

SFHOA BOARD MEETING MINUTES
OKAY FOR

Silver Firs II Home Owners Association
Monthly Board Meeting 28-April-03
Meeting Place : ~~Fire District 1 Fire Station #13 Puget Park Drive~~
Alternate Location: Home of Jim Yourkowski

Board Members in attendance: **John Elliott, Peter Truss, Jim Yourkowski ,Debby Smith**

Board Members Absent: **Troy Lucas**

Management Group in attendance: **Kate Hurlocker CWD Group**

Homeowners in attendance: **Matthew Comstock, Bryan Ploetz**

Note: The fire station meeting room was not available due to no fire personnel available to open the facility. (Out on call). Jim Yourkowski graciously offered to allow us to use his home as a meeting facility. A notice was posted at 7pm at the firehouse of the meeting location change.

7:11pm Meeting called to order by John Elliott, President

Homeowner's forum.

A general discussion regarding landscape issues took place with valuable input received from homeowners Matthew Comstock and Bryan Ploetz

7:12pm **Manager's Report**

Kate Hurlocker distributed the Manager's Report to the Board Members.

Kate noted that Community Transit had a May 1st hearing upcoming regarding area service and requested the use of the SFHOA email list to notify the community. Peter Truss, Communications Director approved the use of the list.

7:22pm **Communications Committee Report**

Website: The website is nearing completion. Most areas have been transferred to the new design and format. There are a few items being resolved. An initial viewing should be available in a couple of weeks with a planned publish date of May.

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An invoice was submitted to Kate Hurlocker to cover the cost of the Garage Sale advertisement in the Everett Tribune and the Garage Sale banners.

A check was presented to Kate in the amount of \$50 as proceeds from the sale of the "Tony Song" mailbox. The funds are to be put into the Miscellaneous Income account.

There were no questions from the homeowners for the Communications Committee.

Landscape Committee Report

Debby made a presentation reviewing the results of the Landscape bidding, Soccer field, Dino Park, Pembridge Sport Court tree replacement and open Landscape issues. See the attachment #5 at the end of this report for a copy of the presentation.

Motion: To accept the bid of Total Landscape for a three year contract. The service level of the new contract equals that of the existing contract and includes a 5% discount for each year. Bid price was \$74,933 minus the discount of \$3,746, resulting in a contract price of \$71,183.50. (A significant savings over the current contract rate). The new contract would go into effect May 1st 2003 and ends at the end of December 2005.

Motion seconded and approved 4-0, (T.L. not present)

Motion: To accept Total Landscape's bid to apply bark, at a depth of 1", on all landscaped areas in May 2003 at a cost of \$10,240.

Motion seconded and approved 4-0, (T.L. not present)

Motion: To spend \$1140 and \$1650 to re-landscape the North & South Thornbury entrances. Funds to come from the Reserves.

Motion seconded and passed 4-0, (T.L. not present)

Operations Committee Report

Motion: To approve and contract with City Wide Fence company for \$2,590 to remove the deteriorated wooden fence at the detention pond at the corner of 148th Street SE and Puget Park Drive. Note: Detention pond is still completely fenced with chain link fence.

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Motion seconded and approved 4-0, (T.L. not present)

Jim requested that Kate Hurlocker obtain bids to repair the trail in Tract 5025

Jim presented an Operations Committee Report. See attachment #2 at the end of this report for a copy of the presentation.

8:00pm **Motion:** To authorize Kate of CWD Group for another 15 minutes

Motion passed 4-0, (T.L. not present)

Rules Committee

John distributed a copy of the proposed change to
Policy #22

Motion: To approve the revised Policy #22

Motion was seconded and passed 4-0 (T.L. not present). See attachment #3 at the end of this report for a copy of the revised policy #22.

The Rules committee has proposed a revision to the NRG's regarding Basketball Hoops. John requested that Kate sent out via email distribution for homeowner comments for a 30-day period. See attachment #4 at the end of this report for a copy of the proposed revision.

