

UPLAND GREEN HOMEOWNER'S ASSOCIATION
Board Meeting – Wednesday, June 30, 2010

Board Members Present: Alicia Hanke, Debbie Kaiser, Danielle Perry, Jon Resh, Jennifer Santiago

Board Members Absent: Pat Swilling Holdridge

Homeowners in attendance: 1 homeowner in attendance. Attendance sheet maintained separately for confidentiality.

Meeting called to order at 7:07 pm

1. Homeowner commentary period

Homeowner inquired about the tennis courts, stating that they need attention. Jennifer reported that at the last board meeting the board adopted a resolution to get bids to address the tennis courts. Bids presented later on the agenda.

2. Meeting minutes

Minutes for 5/26/10 and 6/16/10 meetings approved as written. June 16th minutes will not be posted on the web site for confidentiality reasons.

3. Treasurer

Treasurer Change – Jon reported that Tom has stepped down as Treasurer. The board voted to have Alicia fill in as interim Treasurer until the next Annual meeting, with Danielle as backup. Transition has been completed – all documents, checks, and PO Box key have turned over to Alicia. QuickBooks will be loaded onto computers for Alicia and the board laptop. Bank records have been transferred. The board voted that Tom will be assessed dues for only the last quarter of 2010.

Review of Financial Reports –

Balance sheet – \$33,194.90 checking; \$24,618.03 savings

Profit & Loss by month for 2010

Customer Balance Summary – total AR \$17,602.69 as of June 23, 2010

Alicia shared concerns about being over budget by approximately \$2,400. Alicia will share this report at the next meeting.

Collections Policy Discussion – The goal is to have a collections policy to be applied consistently. The board voted, based on the 6/16/10 meeting with HOA Receivables, for the Total Solutions Economy plan by majority vote. We will adopt their collections policy adapted to our governing documents once a contract is signed, for a period of 6 months. Alicia will coordinate the revisions to the policy and signing of the contract.

4. Architectural Control

Review of Known Issues – Jennifer reported that three letters were sent out (owner, renter, complainant) resulting from the noise complaint on 138th. Another noise complaint has been submitted and Danielle will get addresses to Jennifer. Additional letters have been sent out for: Garage doors not matching (2 letters), Car in driveway (wrong address, resent), Tarp on roof (3 letters – one removed tarp already), Tarp on ground (1 letter), Painting (4-plex – letters sent to 2 of 4 homes to date – other 2 letters will be sent out), and Childcare business (letter sent to owner). Additional letters for other offenses to be sent out between the 10th and 15th. 2nd notices will be sent out in 30 days if offenses continue. Jennifer will start an excel spreadsheet to track letters and offenses.

Tennis Court Quotes – Jennifer has obtained several bids for the tennis court clean-up. One bid came in at \$2,700 for clean-up and fence repair (does not include painting). Two other bids are outstanding. Another individual will be coming to look later this week. One vendor noticed that a barrier to the clean-up is that there is no water source to tap into. Additionally, Alicia talked with Linda Haniham (Totem Lake Neighborhood Association). She suggested that this is

King County property and should be cleaned up and maintained by them. Linda will be in contact with the name/number with the appropriate county representative. Pat has had prior contact with the county. Continue with the quotes.

Other – The Post Office has fixed the mailbox. Our purchased pedestal was not needed. Danielle will contact the company to see about returning it.

5. Community Relations

Newsletter Approval – Alicia presented the newsletter. The board reviewed and approved as written.

Signage for Meetings and Garage Sale – The board decided to use the newsletter and website to announce locations and dates of future meetings and not to put out additional signage. Large, bright garage sale signs will be put out several days before the weekend at the end of the entrances and the corner of 132/132. It was decided not to do additional advertising.

Pool Party Update – Alicia asked if we should make RSVPs required for the pool party. The board decided to do this and set the maximum at 4 people per home. This will be announced in the newsletter.

6. Overflow Lot

Overflow Lot Status – Debbie will be sending out letters for vehicle offenses, including overdue tabs and car canopies. This communication will be sent separately from any communication related to the fence repair. Debbie was asked to follow-up on the potential for permit for the overflow lot once annexation takes place. She reported that there are no restrictions for private property. Since there is a parcel number for the lot, it is considered property we own.

Fence Installation/Repair – We will need to coordinate a date for the chain link repair. The board agreed to send certified letters with 30 days notice to people with vehicles in the lot to have them move their cars. If the cars are not moved they will be towed. Debbie will schedule a date with the vendor and send out letters ASAP.

7. Block Watch

Block Watch Plans – Debbie talked with the police about Block Watch. The City of Kirkland Community Services Officer (Ishmael) referred her to King County. King County said they are not interested as no one is assigned for that task. However, they may have resources once the group is formed. Officer Ishmael from Kirkland may be available if King County doesn't have resources. They recommend the following strategy: First – Get volunteers; Second – Have a meeting and invite the officer for feedback. We may be able to organize with neighboring associations once we are organized. There may be resources financially post annexation as part of a neighborhood association. Debbie emailed the board a handbook.

8. Secretary

Action items – The board reviewed the action item list. Updates will be made by Danielle and forwarded to board members for follow-up on specific tasks. Board members requested that removed, completed and deleted items be taken off the list.

9. Upland Green Rules and Regulations

Jon started a discussion about the history of how this document came into being. A cover letter to the rules, sent out as a letter to homeowners in 2008, identified the rules and regulations as being board approved. Danielle was asked to try to locate meeting minutes from early 2008 for further explanation.

Meeting adjourned 8:58pm

Next Meeting:

The meeting will be held on Wednesday, July 28th from 7:00 – 9:00 pm Grace Chapel (Fellowship Hall)