

SF II HOA Board Meeting Minutes OKAY FOR DISTRIBUTION

Silver Firs II Homeowners Association
Monthly Board meeting 23-Jun-03
Location: Fire Station #1, Puget Park Drive

Board Members in Attendance: John Elliott, Jim Yourkowski, Debby Smith, Troy Lucas, Peter Truss

Homeowners in Attendance: Leonard Ross

Management Group in Attendance: Kate Hurlocker, Julie Gray

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

No topics or issues were raised.

7:00pm Meeting called to order by John Elliott

7:00pm **Management Company Report**

CWD presented their monthly report to the board. CWD forwarded a draft copy of the 2004 Annual Operating Plan to the board. The Communication Committee will coordinate this plan with the respective committee members.

Communications Committee Report

The newly revised website has been launched. The classifieds section will be going live within the week. Other interactive parts of the website such as a search engine, will be added in the next few weeks.

The committee will be sending out a notice via email to all homeowner's beginning in July and monthly thereafter (up to the Annual Meeting) regarding the board positions up for election this year.

Operations Committee Report

See Attachment #1 for complete report

Motion: Motion to reimburse Jim Yourkowski for the amount of \$173.69 for lighted sign repairs at Sherwood West and Hillcrest East and garbage disposal. An [index](#) of the expenses, receipts and accounting was provided by email to the Board of Directors Jim submitted the receipts to the Property Manager.
Motion was seconded and approved unanimously

Motion: Motion to recognize an ad hoc sub-committee of the Operations Committee with focus on play area rules sign replacement at sport court in Scarborough. Scott J Klepfer of Scarborough will lead the sub-committee.

Motion was seconded and approved unanimously

Landscape Committee Report

Kate was requested to follow up with the homeowner regarding a resubmitted plan to restore the common area behind 8A 07. The homeowner was to resubmit

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a plan to restore the area with native growth trees/plants to be approved by the Landscape Committee.

The Committee approved Kate to pay the legal fees needed for the review of the landscape contract. The review was needed to verify that the correct wording was in the contract so that the association would receive the best value for the money as this was for a multi-year contract.

A homeowner is working with the Landscape committee and will present a proposal to landscape the area by the Scarborough Basketball Court. Currently trees are dying and the sign area was never been ornamentally landscaped by Centex.

Rules Committee / Architectural Control Committee

The rules enforcement log was presented and reviewed by the board. There are currently 17 active issues.

John presented the board with the "Rights and Responsibilities for Better Communities" flyer as created by the Community Associations Institute. This flyer presents a guideline for homeowners and community leaders regarding rights and responsibilities. See attachment #2

8:00pm

Motion: Peter made a motion to approve Kate to remain at the meeting for another 45 minutes as needed.

Motion was seconded and approved unanimously.

Kate will provide John with Rules adjustment notes regarding fines for those who do not submit an ACC request prior to beginning work on a project.

Finance Committee

Finance has reviewed the latest balance sheet, current budget status and audit.

The committee has requested that all other committees submit a budget requirement request for the fiscal year 2004. Submissions are due by the July 16th Finance Committee meeting.

8:45pm

Motion:

John Elliott called a motion to adjourn the meeting. The motion was seconded.

Meeting adjourned.


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Attachment #1

Operations Committee Report



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



Motions

Motions	Links
Motion to reimburse Jim Yourkowski for the amount of \$173.69 for lighted sign repairs at Sherwood West and Hillcrest East and garbage disposal. An index of the expenses, receipts and accounting will be provided at the next meeting of the Board.	 "010 Lighted Sign Repairs.doc" File under: Operations Exhibits Expenses
Motion to recognize an ad hoc sub-committee of the Operations Committee with focus on play area rules sign replacement at sport court in Pembridge. Scott J Klepfer of Scarborough will lead the sub-committee.	---

Reports


Operations Committee

Reports	Links
On MAY-11, the Committee completed a validation of electrical power meters (meter numbers and location) in the neighborhood. The next step will be to validate the water meters. Any volunteers? Please contact the Committee.	 "050-1 Electric Power Meters.doc" File under: Operations Exhibits
On MAY-14, at the initiation of the Property Manager, the Committee met with the Landscape Committee Chairperson, Debbie Smith and a representative of Snohomish County Surface Water Management, Mr. Nat Washington to survey the surface water management facilities in our neighborhood. The Committee's report of that meeting is available on request.	 "048 Pond Maintenance.doc" File under: Operations Exhibits
On MAY-27, the Committee partially restored electric power for the Sherwood West entrance. The irrigation system is powered, but the circuit breaker to the lights continues to trip. The reason for the trip is presently unknown. On MAY-21, the Committee requested the assistance of CWD Maintenance Division to investigate the problem.	---

