

UPLAND GREEN HOMEOWNER'S ASSOCIATION
Board Meeting – Wednesday, May 26, 2010

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

Homeowners in attendance: 5 homeowners in attendance. Attendance sheet maintained separately for confidentiality.

Meeting called to order at 7:10 pm

1. Homeowner commentary period

- a. Renters at 13430 NE 136th Pl. are reported to be running a childcare business out of their home. Customers are blocking driveways and being confrontational to other homeowners. Concerned neighbors have contacted the Sherriff's department. The Sherriff report that the HOA should handle it. Jennifer will send a letter via certified mail to the homeowner and renter outlining the concern and CC&R violations.

2. Meeting minutes

Minutes for 4/28/10 and 5/12/10 meetings approved with edits. Alicia will post both to the web site.

3. Treasurer

- a. *Role of bookkeeper and treasurer* – Roles of each function are to be divided as follows:

Marian (bookkeeper) –

- Bank reconciliation
- Quarterly billing
- Master copy of QuickBooks
- Regular and custom reports
- Track home sales (and notify Alicia for packets)

Tom (treasurer) –

- Retrieve mail
- Make deposits
- Pay bills

Concerns were raised about methods and frequency of communication between the two roles and the status of the 2008 books. The conversation about concerns will continue off-line via conference call or special meeting.

- b. *Custom reports* – All reports will be created by Marian from here out.
- c. *Homeowners Receivables Management* – Jon spoke with a company rep and reviewed the packet from HOA Receivables. They are essentially a collections agency. Jon proposes hosting a meeting with the company rep on June 16th at 7pm. Danielle will look for a meeting location.
- d. *2010 Payment Schedule* – This was approved at the last meeting and is intended to be posted on the web site to clarify the assessment of the quarterly fee for any homeowner that does not pay the full year's due during the first billing cycle. Tom has not yet created this. He will present a draft at the next meeting.
- e. *Balance Statement* – Bank balances: \$24,615 savings; \$35,301.92 checking. Bank reconciliation is available from Tom.
- f. *Activity Reports* – Reports for Profit & Loss for the past month and year-to-date (cash basis) distributed. Net income is \$22,668.52 to date.

- g. *Homeowner Lien* – Tom reported that homeowner lien, intended to be a closed account, is still pending. \$172 was paid by homeowner but not forwarded by Compass to Condo Law Group as it should have been. CLG billed the amount to the homeowner account. Majority of the board approved to write off amount.

4. Architectural Control

- a. *Template letters* – Alicia created template letters for board use. Jennifer will review letters with Architectural Control sub-committee (Jon and Pat) at special meeting and will begin utilizing them immediately.
- b. *Known issues* – Jennifer reported on the following issues. Letters in response to each will be sent out as soon as templates are approved.
- Birds in the common wall
 - Tarp on house – Tarp on ground
 - Yard maintenance (approximately 10 yards out of control)
 - Cars in yard
- c. *Homeowner De La Torres painting* – Jennifer has still not received written notification from neighboring home that they will be painting the same color and at the same time.

5. Community Relations

- a. *Newsletter* – The board brainstormed the following items for inclusion in the June newsletter:
- Block Watch plan and committee request
 - Tree removal – city regulations
 - Sidewalks – keeping them clear
 - Parking – use of 24 hour gravel lots for overflow
 - No businesses – reference governing docs
 - Summer activities with date announcements
- b. *Jail* – Kirkland is no longer considered a potential jail site.
- c. *Intro packet* – Alicia has not yet created this. Danielle will provide Alicia an older packet from the archives.
- d. *Blog* – Alicia is regularly posting items. All board members should be checking the blog regularly.

6. Landscaping

- a. *Landscaping contract* – Pat presented the final of 3 bids to compare against Highridge. Northwest Landscaping Service is a comprehensive, professional company based in Woodinville that presented a proposal with neighborhood renderings, plans, and excellent references. They offer the same standard set of services, as well as optional services that are completed in-house. They are priced significantly lower than all other bids. Costs for NW Landscaping: \$14,352 + tax/year, \$1,196/month – compared to our current cost of \$2,500/month with Highridge. ProGrass, while a front-runner by cost, is lower in types and levels of services. The board voted and approved cancellation of our Highridge contract (as of June 30) and initiation of a contract with NW Landscaping. The board reviewed and approved a letter to Highridge drafted by Pat.
- b. *Tennis courts* – The tennis courts are a King County environmental overflow and not an official retention pond. Tom previously talked with a county rep that reported that the area is scheduled for clean-up. Pat will follow-up with King County to see what our options are. Homeowners in the area complain that they would like something pleasing to the eye. Jennifer still needs to talk to homeowner Raguse about previous clean-up efforts.

7. Overflow Lot

- a. *Status* – The lot is full right now. The flat bed trailer that appeared in March is still unclaimed. Debbie will contact Idaho DOT to get owner information. Any costs associated with this were pre-approved by the board.

- b. *Chain link fence* – Three bids were obtained. Citywide Fence Co - \$1,938.15 + tax, Fence Connection - \$2,080.50 + tax, and Economy Fence Center - \$1,949.00 + tax. The bids were for full chain link and removal and replacement of damaged 7' section. Alicia has talked with the homeowner and they prefer to have full 20' section removed with no replacement. Alicia will alter the letter and will have the homeowner sign off on the work. Debbie will rebid with Citywide only for removal and no replacement and will obtain board approval on new bid via email.
- c. *Weekend back-up* – Pat agreed to be back-up on the weekends for the overflow lot, if Debbie is not available.

8. Block Watch

- a. *Plans* – Debbie has not yet created a block watch plan. She has made contact with a Kirkland police officer and will follow-up with him to get ideas for a plan and will present a draft plan at the next meeting.

9. Secretary

- a. *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.

Meeting adjourned 9:00pm

Next Meeting:

**The meeting will be held on Wednesday, June 30th from 7:00 – 9:00 pm
in the Fellowship Hall at Grace Chapel.**