

Pine Forest Owners Association Board of Directors Meeting

Thursday, July 21, 2022 5:00 p.m.

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

Optional Dial-In Number: 206-331-4836

PIN: 612-4753#

Directors Present: Ron Carson, Jeff Heffernon, Katie Kosich, and Diane Wagner. Alar joined at 5:08 p.m.

Others Present: Darin & Cindy Sheridan, Kenneth Kwitek, Justin Ward, Jonathan Kendler, Tammy Ohs, Jon Whaley, Kassie Stone, Amanda Helm, and Kim Sperlin – CAMCO

I. Call to order

The meeting was called to order at 5:01 p.m.

II. Homeowner comments

No comments were made.

III. Approval of Minutes

a. April 28, 2022 Board of Directors meeting

Ron moved to approve the minutes. Diane seconded, and the motion carried unanimously.

IV. Financial

a. Review May 2022 financial statements

Jeff Heffernon reviewed the financials for the Board.

b. Revenue neutrality

Katie Kosich gave a background on this topic and suggested putting a vote on the ballot or hosting an informational night on the topic. She also suggested forming a subcommittee of Board members to put a letter together. Katie moved to include a revenue neutrality vote on the upcoming ballot. Nobody seconded and the motion failed. Diane suggested including just an informational letter with the ballot package urging owners to submit comments and participate in discussion at the October annual meeting. Jeff moved to add a discussion regarding revenue neutrality to the annual meeting agenda, but not send any materials to owners unless voted on or approved by the Board. Katie seconded, and the motion carried unanimously.

c. Review and approve reserve study prepared by Browning Reserve Group

Kim Sperlin reported that Browning has not completed the site visit yet and was recently informed that it would be done in August. Kim will provide the study to the Board as soon as it is ready.

d. Review and approve 2022/2023 budget

Jeff Heffernon reviewed the two budget options, one with no change in assessments and one with a 20% increase. After discussion of a few items, Diane moved to approve the budget with a 20% increase. Jeff seconded, and the motion carried unanimously.

V. Design Review Committee

a. DRC Report

The Board reviewed the report provided by the DRC. Katie thanked the members of the committee for the work they do.

Lot 110 submitted a request for a return of the design review deposit and fee since they are no longer in a position to build. The deposit will be returned so the Board discussed the fee. Diane suggested not returning the \$1,000 fee and offering the owner a reduced fee if ever submitting again. Ron moved to return the deposit, keep the fee, and allowing the owner to pay a reduced fee in the future. Katie seconded, and the motion carried unanimously.

b. Lot 47 deposit inquiry

The DRC reviewed the request following the previous meeting and made adjustments to the deposit refunded to the owner. This item is closed.

c. Lot 32 deposit inquiry

Jeff Heffernon inquired about receiving the deposit on file for his property after installing landscaping. The deposit is from the original owner. In 2018 the prior Board obtained legal advice regarding abandoned deposits, so the current Board reviewed that advice for this inquiry. Diane moved to reimburse the owners the deposit of \$1,000 for completed landscaping.

d. Rewrite/update DRC Guidelines

Kim spoke with Scott Ryan of Ryan Group Architects and was informed that he could help on a time and materials basis only. Diane commented that she estimates the total cost to be around \$15,000. The Board discussed what a rewrite would look like and whether to discuss with other firms for estimates. Jeff moved to set aside \$5,000 in the budget to start the process and move forward with Ryan Group. Ron seconded, and the motion carried unanimously.

VI. Community Upkeep Efforts

a. Violations – dog issues/formal complaint

Kim sent the notice as requested following the previous meeting. The owners informed that an invisible fence was installed, and no further complaints have been made. This item is closed.

b. FireWise/defensible space/chipping

Katie Kosich informed that the chipper broke during the project and CAMCO will finish the job when a new chipper is available to rent. Notice was sent to members informing of this and providing information for the option to use Measure T funds.

Bill Houdyschell provided a report again this year for all trees needing removal. Kim will be sending notice to owners on the report. For the common areas, Bill recommended waiting for Measure T funds to be available for the Association to use. Katie suggested not waiting and moving forward with work this year. Ron added that the common area can wait until next year in his opinion but will do a review of the areas to confirm.

VII. Maintenance

a. Mailboxes

Kim provided a breakdown of cost for new mailboxes as well as the information provided by the local post office. The Board discussed adding this item to the budget. Diane provided background informing that this discussion originally arose because the current mailboxes freeze shut in the winter and new boxes would not. Jeff suggested adding this item to the agenda for the annual meeting for all owners to provide input.

b. Service roads behind Granite & Saddleback

CAMCO installed the posts and chain as requested. One owner submitted a complaint about the posts being on their property. Ron informed that the two poles, chain, and sign are on the street side of the complaining property's staked corners. The Board confirmed that the road is an easement, and all was installed on the easement, same as the easement behind Granite Drive. In the future, adjacent parcels will be notified of any similar projects. Jeff suggested possible mitigation efforts such as landscaping. Ron also suggested moving the posts up if preferred. Katie will contact the owners to inquire what they may hope to see at the area.

c. Pathway asphalt repair

Kim reported that the asphalt patching was done quickly and looks great. This item is closed.

d. Review and approve crack fill vendor

Kim presented two estimates for crack fill from Shaffer Sealing and Blacktop. Katie moved to approve Shaffer Sealing. Jeff seconded, and the motion carried unanimously.

VIII. Old Business

No old business to discuss.

IX. New Business

a. Confirm Board election candidates

Three candidates have submitted forms for the Board election. Katie thanked all candidates for their interest in serving. Katie moved to approve the candidates. Jeff seconded, and the motion carried unanimously.

X. Confirm date of next meetings (October 22 at the airport)

It was confirmed that the meetings will be held at the airport conference room beginning at 9 a.m. the annual meeting will be pushed back to start at 10:30 a.m.

XI. Adjournment

There being no further business the meeting was adjourned at 6:43 p.m.

Prepared by,

Kimberly Sperlin
Property Manager