

**Chestnut Trails HOA
Board of Directors Meeting
1-30-2012**

Members Present:

RL – Rick Long , President
CL – Chris Lyon, Vice President
CM - Cindy Monson, Treasurer

Non-members Present

ST – Stephanie Thomas

Absent: Carol Gilbert, Pratibha Bachal

A quorum was present and the meeting called to order at 6:39 p.m.

0. Review Agenda The agenda was reviewed and approved by the board.

1. Consent Agenda

a. Approval of November 2011 BOD minutes

The board minutes were reviewed. RL motioned to approve the minutes CL seconded all agreed; the BOD approved the November 2011 minutes unanimously.

b. Action Item Review

1. ST will email board the Assessment Recovery contract (collections agency) for review. Went out 11/17-AI completed.
2. CM will establish a draft of the process for contacting property manager and board with goal of refining the process and posting on the website for homeowner informational purposes. CM will take over producing draft of newsletter and produce a draft for BOD review. -ongoing
3. ST in process of attempting to get as much of dues from bank as possible that are past due on lot that has had recent trustee sale. No change. In progress. Will continue to follow up with bank and/or owners to attempt to obtain dues. Will continue to research 2 lots (Lot 98 to be researched. Trustee sale should have happened in September. and Lot 44-sold contacting bank) IN progress. Update : one lot in past due status paid, and lien was

released for that lot by CG. Other lot HOA received prorated amount from trustee sale process.

4. ST to follow up with lot 18 to confirm relationship has been established between HOA and Park Ridge. AI Completed.

5. ST to research standard of replacement in Snohomish County, and review CC&R's for possible recourse to owner involved in the incidence. Fine may result. Resolved.

6. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution. Ongoing.

7. ST to request tree removal and replacement be completed by Premier per the quote provided to BOD by Premier. AI Completed.

8. ST to send out final notice in December to any lot owners that still owe dues and have not responded to the November mailing. AI completed.

2. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for Decmebr 31st 2011

The balance sheet shows the Association's financial position on the 31 December this year. The checking account cash balance is \$ 32,280.42 plus \$ 10,267.64 in reserves plus \$ 4,507.06 in receivables for a total of \$ 47,055.12.

RL made a motion to accept the financial report and CL seconded; passed unanimously.

CM made a motion to move \$5,000 out of cash and deposit into reserve funds. RL seconded. Motion passes.

3. Management Report

A. One question from lot owner on where are minutes

B See action items for additional PM updates.

4. Complaints: None this month.

5. ACC Report:

a. ACC request 20033 32nd Ave SE request to remove tree on Lot. Approved

b. New request from bank owner lot on siding and paint. Waiting for approval.

6. Ongoing Business

a. Late Dues Plan/Update. RL motioned to waive \$5 and less late fees. CL seconded. Motion carried. CM motioned to waive late fees on one lot, RL seconded, motion carried. Board approved payment plan for one lot. A different lot asked for payment plan : \$50 per month until tax refund. CL Motioned to approve, CM seconded, motion carried. 3 Lots have not contacted ST, and owe over \$500.00. A lien already exists on one lot, and BOD will consider liens for the other 2.

b. reserve study law \$2-3,000 dollars
executive session regarding fence issues.

c. CM daughter can help with website.

Ref PM info on website for newsletter article on management task force volunteers

Newsletter ongoing RL

7. New Business

a. Proposed payment plans-discussed in 6a

b. 2012 Budget - ST will have draft budget distributed a week before February meeting for possible ratification at meeting.

c. Annual meeting plan and assignments-BOD will try for ASAP Annual meeting, March or April if possible. Annual meeting planning deferred to February meeting.

d. trees along maltby road and at entrance.- BOD approves replacing Maltby tree only. Trees at entrance does not need to be replaced.

e. Action item: friendly reminder to one neighbor for trash cans left out front ongoing, and an FYI to clean up leaves as they will kill their grass. Refer to website for CCR's-RL to follow up.

VII Action Item Update CURRENT/ONGOING ACTION ITEMS

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2. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution. Ongoing.

3. ST will have draft budget distributed a week before February meeting for possible ratification at meeting.

4. Friendly reminder to one neighbor for trash cans left out front ongoing, and an FYI to clean up leaves as they will kill their grass. Refer to website for CCR's-RL to follow up.

5. ST will ask premier provide quote for clean up/replant for downed tree on Maltby road.

Motion to adjourn: RL motioned to adjourn the meeting, the meeting was adjourned at 8:05 p.m.

