

Highland Trails Homeowners Board Meeting Minutes 10/25/2012

The meeting was held at the home of Tom and Sandy Jones.

In attendance were: Ed McNichol-President, Tom Jones-Vice President, Kim McNichol-Treasurer, Lisa Ward-Secretary, Sandy Jones-Member at Large and Charles Andersen, Architectural Control.

Approval of Minutes

The approval of our previous meeting's minutes was tabled until all board members could review them.

Board of Directors

The Board accepted the resignation of Greg Schmidt, Landscape Liaison. The Board unanimously elected Charles Anderson to the Board of Directors as Landscape Liaison.

Northpointe Tree Issue

Following two site visits by board members, Ed again consulted our Attorney regarding how best to handle this issue. The Board's response was to allow the homeowners to remove the "dangerous" trees in question (this due to an erosion problem that is occurring on Highland Trails' property that is adjacent to the property line in the Northpointe neighborhood). We gave permission for tree removal permits to be issued to the affected homeowners. Ed stated that we have most likely not heard the end of this. It was suggested that a geo tech assessment be done of the soil which Tom Jones can perform.

Trail Moss and Repaving

The encroaching moss and root problems on our trails persist. Ed is planning to contact the Brighton HOA to see how and what they have done to their trail to rectify these issues. The north side of our trail is very bad right now. Ed suggested that at the very least, we could place warning signs at trail heads in an attempt to reduce liability issues. We could also cut the tree roots that are threatening to grow underneath the paved part of the trail. Charles suggested a preventative program in which we utilize volunteer help to run a ditch witch at the side of the trail to prevent existing trees from further root encroachment. Ed suggested employing individuals through Labor Ready to scrape the moss. We may do a test area, research cost and do the most problematic areas first.

Financial Policy

Currently our Homeowners Association does not have a published fee schedule. Our Attorney informed Ed that we can only sue on debts that have been incurred within the last 36 months. It was determined that we need to come up with a policy concerning past due accounts and that we need to establish a fee schedule. A great deal of discussion ensued regarding the steps involved and the time frame that will be enforced

between each step. It was noted that late fees were assessed in the past both by the Condominium Management and by previous boards. However, this was inconsistent at best and needs to be done in a legally binding manner.

Kim reviewed the current homes that are in arrears. As of the date of our meeting, there was one household that was 4 years in arrears, three that are 3 years in arrears and three that owe 2 years of homeowner dues. For these homes that owe for at least two years, it was determined that we should enforce the new policy that we adopt which includes a demand letter (from the board), followed by a lien on their home. There were also 27 homes that had dues outstanding for the current year. Kim and Ed are working on updating our records to reflect accurate homeowners information as many of the homes in our neighborhoods are rentals and dues invoices do not always reach the responsible parties.

It was determined that the Association will start charging a \$75 fee for escrow requests when a home is refinanced or sold, as this is well within our rights and is a reasonable amount for the Treasurer's time.

Liens

A discussion took place regarding the fee schedule that will be adopted. The cost to place liens was determined to be about \$180 per home (per our Attorney); there is also a lien removal fee which is currently running about \$167. These amounts need to be accounted for when we place liens, however we will not quote exact amounts in our financial policy as attorney and filing fees will change. We also discussed charging a rush fee for escrow companies requesting less than a 14 day turnaround. The Board discussed the proposed Fee Schedule, made adjustments and adopted the Fee Schedule unanimously. A notice of the Fee Schedule will be mailed to every homeowner, and posted on our website as well.

We reviewed current liens...some need to be removed and we may be able to go after the title companies on a few. Our Attorney informed Ed that funds cannot be sued for after three (3) years (however, we were unclear on whether the 3 years was from the date of filing or the years that the dues were originally to cover).

Budget

Kim stated that our budget currently looks good and we are on track. The only fairly large overage is in our legal expenses as we sought the advice of an attorney on the Northpointe drainage problem and in setting up a fee schedule etc. The 5 year projected budget planning was touched on and we will review that again in a future board meeting.

Miscellaneous Issues

Fall pruning - it was mentioned that we need to keep our trees and bushes pruned back and out of the sidewalk areas. This should be included in an upcoming newsletter.

Mailbox signs – it was decided that we should be able to keep our mailboxes free from unwanted signs that are no longer applicable. Feel free to remove these when you see them.

Wetland garbage – there is currently styrofoam and other unwanted objects in our wetlands specifically near the bridge over Penny Creek. Tom volunteered to don his waders and investigate; he will remove the debris if he can do it safely.

Driveway ramp

A homeowner has requested to install a small ramp like device at the base of his driveway to prevent their cars from scraping when pulling in. The picture of this device was circulated to the board. It was determined that it is fine with us as it is unobtrusive, however, they should check with the City of Mill Creek to find out if they will approve it as it could potentially cause drainage issues etc.

Architectural Control Committee

Charles Andersen attended his first meeting as the representative for the Architectural Control Committee for Highland Trails. Charles had originally expressed interest in this position at the annual meeting in April. As such, Charles will make recommendations to the board on all matters that require the approval of the ACC.

Crime Incident

Charles Andersen reported that three (3) individuals attempted to break into his home at 1:30 in the afternoon on a weekday. His wife was home but didn't answer the door to the loud pounding. She then caught the intruders trying to get into her sliding door on the back of the home. She screamed when she saw them and they fled.

Fence Proposal

Charles Andersen's lot abuts an easement area that he currently takes care of. He would like to put a fence across this easement to create a little privacy as well as in light of the recent burglary attempt. Charles displayed a picture of the type of fence he would like to erect. It was made of wood and was fairly detailed. Discussion ensued. The board agreed that the appearance of the fence choice was fine...however there is an issued with allowing the fence to be built across an easement and establishing a precedent. It was determined that more research would have to be done until an answer will be given.

Letter to Homeowners

To communicate our decision regarding a fee schedule, a letter will be sent to homeowners outlining the policies that we adopted and that will now be enforced. In addition to this letter, a statement of dues paid will be attached. For the majority of

homeowners, this will reflect that the current years dues have been paid. For those who are in arrears, this information will be communicated as well.

Meeting adjourned.