

Highland Trails Homeowners Board Meeting Minutes 1/29/2015

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

In attendance were: Ed McNichol-President, Kim McNichol-Treasurer, Tom Jones-Vice President and Sandy Jones-Member at Large.

Absent were: Charles Andersen- Landscaping.

Also attending was: None.

The meeting was opened at 7:00pm.

Minutes

The Minutes of the 3/19/2014 meeting were approved as submitted.

Legal

There was discussion of how to apply payments on delinquent accounts. The question was whether to apply to oldest due amounts first, or to Dues first. (We do not have any account where this applies to yet.)

*ACTION ITEM: Ed will check with the Attorney to get his input.

Annual Meeting

The Annual Meeting must be held on April 9th. Unfortunately, Ed will be at sea on that date this year.

Treasurer

Kim reported that there are currently 8 accounts that have not paid the 2014 dues. There remain 4 accounts that owe for more than 1 year.

The collections policy and our fee schedule were discussed. The collections policy was reviewed;

1. Invoices are sent on July 15th.
(If the account did not pay for the previous year, an HOA Demand Letter will be included with the Invoice.)
2. Invoices are due August 15th.
3. We will send a Statement and an HOA demand letter no earlier than October 15th.
(If the account did not pay for the previous year, an Attorney demand letter will be sent instead.)
4. Accounts still not paid by November 15th will have a lien placed on their property.
(If the account did not pay for the previous two years, a lawsuit will be filed.)

We also discussed our current bookkeeping software. It was decided that we would migrate to a cloud-based solution to enable continuity through future Treasurers.

*ACTION ITEM: Kim will migrate our Accounting data to QuickBooks online. She will choose an appropriate account level and report back on her experience.

Kim stated that she would like to investigate moving our financial accounts to a different institution. The Board agreed to this action.

*ACTION ITEM: Kim will see what other banks might host our accounts at the lowest possible cost.

Landscaping

Garner had been requested to do some tasks identified during the Arborists Inspection in 2014. Ed noted that these tasks had not yet been performed and contacted Garner. They later sent an invoice for some additional work, but it is not clear if all of the tasks were completed.

*ACTION ITEM: Ed will inventory the Arborist task list and verify that all work has been completed.

The trees in the planter strip need to be pruned.

*ACTION ITEM: Ed will alert Charles and Garner to this issue.

Other Issues

1. The homeowner at 3016 140th Place SE contacted the Board about trimming a large fir tree located in the Native Growth Protection Area (NGPA) behind her house. The lower branches of this tree are over her property and are forming a shade umbrella for the trees on her property. The Board decided to contact the City of Mill Creek about this issue, and if necessary to contact our Arborist.

*ACTION ITEM: Ed will contact the City about this issue.

2. The Board was contacted by the homeowner at 2712 139th Place SE. Their property is next to our Native Growth Protection Area (NGPA). A tree had fallen on their chain link fence, and there have been flooding issues in this area. Tom and Ed independently visited the area in question, and also conducted a joint inspection. They also had an opportunity to meet with the homeowner during one visit.

The Platt map of this area does not appear to be very accurate. The tree that fell does not appear to be on Highland Trails property, and the fence it hit does not appear to be on property legally owned by this homeowner.

However, the drainage in this area is of concern, and it was difficult to discern how the various inflows and overall system were intended to work. In discussions with the homeowner, it was decided that our HOA will attempt to clear a path for the most

obvious drainage channel. The homeowner will then monitor the situation and advise if further intervention is required.

Ed went out and cleared the drainage channel. We will monitor the area in the future.

3. Ed brought up that some houses have vegetation that has grown to the point of blocking the sidewalk. We will contact the City of Mill Creek to see if this is an issue that they address.

*ACTION ITEM: Ed will contact the City about this issue. He will also post about this on our website and Facebook page.

4. There is a volume of HOA materials being stored in individual homeowners houses. Ed would like to go through this material and dispose of items no longer needed or easily replaced. The Board agreed with this.

The meeting adjourned at 8:17 pm.