<p>On JUN-05, at the initiation of Kate from CWD, the Committee, following Board Policy 33, authorized CWD to contract for repair of a chain link fence located near Lot 9A-80 with Fence Systems NW (425.347.1355) for an amount not to exceed \$235.</p>	 <p>"016-8 Repair of chain link fence near</p> <p>File under: Operations Exhibits</p>
<p>ON JUN-05, the Committee prepared a scope of service to add a chain link fence to create a passage across the dam in Pembridge near Lot 10C-26. Mr. Nat Washington, Snohomish County Surface Water Management recommended this improvement during our survey of the neighborhood on MAY-14. This improvement would allow residents to cross the dam and also provide a locked gate to gain access to the upstream side of the water detention pond.</p>	 <p>"016-9 Addition of chain link fence near</p> <p>File under: Operations Exhibits</p>
<p>On JUN-07, working with CWD and the Snohomish County PUD, the Committee has restored electric power to the Hillcrest East entrance. According to the PUD, there was no power from the transformer to the meter. The PUD has apparently restored that connection.</p>	<p>---</p>
<p>On JUN-08, the Committee has restored lighting to the Hillcrest East entrance by repairing deteriorated wiring, fixtures and a light sensor.</p>	<p>---</p>
<p>On JUN-15, Jim Yourkowski, a homeowner, volunteered to re-finish the mail station near Lot 6A1-02. Finish (in this case) consisted of pressure washing the station, applying a wood preservative to the roof shingles, removing staples and tacks, patching cracks, sanding and applying a stain called Bob's Blue.</p> <p>The Committee plans to hire a painter this summer to re-finish the mail stations in Division 6, 7 and 8. The Committee has completed a scope of service for the mail station refinishing. It is a minimal scope in order to save money. For instance it does not include pressure washing the station, applying a wood preservative to the roof shingles, removing staples and tacks, patching cracks, sanding.</p> <p>In preparation for the painting this summer, homeowners in these areas are encouraged to prepare their mail stations as noted in the example near Lot 6A1-02.</p>	<p>---</p>
<p>On JUN-17, with focus on the chain link fence surrounding the common area in Tract 1009 near Lot 10A-26, a homeowner reported that there were several spots where the chain fence had gaping holes, thus allowing young children to go beyond the protected fence line and possibly resulting in injury to them. The homeowner adds, "This may be a liability hazard for the Silver Firs Homeowner's Association."</p> <p>The Committee requests the Finance Committee to work with the insurance company to determine if a liability hazard exists.</p>	<p>---</p>
<p>The Committee requests homeowners to report "trees of concern" to the Committee. A "tree of concern" is a tree in the common area that you fear may fall over and cause damage. The Committee will inspect the tree with an arborist and cut it if necessary. The committee has received request from 4 homeowners this year:</p>	<p>---</p>

<p>Lot 10B-30 Brehmer Lot 8A-09 Ferreiro Lot 9B-65 Wali Donagoul Park Community Association Manger, Shane Anderson</p> <p>The Committee will cut the trees this fall.</p>	
<p>Review Operations Committee Commitment Log.</p>	---
<p>Recognition and Thanks</p> <p>On behalf of the committee, Jim Yourkowski would like to thank the following people:</p> <ul style="list-style-type: none"> • President John Elliot, Assistant Property Manager, Julie Gray at the CWD Group and Landscape Director, Debbie Smith for enforcing many rules violations in the last month. • Landscape Director Debbie Smith and Total Landscape for the landscaping bark added to the planting beds. • Treasurer Troy Lucas for effectively monitoring our expenses. • Secretary and Communications Director Peter Truss for launching the new website on JUN-13-03. • Property Manager, Kate Hurlocker and Assistant Property Manager, Julie Gray at CWD for doing a great job in assisting me with many issues in the last month. 	


Landscape Committee

Reports	Links
<p>On MAY-25, a homeowner requested information on planting native plants in the common areas. Jim Yourkowski forwarded information provided by the association's arborist and other information from Jim's experience with native plantings in the Narbeck Wetland Sanctuary.</p>	 "015-4 Native Plants for Common Areas.doc File under: Operations Exhibits
<p>On MAY-27, in the process of investigating the electric power outage as Sherwood West, Jim Yourkowski discovered a broken irrigation pipe. The pipe is located under the stop sign at the intersection of Puget Park Drive and 55th Drive. This is zone 3 on the irrigation controller.</p> <p>Jim requests the Landscape Committee address the broken pipe with the landscape company and to also ask them to adjust the sprinklers so they don't drench the fence and the electrical box located west of the intersection. The sprinkler head directly south of the electrical box could even be de-activated, in the opinion of the Committee.</p>	---

