

OCHL - 12 HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MINUTES

August 10, 2022

Via Zoom Meeting

Board Officers: Dani Folsom, President, Joe Rystrom, Vice President, MaryLynn Birney, Treasurer, OPEN, Secretary, OPEN, Member-at-Large

Attendees: Dani Folsom, MaryLynn Birney, Joe Rystrom, David Baker, Dennis Hutton, McNulty

1. Meeting called to order at 7:04 PM by Folsom. Meeting was moved out by one week to accommodate the August 2nd, National Night Out Potluck
2. **Annual Meeting Preparation**
 - We may need an additional meeting in August or September to prepare for HOA Annual Meeting
 - Tom Jordal still confirming Joe Marine's availability. Venue will be based on the date he is available.
 - Presentation Assignments – still to be determined.
3. **Monarch Landscape Services:** Folsom, Baker and Hutton did an audit of all three entrances and the children's park area on August 3, 2022. The common areas on St. Andrews Drive or Bayview Drive were not addressed. We found that they had not turned on the sprinklers in some areas, some sprinkler heads were turned off, some were not aligned with the grass and were watering the sidewalk and by the south HOA entrance on Clubhouse Lane a head was missing and gushing water (which contributed to the greatest loss of arborvitae). They will be covering the cost of all plants that have died and/or are dying. We counted 47 arborvitae and most plants at the entrances that will need to be replaced. They are also going to cover the cost of replacing all dead grass (with sod). For now, they are telling us the grass is dormant. Plant replacement will take place in early September once we move from the summer heat. We are also pursuing monetary damages and reimbursement for costs such as mowing since that is not happening while the grass is dormant. Lastly, I told them that the entrances needed to mirror each other and the plant selection in place was not acceptable. They are going to engage their design services to create a more impactful display of plants. This will also be at their cost, however, unless it is a replacement plant (due to non-watering), we may be liable for some of the new plant costs.
4. **National Night Out Potluck:** The HOA and Windward Bluff were invited by Tom Jordal to participate in a potluck to recognize Mukilteo police and firemen/women. Approximately 40

HOA members participated, and carloads of police and firemen stopped by during the evening to grab a bite to eat. It was a great success based on the feedback we received. We plan to participate in this again next year and will get the date out sooner so more HOA members can attend.

5. **Solar Panel Update:** 7/21 - Letter sent to homeowner on Bayview Drive stating that the HOA still upholds its CC&R's and that an application sent after installation does not have a process. Thus, the 30-day notice was not applicable. Letter requested a response regarding next steps.

6. **Other Business - ACC Recap**

- Landscape Maintenance Contract RFQ to be released in August or September.
 - Selected supplier to receive the RFQ include Premier Landscaping, Greenlife Landscaping Services. There are a few others that will be considered as well.
 - Based on issues with Monarch contract language will be added to address monetary penalties for non-conformance.
 - ACC Applications - Working with Don Saul to keep electronic copies of all ACC applications and approvals in a limited access file.
 - Update on Open Applications
 - City waived permit for pond silt clean-out. Schedule for Bodine Construction to commence work to be confirmed.
 - 59th Place Homeowner – Delay in moving forward with landscaping. Homeowner states that general contractor had to be rescheduled. Expect work to start in three weeks.
 - Treasurer Report - MaryLynn
 - **New Business** – Amended Policies for HOA Vote
1. **Board Resignation:** A Board member who resigns unexpectedly for reasons other than medical or non-board related matters will not be considered for any open Board positions for a period of three (3) years from the date of resignation. If that resigning Board member does not immediately transition work to the replacement Board member, that individual will be barred from consideration for future Board positions.
 2. **ADU's (Accessory Dwelling Units):** An accessory dwelling unit (ADU) is a legal and regulatory term for a secondary house or apartment that shares the building lot of a larger, primary home. The unit cannot be bought or sold separately, but they are often used to provide additional income through rent or to house a family member. Homeowners will not be allowed to build or install ADU's on current HOA home properties.
 3. **Application Received After a Project has been completed:** Applications as required by the CC&R's in Section xxx that are submitted after the change, addition and/or modification has been made will not be considered for the 30-day Application Approval process. Rather, the approval process will be considered open by the ACC regardless of length of time until a final decision is made by the ACC regarding approval or non-approval of such delinquent application. The ACC may determine that the application is not approved. In such case, the homeowner will be given criteria to meet the ACC's final determination which may include complete removal of such unapproved

change. Penalty fees for non-compliance of complying with the ACC's final determination within a 30-day period will be assessed.

4. **Add Solar Panel and Window Policy as an Amendment.**
 5. Change ACC members from 5 to 7. (Rationale: We have 2 Board members on the ACC as well and need more homeowners to support HOA projects. We can also have resource members.)
- Meeting Adjourned 7:56 pm