

**UPLAND GREEN HOMEOWNER'S ASSOCIATION**  
**Board Meeting – Wednesday, March 24, 2010**

**Board Members Present:** Alicia Hanke, Debbie Kaiser, Danielle Perry, Jon Resh, Tom Rocamora, Jennifer Santiago, Pat Swilling Holdridge

**Homeowners in attendance:** JT and Roxy Kimbell, Norman Sison

**Meeting called to order to 7:05 pm**

**1. Homeowner commentary period (please note: homeowner names are included in minutes, unless otherwise notified)**

- a. *JT & Roxy* – New to the neighborhood. Want to confirm payment of dues was transferred from escrow. Tom will verify.
- b. *Norman* – Confirming meeting schedule. The board meetings are monthly and homeowners are welcome to attend.

**2. Meeting minutes**

Minutes for 2/24/10 meeting approved as written. Minutes for 3/1/10 emergency financial meeting approved as written. Alicia will only post to the 2/24/10 minutes to the web site for homeowner confidentiality.

**3. Financial**

- a. Bank balances: \$24,615 savings; \$36,313.10 checking. Bank reconciliation is available from Tom.
- b. Balance Sheet from Quick Books distributed. Accounts Receivable of \$27,555.25. This is outstanding homeowner's dues. Various action items from 3/1/10 meeting to address accounts in arrears are in process. The board may have another financial meeting in April after the next round of billing.
- c. Proposed budget was presented with adjustments from last month's meeting. 2010 budget would result in an \$8,026 net income. Still some outstanding items. Approval of preliminary budget tabled for next meeting.
- d. No additional information from Marian on costs for audit. This will be presented to the homeowners at the October Annual meeting for vote to be waived.
- e. Discussed review and approval of bills. All landscaping bills need to be approved by Pat. Anything out of the ordinary needs to be approved by the full board. Anything pre-approved or expected expenses paid by Tom without additional board review.
- f. The board does not need to approve deposits

**4. Architectural Control**

- a. Jennifer presented samples of Architectural Control letters to homeowners that Compass sent out in the past. A short notice was created by Jennifer about trash cans and garage door colors and was distributed during the newsletter distribution. She would like to get feedback from the board on the wording. Need to create an official Upland Green letterhead and several templates for various offenses (e.g. towing). Danielle, Pat and Jennifer will work together to create the letters. Jennifer will also keep track of all letters sent out and the progression of offenses per homeowner.
- b. We do not have jurisdiction over cars parked on the street. We can tow offending vehicles from Upland Green lots. The issue is that cars are not using the gravel lots and present driving hazards and block mailboxes while parked on the street. Jennifer will create a letter for homeowners to inform them of the gravel lots. She will also work with the Post Master and carriers to enforce no parking in front of mailboxes.

**5. Community Relations**

- a. Toby Nixon will attend next month's meeting to talk about annexation and how it will affect homeowners.

- b. A-frame meeting notices were stolen from the street. Announcements were included in the newsletter. JT shared an idea of using a community news board. Jennifer will talk with the Post Master about posting fliers on the mailboxes. A-frame signs will not be used for future meetings.
- c. Egg Hunt is on track. Any volunteers are welcome to assist with set-up. Scheduled for Saturday, April 3<sup>rd</sup> at 11am. Alicia will begin set-up at 9am.
- d. Intro letter to homeowners – on agenda for next meeting.

## **6. Landscaping**

- a. Received message two weeks ago about a new General Manager for Highridge. Paul is no longer our Account Manager. It is unclear who the new person is. Highridge has been non-responsive to open items and requested bids. Current contract requires 30 days written notice to cancel. Pat will contact other companies for bids for service and will send a formal letter to Highridge.
- b. Signs are ready for posting at the paths to the green. Tom will post these and remove the old signs.
- c. Tennis courts need to be cleaned in order to be usable. Pat had talked with King County previously about maintaining this area. It was Upland Green's decision to make this a tennis court; therefore King County states no obligation to maintain. If this was natural area it would be maintained by the county.

## **7. Overflow Lot**

- a. A portion of the fence at the overflow lot, along the neighboring house, is falling. The board voted to replace this wall of the fence with chain link to match the other walls. Alicia will contact the homeowner as a courtesy. Debbie will get a bid from our fencing company.
- b. Debbie distributed an updated directory for Overflow Lot users. Currently there are no open spaces. Three spaces have nothing in them, although the spaces are paid for. One car is in someone else's space. One flatbed trailer is unclaimed. Still working to clean up the list. The spaces were spray painted, but this is temporary. Debbie will work on a permanent fix and will make the spaces of uniform size.

## **8. Block Watch**

- a. A homeowner informed Alicia of police activity in the neighborhood at the end of 136<sup>th</sup>. Debbie will follow-up with the police.

## **9. Secretary**

- a. Any board documentation for completed activities and record keeping should be given to Danielle for filing.
- b. Homeowners that have been contacting the board via phone and email have been providing updated contact information. Danielle and Alicia will collect this information and give to Tom for inclusion in QuickBooks.

## **10. Action item review**

There was no time for this item. Any updates should be given to Danielle.

## **11. Wrap-up**

- a. Tom asked about categorizing the blog postings for easier reading. Alicia noted that in April a new content list will be created and March will collapse. JT suggested using RSS feeds for notification of new posts.

**Meeting adjourned 8:55pm**

**Next Meeting:**

**The meeting will be held on Wednesday, April 28<sup>th</sup> from 7:00 – 9:00 pm in Room 129 at Kamiakin Jr. High.**

**Toby Nixon will be presenting from 7:00 – 7:30 pm.**