

Pine Forest Owners Association Board of Directors Meeting

Tuesday, July 7, 2020 4:00 p.m.

Meeting URL: <https://anymeeting.com/lduelrqpm1qoqp>

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

Directors Present: Ursula Heffernon, Jeff Heffernon, Ron Carson, Katie Kosich, and Diane Wagner

Others Present: Darin Sheridan, Michel Floyd, Alar Saaremets, and Kim Harrigan – CAMCO

I. Call to order

The meeting was called to order at 4:02 p.m.

II. Homeowner comments

No comments were made.

III. Approval of Minutes

a. May 5, 2020 Special Board of Directors meeting

Ursula Heffernon moved to approve the minutes. Diane Wagner seconded, and the motion carried unanimously.

b. June 24, 2020 Executive Session (report only)

Ursula Heffernon moved to approve the minutes with some minor edits to be reported to Kim. Ron Carson seconded, and the motion carried unanimously.

IV. Financial

a. Review May 2020 financial statements

Jeff Heffernon provided a review of the May financial statements noting that the Association is mostly on budget with the exception of legal and snow removal.

b. Review & approve 2020/2021 budget

Kim Harrigan provided two draft budgets for Jeff to review prior to the meeting. Jeff presented that due to a change in the allocations per the new Browning Reserve Study recommendations, the regular assessments are significantly low. The budget options provided are to increase by 19% year over year until caught up in the reserve fund allocations or to have the membership approve an 83% increase for 2020/2021 to be on track by 2022. Jeff Heffernon moved to approve the 83% increase budget. Diane Wagner seconded, and the motion carried 4-1. Katie Kosich voted against the motion. Kim will start on the membership voting ballots for membership approval of an 83% increase.

V. Design Review Committee

a. DRC Report

Darin Sheridan reported that the committee is in review of lot 58 and lot 23 building plans, which the latter came in today. Darin will provide the review comments for lot 58 this week.

Ron Carson inquired about a tree removal request from Kosich Firewood for lot 46 that is leaning towards the new home on lot 47. Ron passed it along to the DRC, who agree it

should be removed. Kosich will be contacting Kim to get confirmation from the committee for approval.

VI. Community Upkeep Efforts

a. Update on CC&R violations

The majority of recent violations have been real estate signs out of compliance. Ursula recommended sending a reminder letter to members regarding trailers and other recreational vehicles on properties.

b. FireWise

Ron Carson reviewed the defensible space bids for the remaining common areas from Hall Tree and Jorge Benuto. Hall Tree is doing the common area behind Granite and behind Comstock Place/Drive. Jorge Benuto is doing the common area behind Saddleback. The split was due to the type of work needed, mastication versus tree removal. Ron is also working with these two companies to obtain bids for the individual lots requiring work per Bill Houdyschell's report.

FireWise continues to be a success and the community was approved as a FireWise Community. The next step is for the Board to contact vacant lot property owners to remind them of the defensible space work needed. Linda Carson provided a list of the lots needing work as well as a letter to be used for the Board to review. The letter recommended a clearance date of August 15, but there was concern of that date being too quick of a turnaround. It was agreed to change the compliance date to September 15.

c. Chipping service

The chipping service was done on June 23. Some chips were blown into swale behind Granite Drive due to the chipper not being able to be rotated. The CAMCO crew tried to blow the chips out, but there are a lot of pine needles in the swale as well. Kim recommended that the swales be fully cleaned if the Board is looking to have the chips removed.

VII. Maintenance

a. Maintenance & admin to-do calendar

Kim Harrigan reviewed the calendar and most items have been completed. Kim will talk with Tim about some weeds needing removal around the entrance signs and mailboxes.

b. Drainage study

Diane Wagner informed that Balance Hydrologics is planning to be on site tomorrow to do some surveying. Diane has kept Keith Kelly and Ron and Linda Carson in the loop in terms of site visits.

c. Comstock pathway

Brian Hanley informed that the Town accepted the Board's analysis of the limits of the Pine Forest pathway and inquired whether the Association would be interested in a maintenance agreement for that section. Brian provided pros and cons to entering into an agreement with the Town. Ursula Heffernon moved to approve working with Brian Hanley to compose a letter to the Town for a simple maintenance agreement of the pathway within the Association's limits. Diane Wagner seconded, and the motion carried unanimously.

VIII. New Business

Ursula Heffernon commented that the nominations deadline for Board candidates is July 24.

A tentative special meeting will be scheduled for the budget ballots. Kim will inform the Board of the required date following confirmation of how the ballot process has to work.

IX. Adjournment

There being no further business the meeting was adjourned at 5:20 p.m.

Prepared by,

Kimberly Harrigan
Property Manager