

BOARD APPROVED
OKAY FOR SFHOA DISTRIBUTION

Silver Firs II Home Owners Association
Monthly Board Meeting: 28-January -03
Meeting Place: Fire District 1 Fire Station #13 – Puget Park Drive

Board Members in attendance: **John Elliott, Peter Truss,
Jim Yourkowski, Troy Lucas
(Debby Smith)**

Management Group in attendance: **Kate Hurlocker – CWD Group
Maggie Birch – CWD Group**

Homeowners in attendance: **Inna Agranov, Debby Smith,
Lionel & Linda Galperin**

6:45pm **Homeowner's forum**

A discussion took place regarding a possible need to incorporate litter clean up as part of the Landscape contract or to perform this task on a regular basis by some other means. It was decided that quotes were needed from contractors to be able to determine the feasibility of the option.

7:15pm Meeting called to order by John Elliott, President

Manager's Report

There was no report given.

Finance Report:

It was noted that a review of the outstanding accounts receivables as noted in the December financial statements was warranted. A review of the State and Association policies is recommended

It was noted that a review and possible amendment to the association policies to raise the late fees might be in order. Kate will provide further information for the boards review.

It was noted by Kate that a signer of the Reserve CD must call in to the CD holder, to confirm that the CD would not be rolled over. It was agreed to at the Annual Homeowners meeting held in October 2002 that the CD would not be rolled over. It was recommended that Jim Y. call in, as he is the only remaining signer still available.

Jim requested that the Finance Committee make a commitment to take the following actions:

Work with CWD and the auditor and the members of the Finance Committee to revise the audit of 2001 (if necessary or worthwhile) with consideration of the following recommendations:

- Revise existing reserve analysis to account for inflation and eliminate the 5% "contingency factory". I recommend a simple formula: Or contribution to the reserves should be \$14, 000 per year plus \$2000 for each anticipated inflation percentage point. 1% adds \$2000, 2% adds \$4000, etc.

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- Decide whether the effects of inflation should be compounded or not. I don't think it matters much; it's simpler to ignore compounding.
- Document the reserves analysis in some way so that we can refer to it in future years.

Troy agreed to take these actions.

Operations Committee Report

Motions

1. Pay Ballard Tree Service \$2502.40 for addressing trees of concern.

Motion was seconded and passed unanimously. Receipts were passed to Kate of the CWD Group for processing.

2. Pay Jim Yourkowski \$33.50 for disposal of trash collected from the common areas.

Motion was seconded and passed unanimously. Receipts were passed to Treasurer Troy Lucas who will reimburse Jim out of Petty Cash. Kate of the CWD Group for processing.

3. Appoint Debby Smith to the Board and to lead the Landscape Committee

Motion was seconded and passed unanimously.

4. Authorize the Operations Committee to hire a handy man at not more than \$30 per hour to address a variety of repairs in the neighborhood, not to exceed the 2003 annual budget of \$4800 for Repairs and Maintenance.

This motion was deferred to the Operations Committee, as more definition was required to properly determine the scope of work etc.

Reports

Operations Committee

- The committee requests a volunteer to validate water and electrical meters in the common areas. If you are interested, please contact the committee.
- On DEC-14-2002 and DEC-18-2002, the Operations Committee collected trash from the common area and took it to the county dump.
- Record motion passed on JAN-06-03 to:
 - Hire Ballard Tree Service to address our hazardous trees for a price of \$2300 excluding tax. The scope is similar to last year- we paid \$2100 last year
 - Grant the committee permission to spend up to \$500 more for extra work as a result of the recent storms- clean up falling limbs, leaning or fallen trees, and cut a new tree at Lot 6B-54. I will ask Ballard to give me bids on these when they come out to cut the original scope.

BOARD APPROVED
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- Record motion passed unanimously by email on JAN-13-2003, to recognize an Operations Sub-Committee with focus on drainage issues in tract 902, between Scarborough and Hillcrest neighborhoods. Sub-Committee Contact:

Debby Smith
Lot 9A-16
14528 49th Dr. SE
Everett, WA 98208
425-337-1657
djs.echo@gte.net

- On JAN-16-2003, under the direction of the Operations Committee, Ballard Tree Service accomplished the tree service recommended by the arborist on NOV-23-2002:
- Fall and section 10 trees of concern

Every tree is different. In some cases, the tree is cut with only a chain saw. In other cases, the specialist climbs the tree and cuts it down in pieces, sometimes lowering the pieces with line; in others, the tree is pulled in the direction they want it to go with a line while it is cut at the base.

- Prune (crown thinning) 2 maples

Working together, the specialists throw a line into the upper branches of the tree and pull themselves up using mountain climbing equipment- line, slings, and various clamping devices. Using a handsaw or a chain saw, they cut off the dead parts of the tree, dropping the parts into the common areas below.

Landscape Committee Report

Jim Y. has transferred all Landscape Committee information to Debby Smith.

Rules Committee

A request was made to attach a copy of the last Rules Committee meeting to the January 2003 Board Meeting Notes (see attached)

A motion was made to remove the fence post violation on a specific property. *(This motion is now no longer required as the offender has agreed to remove the offending posts within the next 48 hours and will pay all associated fines and lien fees)*

A motion was made to tow the offending vehicle parked in the soccer field parking lot. The motion was amended to attempt to notify the vehicle owner of the proposed action. The notice will consist of an email to the homeowners on distribution and a sign posted on the vehicle. If the vehicle is not removed within 10 days of notification, the vehicle will be towed. The vehicle may be redeemed at the owner's expense. The location of the vehicle may be obtained from the Community Association Manager- Kate Hurlocker..

This amended motion was seconded and passed unanimously

A motion was made to reconsider Stephen Eilers request to utilize the SFHOA email list to promote his personal website dedicated to the neighborhood.

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This motion was denied unanimously as no one seconded the motion.

Jim motioned to authorize Kate of the CWD Group to be paid for an additional 15 minutes. Motion was seconded and passed unanimously.

Communications Committee Report

Web-Site Upgrade/Redesign:

The website redesign is proceeding as planned.

The website domain name transfer form has finally been received from our previous webmaster. The name will now be transferred to the current Communications Director.

Jim motioned to authorize Kate of the CWD Group to be paid for a second additional 15 minutes. Motion was seconded and passed unanimously.

Homeowner Email Address List

With the inclusion of the request for homeowner email addresses, we have seen an 8% increase or an additional 73 email addresses added to the distribution list. We currently have 560 (out of 880) addresses or 63.6% homeowner participation.

8:18pm

John Elliott made a call to adjourn the meeting. The motion was seconded. Meeting adjourned.

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SFHOA Board Meeting Attachment #1

Rules Committee Meeting Minutes

January 20, 2003

The meeting was called to order at 7:00 PM Monday, January 20, 2003.

1. A draft of the Landscape Services Contract RFP was presented to the homeowners present. A general discussion ensued. The draft RFP received general approval. Homeowners were requested to submit additional questions or suggestions if they arose, because the RFP would be further discussed at the next Board Meeting.
2. Several issues of rules compliance were brought up and discussed by homeowners.
3. ACC member Leonard Ross explained how the ACC reviews requests for approval of paint colors.
4. Kate Hurlocker of CWD reviewed the status of ongoing rules enforcement and ACC request actions.

One specific enforcement case was discussed in detail. This case related to a side-yard fence project that was started but not completed. After considerable time and numerous warning letters from the Association, the homeowner has not either completed the fence or removed the bare posts. A motion was made to request the Board to approve mitigating the eyesore by entering on the property and removing the posts. The motion passed unanimously. CWD was instructed to prepare the authorization request for action at the next meeting.