that there would be nominations from the floor. Dani Folsom was listed as candidate for President, Joe Rystrom was listed as candidate for Vice President, MaryLynn Birney was listed as candidate for Treasurer. Ahmed “Ash” Husain was nominated from the floor for Secretary. A

CC&R Amendments: Folsom explained six policy amendments that are on the ballot. Five were CC&R and one was By-laws related.

#### **Policy Amendments**

1) Proposal to expand the ACC team from 5 to 7 members to better balance the management workload of the HOA.

2) Proposal to prohibit the building of Accessory Dwelling Units (ADU’s) on existing Homeowner’s lots. This prohibits stand-alone homes to be built on your lot.

3) Proposal to ACC Submission of Plans application that are submitted after the project has been completed. The current policy only addresses applications to your home or yard before you start making any changes.

4) Proposal to add detailed Solar Panel guidelines for installation restrictions.

5) Proposal to add guidelines for window replacements and color changes to surrounding exterior trim and grid lines to ensure consistency with the original design of the home.

6) Proposal limit when or if resigning board members can be re-elected to the Board. Ballots were collected in sealed envelopes.

A discussion ensued regarding proposal #6 and the fact that this proposal would require a change in the By-Laws. This proposal was removed for consideration from the ballot since the By-Laws require that the HOA Membership receives notification of any By-Law proposed changes in writing at least 30 days in advance of requesting a vote.

Ballots were collected in sealed envelopes with a tally to be conducted by an external committee to the Board and ACC members.

## 7. Gift Cards:

At various breaks in the open session, drawings were held for two-\$100 Amazon gift cards and four-\$25 Starbucks gift cards as participation awards for those coming to the meeting.

## 8. Meeting was adjourned at 9:00PM

### FINAL VOTE TABULATION

**1<sup>st</sup> HOA ANNUAL MEETING Ballot counting:** After the annual meeting a committee comprised of Anne Falk, Carol Tento and Tami Powers was formed to open and tally the ballots/votes. Anne Falk provided the results on October 28, 2022, as follows:

1 <sup>ST</sup> HOA ANNUAL MEETING VOTING RESULTS				
BOARD OF DIRECTORS	NAME	Meeting Attendee/Proxy Ballot Vote	Write-in Votes	TOTAL VOTES
President	Dani Folsom	46	0	46
Vice President	Joe Rystrom	47	0	47
Treasurer	MaryLynn Birney	46	0	47
Secretary	Ahmed "Ash" Husain	0	12	12
Member-At-Large	Dennis			
CC&R Amendments	YES Votes	NO Votes	TOTAL VOTES	
Proposal 1	45	5	50	
Proposal 2	42	9	51	
Proposal 3	38	13	51	
Proposal 4	35	16	51	
Proposal 5	40	10	40	

**2nd HOA ANNUAL MEETING Ballot Counting (Ballot Pick-up and Meeting):** Emails were sent to those homeowners that did not respond or attend the first annual meeting with a due date of November 15, 2022. The 2<sup>nd</sup> Annual HOA Meeting was held on December 8, 2022, at 7 pm.

Voting options included:

1. **Hit Return** to this email, state your name and address and **indicate that you want the HOA President** to be your proxy.
2. **Use the ballot that was delivered to your door or print a new one** and request pick-up no later than next Sunday November 15<sup>th</sup>. **Phone number was provided.**
3. **Mail in your ballot** to the following address:

**One Clubhouse Lane Sector 12 HOA  
11700 Mukilteo Speedway, Ste 201-1148  
Mukilteo, WA 98275**

4. **Bring your ballot in person** to our **2<sup>nd</sup> HOA Annual Meeting** to be held on **December 7<sup>th</sup>**. **Please RSVP to this email if you choose this option.** We need a count of attendees to pick the right meeting place.

One member supported a second annual meeting and was held with HOA Board and ACC Members. The email/proxy ballots were collected in sealed envelopes and tallied as follows:

<b>2<sup>ND</sup> HOA ANNUAL MEETING VOTING RESULTS</b>				
<b>BOARD OF DIRECTORS</b>	<b>NAME</b>	<b>Meeting Attendee/Proxy Ballot Vote</b>	<b>Write-in Votes</b>	<b>TOTAL VOTES</b>
President	Dani Folsom	36	0	36
Vice President	Joe Rystrom	35	0	35
Treasurer	MaryLynn Birney	36	0	36
Secretary	OPEN			
Member-At-Large	OPEN			
<b>CC&amp;R Amendments</b>	<b>YES Votes</b>	<b>NO Votes</b>	<b>TOTAL VOTES</b>	
Proposal 1	34	2	36	
Proposal 2	33	3	36	
Proposal 3	34	2	36	
Proposal 4	32	4	36	
Proposal 5	35	1	36	

**FINAL VOTING OUTCOME – COMBINED 1<sup>st</sup> and 2<sup>nd</sup> HOA VOTES**

**TOTAL 91 HOA HOMEOWNER VOTES**

<b>COMBINED VOTES</b>				
<b>BOARD OF DIRECTORS</b>	<b>NAME</b>	<b>Meeting Attendee/Proxy Ballot Vote</b>	<b>Write-in Votes</b>	<b>TOTAL VOTES</b>
President	Dani Folsom	82	0	<b>82</b>
Vice President	Joe Rystrom	82	0	<b>82</b>
Treasurer	MaryLynn Birney	82	0	<b>82</b>
Secretary	Ahmed “Ash” Husain	0	12	<b>12</b>
Member-At-Large	Dennis Hutton	0	1	<b>1</b>
<b>CC&amp;R Amendments</b>	<b>YES Votes</b>	<b>NO Votes</b>	<b>ABSTAIN</b>	
Proposal 1	79	7	5	
Proposal 2	75	12	4	
Proposal 3	72	15	4	
Proposal 4	67	20	4	
Proposal 5	75	16	0	

Submitted by MaryLynn Birney