

Upland Green HOA Meeting Minutes

December 2, 2015

Call to Order: 7:05 p.m.

Attending Board Members: Tom Rocamora, Jennifer Santiago, Michelle Rocamora, Oscar Tiburcio, Lola Tiburcio, Ashlee Keech

Absent Board Members: None

HEAR FROM THE HOMEOWNERS

- A homeowner and his tenant came to discuss use of the Overflow Parking lot. The tenant has rented for four years and for this entire period has used a spot in the Overflow Parking lot. The tenant had filled out the parking agreement each year and even secured confirmation that she could use the lot prior to moving in. Both the tenant and homeowner were seeking an exception to the board's notification that no tenants would be allowed to park in the Overflow Parking due to its reading of the CC&Rs. No exception will be granted. The tenant said that she would either move or pursue the issue further by retaining an attorney.
- A homeowner came to discuss two issues. One is about a tenant who is parking his long van in his driveway. The van extends beyond the sidewalk and into the street. Other attending homeowners and board members quickly knew exactly which house and van. The van obstructs views for safe driving and is feared to be a hindrance were there to be a fire at a number of homes. The homeowner has spoken to the tenant and the homeowner to no avail. The tenant had previously been parking his van in the overflow lot, but is no longer allowed to given the requirement that only homeowners use the lot. The second issue is that home on the other side of her has trash in the front tree. The board recommended that the homeowner review all the association's governing documents and then file a written complaint to the board for each issue.
- The homeowner who had a tree from the green fall onto her property (damaged fence and shed) during the recent storm, attended the meeting. The board approved immediate removal of the tree, which was completed the day after the homeowner reported the event. The homeowner believes that because she alerted the prior board about her concern about the trees that either the HOA or the HOA insurance should cover all repair costs. But, following her alerting the prior board, the board had the trees assessed and they were deemed healthy. The current board did agree (prior to the meeting), however, to contact our insurance to determine if the HOA is liable. Tom will follow-up with insurance to check on status.
- A homeowner asked if the board had any information as to when the foreclosed home on 138th Avenue NE would be auctioned. The board does not.

PRESIDENT'S REPORT (Tom Rocamora)

- Tom highlighted the need to have an arborist provide a report on the health of all the trees in open areas. And, that there are trees that need to be pruned. Neither Arborwell nor the arborist recommended by Arborwell will provide a report at no cost. An attending homeowner thought that a person he knows in the business would provide such a report at no cost. He will check.

TREASURER'S REPORT (Oscar Tiburcio)

- Oscar provided a summary of our year-to-date financials.
- Oscar discussed our option to either employ the services of a bookkeeper to perform our dues billings or to have him do the work. Given that Oscar is willing to perform the work and that having a QuickBooks Online subscription allows for two other board members to review the books at any time, the board voted unanimously to have Oscar perform all Treasurer tasks. Oscar will enlist "envelope preparation and stuffing" assistance from fellow board members as needed. Thanks, Oscar!
- There are only five homeowners who are delinquent, two of whom have entered into payment plans. Of the three remaining, all have been turned over to our attorneys. For one of these three, we will need to reach out to the attorneys to determine next steps as the majority of the money remaining due is from charges that cannot be recouped through garnishment of wages (how all other money was recouped). But, the homeowner also didn't pay dues for 2015 and almost certainly will not for 2016. More discussion will take place.
- Tom asked for clarification on what the *Uncategorized Income* totaling \$5,001.74 was. In looking at the report, Oscar saw that there was also *Uncategorized Expenses* totaling \$5,164.25 Oscar said it was likely one or more entries that were imported without the correct categorization selected. Oscar will look into it and update the board.

LANDSCAPING REPORT (Jennifer Santiago)

- The tree maintenance work at the NE 136th entrance has been completed. Payment will go out this week.
- The fence repair work around the water retention area was completed. There was some discussion among board members about whether all the work was completed. The bottom line is that *Ransom Property Maintenance* did do what was asked, but not everything that could be done to the fencing. Discussions are ongoing regarding what, if any, additional work will be done.
- Jennifer is getting quotes for landscaping services so we can make an informed decision as to whether to continue with NLS or change.

SECRETARY'S REPORT (Michelle Rocamora)

- October's minutes have been posted to the website.
- Michelle highlighted that the minutes for this evening's meeting would also include a list of items/tasks voted on and/or completed by the board between October's meeting and today.

ARCHITECTURAL CONTROL REPORT (OPEN)

- No Report

COMMUNITY RELATIONS REPORT (Ashlee Keech)

- No Report

OVERFLOW PARKING REPORT (Lola Tiburcio)

- After some discussion, the board agreed to have Lola get pricing for creating 20 numbered signs (she provided pictures) that will be placed on the fence to mark each spot. Lola will similarly determine the best way to distinguish the width of each spot (likely also something on the fence). Once a solution for both have been identified, the board will set a date for the work. With the date, we will be able to send a notice to all homeowners about 1) clearing out the lot, 2) maintenance and 3) the new policies and procedures for using the lot.

- The repair work on the overflow parking fence that was vandalized was completed by Lola and her father.

TOPICS NOT COVERED (LACK OF TIME)

- Jennifer needs the exact address for the location of the existing set of mailboxes that need a set of package boxes added. Tom will get the address for Jennifer so that the install may be scheduled.

TOPICS NOT COVERED (LACK OF TIME)

- Playground Project
- Lien Process

Adjourn: 9:05 p.m.

BUSINESS CONDUCTED BETWEEN 10/28/15 and 12/1/15

- Michelle mailed letter to Woodinville Water District to deactivate two meters, 10/29/15
- Michelle mailed 50% partial payment to *Ransom Property Maintenance* for repair work to water retention area fencing, 10/29/15
- Tom secured our new mailbox, 10/29/15
 - The HOA address is 11410 NE 124th Street, PMB 222, Kirkland, WA 98034-4305
- HOA Board terminated relationship with *Centsable Accounting*, effective 10/31/15
- Oscar received QuickBooks database from Marion (*Centsable Accounting*), 10/31/15
- Oscar received last bill from *Centsable Accounting*, 10/31/15
- Michelle updated our Corporation information with the state, 11/1/15
- Michelle and Tom met at the bank an updated signer information, 11/4/15
- Eljen and Angela Puri resigned their shared position as Architectural Control Director, 11/6/15
- Board approved the October 29, 2015 minutes, 11/6/15
- Oscar setup the HOA account for QuickBooks Online. 11/8/15
- Oscar imported HOA database into QuickBooks Online. 11/8/15
- Board voted to charge \$180.00/yr to each homeowner who uses the Overflow Parking, 11/10/15
- Board approved new *Overflow Parking Regulations & Agreement*, 11/13/15 (attorney approved)
- Board received confirmation that the water meters have been deactivated, 11/17/15
- Board voted to donate the old HOA laptop (6+ years old), 11/18/15
- Lola and her father repaired the Overflow Parking lot fence for \$63.00, 11/19/15
- Board voted to have homeowner “handy man” perform junk removal, 11/25/15
- Board voted to have Arborwell remove a leaning tree, 11/29/15
- Junk removal project completed, 12/1/15

Non-Board Member Attendees

DIANE REED

13339 NE 136th Pl. 425-766-0544

Mike Chen 13430 NE 136th Pl 425-679-2888

Ullina Desha 13844 - 133 Pl NE

John Desha - - -

Robert Vaughn

13714 135th Ave NE 206-550-3249

Calina

13313 NE 137th Pl 206-255-5642

Debra Blagg

13430 NE 136th Pl 425-765-783X