Rules Committee

Reports	Links
<p>On MAY-19, Jim Yourkowski forwarded a copy of the Neighborhood Rules and Guidelines; Revision dated MAR-25-2002, to the Board and Property Manager.</p> <p>Jim requests a commitment from the Director of Rules and Director of Communications to take the following actions:</p> <ul style="list-style-type: none"> • Incorporate all revisions to the NR&G's authorized by the Board since MAR-25-2002. • Add a revision letter and revision page to the document so we can track changes to the document better in the future. 	---
<p>On JUN-15, a homeowner reported damage to the shrubs on his lot and near the tot lot in Sherwood on 149th Street. The homeowner contacted Jim Yourkowski. Upon inspection, Jim confirmed the damage and told the homeowner that he had seen a young girl jumping into his bushes. When asked what she was doing, she replied that she was "bush jumping" because it was fun to do. If anyone has any information regarding the homeowner that is responsible for the damage, please report it to the Board via our Community Association Manager, Kate Hurlocker (Kate@cwdgroup.com).</p>	---

Finance Committee

Reports	Links
<p>Summary</p> <p>On MAY-27, our financial auditor, Andrew McAlister (206- 352-8066) contacted Jim Yourkowski with focus on the capital reserves analysis. Andrew was in the process of preparing the financial audit report for the year 2002. He recommended that the association validate its reserve analysis as follows:</p> <ul style="list-style-type: none"> • Determine the existing funds in the account. • Determine the expected cost of replacements. • Determine the remaining life of the equipment. <p>Background</p> <ul style="list-style-type: none"> • The association was incorporated in 1992. • The reserve fund was created in 2000. • The Association's annual contribution to the reserves is \$14, 166 based on an equipment replacement value of \$203, 265, the estimated life of the equipment and 0% inflation rate. • In JAN-28-2003, the Finance Committee made a commitment to remove the 5% contingency factor from the analysis and increase the contribution to the account for inflation beginning with the 2004 budget. The increase is \$2000 for each anticipated inflation percentage point; 1% inflation adds \$2000, 2% inflation adds \$4000, etc. 	 <p>"003-1 Capital Reserves.xls"</p>

<p>Andrew's concern is that the Association did not fund its reserve in the first 8 years of its existence (1992 thru 1999), so we can anticipate that our reserves will be under-funded.</p> <p>Assuming a savings interest rate of between 1% and 4%, we are short between \$118,000 and \$136, 000. An average shortage would be about \$127,000.</p> <p>He suggested that the Association might wish to create a special assessment to acquire the funds necessary to raise the value of the reserve account. This equates to a one time special assessment of \$144 per homeowner.</p> <p>Jim suggests that the Finance and Operations Committees make a commitment to work together to validate the Reserves Analysis prior to the next board meeting.</p>	
<p>ON JUN-02, Brian Judd, a homeowner, reported to Jim Yourkowski that the gate to the common area (Tract 1011, near Lot 10C-26) is constantly open and kids are playing in the pond and surrounding area. Upon further communication, the homeowner's concern is focused on liability. The Committee directed the homeowner to the Finance committee in order to connect the homeowner with the association's insurance provider to investigate the link between pond access and liability.</p>	---
<p>On JUN-15, Jim Yourkowski received a check from the association for \$39.12 for 4 light bulbs replaced at the entrances to Sherwood East and the main intersection of 148th and Puget Park Drive. This action completes the motion made at the MAY-2003 meeting. Thank you.</p>	---

End of Report... jy

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Attachment #2

Rights and Responsibilities
for Better Communities
flyer

Rights and Responsibilities for Better Communities

Principles for Homeowners and Community Leaders

Homeowners Have the Right To:

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders and managers.
3. Participate in governing the community association by attending meetings, serving on committees and standing for election.
4. Access appropriate association books and records.
5. Prudent expenditure of fees and other assessments.
6. Live in a community where the property is maintained according to established standards.
7. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

Homeowners Have the Responsibility To:

1. Read and comply with the governing documents of the community.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect.
4. Vote in community elections and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders or managers, if necessary, to discuss financial obligations and alternative payment arrangements.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
9. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

Community Leaders Have the Right To:

1. Expect owners and non-owner residents to meet their financial obligations to the community.
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association.
3. Respectful and honest treatment from residents.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners and non-owner residents.

6. Personal privacy at home and during leisure time in the community.
7. Take advantage of educational opportunities (e.g., publications, training workshops) that are directly related to their responsibilities, and as approved by the association.

Community Leaders Have the Responsibility To:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the association's governing documents and become educated with respect to applicable state and local laws, and to manage the community association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair and well-publicized elections.
7. Welcome and educate new members of the community—owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners access to appropriate community records, when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.
14. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights—where permitted by law and the association's governing documents.
15. Initiate foreclosure proceedings only as a measure of last resort.
16. Make covenants, conditions and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents.
17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board and committees. (Community associations may want to develop a code of ethics.)



Community Associations Institute (CAI) is a national organization dedicated to fostering vibrant, responsive, competent community associations. Founded in 1973, CAI represents association-governed communities, such as condominium and homeowner associations, cooperatives, and planned communities. To learn more about CAI and its local, regional and state chapters, visit www.caionline.org or call CAI Direct at 703-548-8600.

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