Finance Report

The Finance Report was emailed to the Board earlier this week.

The next board meeting will be held on May 19th at 7pm at Station 13 meeting room. The homeowner's forum will begin at 6:45pm. This meeting is being held on the 19th instead of the 26th due to the 26th being the Memorial Day holiday.

8:35pm John Elliott motioned to adjourn the meeting. Motion was seconded.

Meeting adjourned.

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May Meetings:

Landscape Committee	- May 15 th 7pm
Rules & ACC	- May 19 th 5:45pm
Board Meeting	- May 19 th 6:45pm (7pm)

All meetings are scheduled to be held at Fire Station #13 on Puget Park Drive

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Attachment #1

**Silver Firs Homeowners Association Phase II
Landscape Committee Report for April, 2003**

Motions

1. Motion to hire Total Landscape as Landscape Company (“Contractor”) for the years 2003-2005. Motion, pricing and presentation made at April 28 board meeting. Presentation attached.

Reports

1. Landscape Issues Update:
 - a. Soccer field drainage is an ongoing problem. Tom Brown of Centex may recommend the placement of French drains on either side of the field. Will follow up the week of May 5th.
 - b. Sidewalk staining due to drainage issues next to Dino Park. Centex has obtained a permit to fix this problem and has delayed start until May due to weather.
2. New issues:

Thornbury entrance	Thornbury entrance visually undesirable. Sign dirty and landscaping poor. Blackberry bushes invading area	OPEN 3/26	Debby Smith cleaned sign 4/20/03; Total provided estimate of landscape and cleanup of \$845 and \$295 respectively. The board approved; Total told to complete project
Trail needs repair	Trail in tract 5025. Incomplete previous work. Tree roots buckled asphalt. Asphalt and problem tree cut away, but not taken away. Homeowner reports safety issue	CLOSED 4/03	Operations Committee Issue..transferred to Jim Yourkowski
drainage	Drainage problem in homeowners back yard; adjacent to Pembridge basketball court and sprinkler system	OPEN 2/03	Need to investigate; committee asked Total to do so 4/26/03

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Tree broken on 148th Street	A tree along 148th St. was hit by a car the week of 4/13.	OPEN 4/13	Need to replace; Total provided estimate of \$160. Board approved; total told to complete project
Vandalism on tract 905	A vehicle drove on the turf and caused damage the night of Sat 4/19. No witnesses	Opened 4/19 Closed 4/28	Total estimate \$310. We'll hold on project to see if turf can come back on it's own
Tot lot bark	Homeowner offered to donate 14 (?) yards of bark for tot lots if SFII picks it up from her yard	OPEN 4/20	Total to provide estimate of pickup and distribution. Contacted homeowner; access is wheelbarrow only; Total to investigate project with Karen and provide estimate
Tract 6005	Homeowner called to let us know that trees have been cut down to build a fort out of branches. Kids playing loudly—disturbing her. Homeowner requests clean-up	OPEN 4/20	Destruction of trees and construction of “branch” fort confirmed. Actions to be discussed with board.
Tract 603	Trees being cut down by homeowner 8A, 07 in tract 603. Told to cease and desist from Kate.	OPEN 4/23	Debby Smith met with homeowner. Was shown tree of concern; this tree was dead and threatening to fall. Homeowner thought he was doing a favor for the community—he cut down the tree and will remove. Debby emailed recommendation to Kate.
Tract 603	NGPA rules violated behind 8A, 07	OPEN	Area cleared to be a play area; grass mowed. Homeowner “sees no problem with using the NGPA for children’s play use”. Homeowner submitted proposal for new trees and plantings in this area. Will follow up.
Tract603A	Many dead plants in front of Thornbury sign	OPEN 4/20	Total provided estimate of \$1,650. Board approved

