

Pine Forest Owners' Association Annual Meeting

Saturday, October 10, 2020 10 a.m.

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

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

Others Present: Dan Stamps, Jose Rivero, Jaqui Braver, Jonathan Kendler, Alar Saaremets, Richard and Denise Beale, Steven Jolly, Aja Cook, Linda Carson, Michael Thomas – Inspector of Elections, and Kim Sperlin – CAMCO

I. Call to order and determination of a quorum

The meeting was called to order at 10:30 a.m. and a quorum was established with 48 ballots received. However, the ballots contained an assessment increase vote, for which a quorum was not received. Ursula moved to adjourn the meeting to obtain the necessary ballots for the assessment quorum. Katie seconded, and the motion carried unanimously. A new meeting must be scheduled within 45 days to count the ballots. The meeting was scheduled for Tuesday, November 17 at 5 p.m. The annual meeting was reconvened at 10:35 a.m.

II. Introduction of the Board of Directors and Membership

Ursula introduced the Board members. Introductions of the remaining members were made. Ursula introduced Michael Thomas, the Inspector of Elections. Michael confirmed that the ballots received were not a quorum for the assessment increase. However, the Board election received quorum and since it is an uncontested election, the new Board members were elected. Kim will send a notice to owners informing of the new opening date and to send in ballots.

III. Open forum

Aja Cook inquired if members can confirm that ballots have been received. Michael Thomas informed that he would provide Kim with the list of ballots received.

IV. Begin counting of Board of Directors election ballots by Inspector of Election

Ballots were not counted. The Board was elected by acclamation.

V. Approval of Minutes of the 2019 Annual Meeting

Ursula Heffernon moved to approve the minutes. Diane Wagner seconded, and the motion carried unanimously. No comments were made by the membership.

VI. Chairman's Report

Ursula Heffernon summarized the Board's accomplishments, including determining and prioritizing the Association's needs through the COVID-19 pandemic. Many of the accomplishments included establishing the DRC again, obtaining a reserve study from Browning Reserve Group, enforcing defensible space standards on properties, getting the Association certified as a Firewise community, working on the swale and pond easements, adopting an Ethics Policy, adopting new Election Rules, and enhancing meeting conduct and involvement. The entire chairman's report is attached to these minutes.

The DRC and Board members were all thanked for their service.

VII. Design Review Committee Report

Kim Sperlin gave a brief report of homes being built.

VIII. Financial Report

Jeff Heffernon reported that overall, the Association is financially in good shape. The biggest issue facing the Association is the reserve funding, which will be determined by the assessment increase vote. Kim reviewed what resolution 70-604 is, which was also voted on and will be counted on November 17.

IX. Defensible Space/Forest Health

Ron Carson reported that the common area defensible space work is partially completed. The remaining mastication work will take place as soon as precipitation is received to minimize the risk of sparks and fire. Notices to property owners needing removal, per forester Bill Houdyschell’s report, have been sent and responses are coming back. Ron and Linda worked to establish Pine Forest as a Firewise Community. In order to comply, owners were notified of defensible space work needed on undeveloped lots. Ron provided the numbers reported to Firewise as follows: 723.5 owners hours of work, 290 cubic yards removed, \$5,370.30 spent for owner’s work, and \$37,197 spent for hired work. All owners were encouraged to continue to have work done and to join the Firewise Committee if interested. One owner, Wendy Sumner, has informed Ron that she would join the committee. Signs showing that the Association is a Firewise Community were installed at the entrances to all Association roads.

X. Property Manager’s Report

Kim Sperlin provided a brief report of work done by CAMCO this year.

XI. Results of Board of Directors election and resolution 70-604

The Board was elected by acclamation as quorum was received and the election was uncontested. The resolution votes will be counted when the ballots are opened on November 17.

The next regular Board meeting was scheduled for Thursday, January 7 at 4 p.m.

XII. Adjournment

There being no further business the meeting was adjourned at 11:10 a.m.

XIII. Organizational meeting to elect officers

Officers were elected as follows:

- President: Diane Wagner
- Vice President: Ron Carson
- Treasurer: Jeff Heffernon
- Secretary: Alar Saaremets
- Director at Large: Katie Kosich

Prepared by,

Kimberly Sperlin
Property Manager