

**UPLAND GREEN HOMEOWNER'S ASSOCIATION**  
**Board Meeting – Wednesday, October 27, 2010**

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

**Homeowners in attendance:** 18 homeowners in attendance. Attendance sheet maintained separately for confidentiality.

**Meeting called to order at 7:02 pm**

**1. Welcome**

Jon explained the agenda and welcomed all homeowners to the meeting.

**2. Community Relations**

Alicia reviewed the highlights of 2010 activities for this board position. She stated it has been a good year and her goal has been to meet with folks and build relations. Homeowners still have some concerns about the community – trash, doggie bags, speeding. Some of these items the board has their hands tied on due to county regulations. Activities have included: quarterly newsletters, summer pool party (fantastic success), and summer yard sale. The Community Relations board member also maintains the web site, including posting of minutes online, and monitors the Skype telephone line, returning calls and answering web inquiries. Anything that a new individual wants to bring to the position is welcomed. It's a great way to meet the neighborhood. Time spent per month: about ½ hour a month in non-newsletter type activities outside of board meetings.

**3. Architectural Control**

Jennifer reviewed the highlights of 2010 activities for this board position. Her role is to monitor and approve requests to maintain consistency and the aesthetics of the neighborhood, including paint color, trash cans, tree removal, and lawn maintenance. She receives complaints (typically by telephone), researches, maintains documentation, and responds appropriately. Fines can be assessed if a homeowner does not comply or complete work. Letters regarding concerns go to homeowners and renters, when appropriate. The Architectural Control Form is on the web site. The form documents approval with neighbor(s), that the plan meets neighborhood standards, and ensures work will get done timely. This position can't do it all on their own and needs neighborhood input to let the board know what's happening. Email or call to let us know what needs to be attended to. A few noise complaints have been received this year. The board has no jurisdiction on this – it is a problem between homeowners. The board has sent the parties information on resources to assist (county ordinance). The small overflow lots (free for all to use on a 24 hour basis) were switched over to Quality Towing, as they are more in touch with governing RCWs. Homeowners are encouraged to use these lots rather than park on the street. A homeowner shared an idea to label these so people know these are available for their use, rather than just the towing sign. Time spent per month: about an hour or two a month outside of board meetings.

**4. Block Watch/ Overflow Lot**

Debbie reviewed the highlights of 2010 activities for the Block Watch position. She only had one homeowner volunteer to participate. She contacted the Kirkland Police and the county Sherriff's department to see what they can do for us. The city offered limited assistance. A Block Watch handbook was obtained from the internet. The community behind Upland Green had a few break-ins and was keeping us informed. Debbie inquired if they were interested in a joint block watch, but they were not. The goal is to watch/walk the neighborhood, keep abreast of activities, and build relationships with local authorities. Volunteers are needed to make it a success and involvement would depend on what we want to make it. Currently we do not have good response times from police. When we annex to Kirkland, there is a community resource officer who is very willing to help the committee get started by providing training and coaching on building a block watch program.

Debbie reviewed the highlights of 2010 activities for the Overflow position. This position entails assigning parking spaces in the lot, keeping the combination up to date and out to parkers, and maintaining the lot. The requirement of vehicles in the lot is that tabs must stay current and the vehicle drivable. Debbie sends out letters if tabs are expired and walks the lot periodically to maintain compliance. Parkers must fill out a registration form with contact information. This year space lines were put in the fence for better sustainability of lines, a fence was built to maintain security and she is in the process of marking space numbers. Debbie checked with the city regarding impact of

annexation on the lot and they said it will be ok to remain as-is since we own that parcel of property. Time spent per month: a couple hours a month outside of board meetings.

## **5. Secretary**

Danielle reviewed the highlights of 2010 activities for this position. The Secretary writes minutes for each meeting that, once approved, get posted to the internet by Community Relations. In addition, an Action Item list has been created to ensure that projects are moving forward, the board does not unnecessarily revisit decision items, and that ideas don't fall through the cracks. This Action Item list is reviewed at the end of each meeting and updates made. This position also maintains all historical documents of the board. Over the past year, the archives have been cleaned up and filed for easier access. A contact list for the community has been updated by scouring through the archive records. This includes names, phone numbers and email addresses. The community has two insurance policies currently – general liability and directors and officers. We are exploring the possibility of consolidating the two policies to the same provider to decrease confusion on renewal dates and to potentially decrease premiums. Time spent per month: approximately 2 hours outside of board meetings.

## **6. Changes in Board Positions, 2011**

Jon shared that the Community Relations, Architectural Control, Block Watch/Overflow Lot, and Secretary positions are open for volunteers for 2011. Volunteers must be current on dues and get dues waived during time of service. Any interested individuals should complete the nomination form. The board will make contact with volunteers and make sure it's a match. Outgoing board members will mentor new members to make sure it's a good transition. Everyone is encouraged to volunteer at some point as it is good experience to know how the community operates. The President position is currently filled by Jon and Alicia will take over in 2011. Board members must serve previously in order to be President. Alicia will also maintain the Treasurer position as the board is not comfortable turning over Treasurer to a new individual at this time - perhaps mid-year. Pat will be maintaining the Landscaping position.