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			4/28/03. Total told to proceed with project
Tract 903	Scrap wood/structure present on birm;	CLOSED 4/26	Note attached to wood asking that pile be removed. It was removed; however it was thrown into common area ditch. Responsible party unknown. Debris cleaned up by Landscape Committee.
SFII Entrance Sign on 148th	Now facing wrong direction;need to look at re-positioning and landscaping	OPEN 4/30	Total estimate is \$1,975 to move stone and re-landscape. We need to evaluate if this sign is even needed...wrong place for entrance sign now that fence blocks it . Will discuss with board
Landscape Bark	Entire SF II area landscape needs bark	CLOSED 4/29	Total estimate is \$10,240 for medium fine bark 1-1 ½” Board approved 4/28/03. Total informed to proceed
Tract 907	Dumping of yard waste and trash in common area ditch. Responsible Party(ies) unknown	OPEN 4/25 CLOSED 5/4/03	Landscape committee picked up trash in affected area; ordered and placed “No Dumping” sign in area.

End report

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Attachment #2

**Silver Firs Homeowners Association Phase II
Operations Committee Report for APR-2003**

Motions

1. Motion to request the Property Manager to hire City Wide Fence Company, Inc. of Lynnwood to remove the rotten fence on the Puget Park Drive, north of 148th for a cost of \$250) plus tax. After assessing the aesthetic value of the change, the Landscape Committee supports this motion.

Reports

Operations Committee

The Committee requests the Property Manager to solicit bids to repair the broken asphalt path near Lot 6A2-68.

The Committee has replaced 4 light bulbs at the entrances to Sherwood East and the main intersection of 148th and Puget Park Drive. A bill will be forthcoming for the cost of the bulbs.

The Committee would like to thank the following people for their recent contributions to the neighborhood:

- Former Landscape Committee Director Michael Bitz (1999 to 2002) for his contributions to the association including the planting of tulip bulbs at the entrances in 2002, which we are enjoying now.
- Landscape Committee Director Debby Smith for negotiating the next Landscape contract, which saves the association about \$20,000 per year.
- Homeowner Jeff Rogers for leading a successful ad hoc sub-committee to accomplish mail station repair near his home.

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- Homeowner Michael Mahmoodi who contributed his time to replacing lights at the entrance at the main intersection of Puget Park Drive and 148th Street, assisting the Operations Committee in validating our power meters and for picking up trash in the common areas.

End of Report. jy

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Attachment #3

Policy #22

Notification of rules violations is as follows:

The first violation notice should include the specific rule that has been violated, a 30 day period in which to comply, a method for achieving compliance, any potential penalties, and a method in which the homeowner may contact the property manager in order to discuss the violation.

If after the 30 day time period the violation has not been remedied, a second notice will be sent. The second notice should include the specific violation, a method for achieving compliance, any potential fines, and a 15 day time period in which the homeowner must contact the property manager in order to discuss the violation.

If after the 15 day time period the violation has not been resolved or the homeowner has failed to contact the property manager, the issue will be taken to the Rules Committee at the next monthly committee meeting. The homeowner will be notified of this by certified mail and may attend to provide testimony. At that time the Rules Committee shall make a decision as to what action should be taken to remedy the violation. Following the committee meeting, a written report and any action to be taken, including any fines, shall be recommended to the Board of Directors and, if approved by majority vote of the Board, reported to the homeowner in writing by certified mail. Each case shall be judged on its individual merits, and any previous enforcement of the same or similar violations shall not be binding upon the Board in its decision. Any prior Board decision shall not be considered a new rule unless it is agreed to in the normal process of motion, vote, and documentation.

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Attachment #4

Proposed Change to NRG Basketball Hoops

According to the current NRGs:

Portable basketball hoops are permitted to be used on owners' driveways. They must not damage surrounding landscape in common areas or other property. To prevent unsightly conditions the portable basketball hoops must be stored out of sight when not currently in use. They must not be used on or block sidewalks or common areas. The county will not clean or maintain streets if they are blocked. If a homeowner observes a problem with street blockage please contact Snohomish County Public Works Department at 425-388-6408

This rule is an interpretation of provisions in the CC&Rs to facilitate consistent regulation of the use of portable basketball hoops on Silver Firs' streets. The rule is intended to preserve property values by maintaining a consistent, orderly, and neat appearance to neighborhoods. It also helps to prevent injury to children playing in the street without adult supervision.

This rule is frequently violated because the "portable" hoops are actually very difficult to move. Enforcement has prompted some homeowners to request that the rule be relaxed. These requests were considered at the last Rules meeting, and a compromise was suggested.

Portable basketball hoops may be used only in the homeowner's back yard or on the portion of an owners' driveway that is closest to the home:

- **For safety reasons, hoops may not be positioned to encourage playing on a sidewalk, on neighbors' property, or in a street.**
- **To prevent unsightly conditions and provide for safety, portable basketball hoops may be placed in an inconspicuous location on the owner's own lot, adjacent to the driveway and at least six feet back from County sidewalks.**
- **Hoops, players, or balls must not be permitted to damage surrounding landscape in common areas or other property.**
- **Hoops are permitted in common areas only with prior written permission from the Association. Unauthorized hoops are subject to removal and disposal by the Association, with removal costs charged to owners.**
- **Non-portable hoops, like any other exterior change, are subject to advance written approval of the Architectural Control Committee. Hoops erected without prior approval might not be approved by the ACC; homeowners could be required to remove unapproved hoops, and may be subject to fines.**

Because the following existing wording pertains to more than just hoops, it should be under common area rules and guidelines:

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County ordinance forbids blocking a sidewalk or street. Further, the County will not clean or maintain streets if they are blocked. If a homeowner observes a problem with street or sidewalk blockage please contact Snohomish County Public Works Department at 425-388-6408.

If the Board approves, the Rules Committee will advertise to homeowners this proposed modified rule, consider homeowner responses, and propose a revised rule for adoption by the Board.

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LANDSCAPE COMMITTEE PRESENTATION

Presented by Debby Smith
At the April 28th 2003 SFHOA Board of Directors meeting

Silver Firs II HOA

Landscape Committee

- Landscape Bid Review
 - ◆ Discussion
 - ◆ Landscape Committee Recommendation
- Issues
 - ◆ Soccer field update
 - ◆ New issues

Silver Firs II HOA Landscape Committee

Bid Review

For Current Level of Service*:

	<u>Monthly</u>	<u>Yearly</u>
Company A	\$	PLEASE CONTACT THE LANDSCAPE COMMITTEE FOR ACTUAL BID TOTALS
Company B	\$	

*Semi-annual litter pick-up included

Silver Firs II HOA Landscape Committee

Bid Review

For Advanced Level of Service*:

	<u>Monthly</u>	<u>Yearly</u>
Company A	\$	PLEASE CONTACT THE LANDSCAPE COMMITTEE FOR ACTUAL BID TOTALS
Company B	\$	

*includes litter pick-up and yearly bark replenishment

Silver Firs II HOA Landscape Committee

	Company A	Company B
Office location	Woodinville	West Seattle
Large-size clients?	Yes	No
Reputation	Good	Good

Silver Firs II HOA Landscape Committee

- Open discussion
- Recommendations

Silver Firs II HOA

Landscape Committee

Existing Issues

- ◆ Soccer Field
- ◆ Dino Park
- ◆ Tree destroyed at Pembridge sport court

Silver Firs II HOA

Landscape Committee

New Issues

- ◆ Thornbury entrance enhancement request
- ◆ West Nile virus prevention
- ◆ Repair to trail tract 5025
- ◆ Turf discoloration along 148th
- ◆ Drainage problem in owner's lawn next to sprinkler at Pembridge sport court
- ◆ Tree and turf destruction on 148th
- ◆ Trees cut down and unauthorized construction in common areas

Silver Firs II HOA Landscape Committee

Current Issues

Silver Firs II HOA Landscape Committee

- Next meeting in May
 - ◆ Update on Landscape Issues