## **7. Landscaping**

Pat reviewed the highlights of 2010 activities for this position. Pat serves as liaison between the landscaping company and board. We were previously using Highridge and our relationship was good. Our Community Manager let us know the company wasn't doing well and we had seen a decline in performance. Pat researched and interviewed other companies and selected NW Landscaping who had great references and client list. We were previously paying \$26,000/year with Highridge and now pay \$14,000/year with NW; an incredible cost savings. We transitioned to NW in 7/1/10. NW took care of neglected items first and is now doing maintenance. If there are things you are seeing, please let Pat know. They are still in the learning process and take feedback well. NW does snow removal and has many in-house services. They will be looking into the sprinkler system at no extra cost. We would like to explore getting this up and running for the entrances. The sink holes in the common area grass and walk-way are both on the to-do list, as is improvement to the 136<sup>th</sup> entrance. Homeowner noted that there is electricity at the entrances for lighting and a possible water feature. Pat will explore. Another homeowner noted that southwest style landscaping was put in because water was expensive and sprinklers were vandalized. Electricity to run the sprinkler system is in the shed; however the electrical box was destroyed by ants. Bark was spread last year at the entrances and the circles, but not on the paths as it was too expensive. Pat can look at this for the future. The natural area on 138<sup>th</sup> wasn't maintained, so Pat had a company come out and clean up the area and removed damaged and diseased landscaping. The tennis courts were minimally cleaned up this year and full clean-up has been budgeted for next year (\$6,000 set aside). The courts need work on fencing and paint. The board has received many complaints about the courts and feels an obligation to maintain it for the community. There is no option to remove the courts as this is a retaining pond required by the county. Homeowners expressed concern about usability even with full clean-up. The item was determined to need additional discussion before moving forward with any plans. Construction on the elementary school is not yet contracted for work. The building will be positioned closer to church than Upland Green properties.

## **8. Financial Items**

Alicia distributed the Balance Sheet and Profit and Loss statements to the board. Bank balances: \$3,810.38 Checking and \$44,622.58 Savings. Billing for 2011 will be sent out by the bookkeeper in the beginning of January. Alicia noted that there were a substantial number of accounts in arrears (over \$15K) when the board hired HOA-Receiveables Management. At a cost of \$178/month all accounts in arrears were turned over to them for collections. They started in August and thus far have retrieved a large dollar amount for us. They allowed a 30 day grace period for accounts to pay prior to turning to collections. This is a severe penalty, but was necessary to get the community financially on

track. HOA-RM takes 25% of what they collect. Accounts in arrears total roughly \$8K currently, with the hope to hit \$5K by the end of the year.

The board is pleased to present a budget that allows the option to decrease dues. The budget and dues decrease are open for vote on the ballot. Specifics of special projects in the budget are open for negotiation. In the spring Alicia will be opening up for an ad-hoc budget committee. If interested, let Alicia know. The audit is also open for vote. An annual audit is projected to cost \$3-6K. Historical records don't show that an audit has been completed in the past. An audit only gives an audit opinion. It does not fix any issues that may be present.

## **9. Review of ballot process**

Danielle reviewed the items open for vote, quorum required for each item and status of vote to date. Additional ballot collected at the end of the meeting and via mail will be tallied into those already collected and results will be published with the meeting minutes.

## **10. Homeowner commentary**

The following comments and suggestions were provided by homeowners in attendance:

- The quarterly newsletter should be mailed to homes and the content should stay positive.
- Use email to notify the homeowners of items of interest.
- Voting on the tennis courts could be sent out in a mailing along with a billing cycle. A portion of a meeting should be set aside for discussion and the board should give options and costs. The Community Relations person could build a secure voting site.
- Signs announcing the meetings have been stolen. The group did not feel it was necessary to post signs.
- There is a significant amount of moss on paved trails that makes the trails slick.
- Home next to overflow lot had an intruder in the home. They voiced concern that the new overflow fence made it easier to get into his back yard. The board stated that it is not in a position to resume liability due to the addition of the fence. In the past the board had looked into razor wire and the lawyer said no due to liability of injury. Upgraded lighting was suggested.
- Use solar lighting in common areas. This would save money and can be installed permanently. Street lights are part of utilities.
- What can homes do that need to get work done, but an attached homeowner can't afford the work? Homeowner can do work if it remains the same color. Ask Jennifer for assistance and use the Architectural Control Form. If all homeowners sign the form, whoever doesn't do the work is out of compliance.
- A homeowner on 136<sup>th</sup> harasses others that feel people are going speeding. The posted speed limit is 25 mph. One homeowner has been followed to his home. All homeowners are encouraged to call the police immediately if you feel threatened. The board agrees 25 mph is too high; however, we cannot do anything now. Hopefully with the change to the city we can lower the speed limit or install a speed bump.

**Meeting adjourned 9:00 pm**

### **Next Meeting:**

The meeting will be held on Wednesday, November 17<sup>th</sup> from 7:00 – 9:00 pm at Kamiakin Jr. High (room 129)

## Results of 2010 Annual Meeting Ballot

**Total qualified ballots collected: 68** (1 ballot disqualified – homeowner in arrears)

### **Quorum –**

The Bylaws state that 25% of the homeowners entitled to vote shall constitute a quorum. Based on the number of qualified voters, 39 votes is quorum.

**Quorum is achieved**

### **Budget –**

Bylaws state that the budget shall be deemed approved unless disapproved by 60% of votes.

Approve: 63 votes; Disapprove: 4 votes; No vote: 1

**The 2011 budget is approved, as proposed**

### **Audit –**

RCW state that the audit requirement can be waived if 67% of votes vote to waive in a vote of quorum.

Waive: 63 votes; Meet: 5 votes

**The 2010 audit requirement is waived**

### **Dues –**

Bylaws state that the budget (and accompanying dues) shall be deemed approved unless disapproved by 60% of votes.

Lower: 60 votes; Maintain: 8 votes

**The 2011 annual dues will be lowered to \$280**