

**SECTOR 2A AT SNOHOMISH CASCADE ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS' MEETING**

Tuesday, June 6, 2023

This meeting was on Zoom.

CALL TO ORDER / ROLL CALL

1. Board President, Chris Bartsch called the meeting to order at 7:05.
2. Board members present (Zoom conference) were Chris Bartsch, Gary Hebert, John Alleman, and Steve Yandl. This was a quorum for the board. HOA member Tom Bulatewicz was in attendance.

REVIEW OF MINUTES FROM PREVIOUS MEETING

1. The minutes of the May 2023 meeting were reviewed and unanimously approved.

GENERAL BUSINESS

1. 90 annual HOA ballots were returned. All board officers were approved with proxy votes applied.
2. Steve Yandl points out that parking is still possible at the Boat Park. Members of the board have access to the bollard combination and can coordinate access for scheduled events.
3. Town & Country Bid for retention pond fence replacement
 - a. Option 1: Cyclone Fence with Black slats: ~\$10,113.50 + Tax
 - b. Option 2: Wood Fence: ~\$12,185.00 + Tax
 - c. Vote was unanimous to accept the Town & Country proposal for a black chain-link fence with black slats: ~\$10,113.50 + Tax

TREASURER'S REPORT – Presented by John Alleman

1. Account Status (as of 5/31/2023) for the month of May (all #'s rounded up to nearest 1\$).
 - a. Operations (Checking):
 - i. Beginning Balance: \$176,432.
 - ii. Ending Balance: \$171,083.
 2. Operational Reserve (Money Market):
 - i. Beginning Balance: \$36,717.
 - ii. Ending Balance: \$36,718.
 3. Reserve Fund (long-term reserve held in CD):

- i. Beginning Balance: \$16,950.
 - ii. Ending Balance: \$16,952.*
- * Statements issue quarterly – the 1Q2023 statement is provided.
2. The 2023 annual assessment continues. As of 6/1/2023:
 1. 98.4% (243/247) of annual assessments have been returned.
 2. A total of 4 members have not paid. One member owes back interest (\$6.06).
 3. The total amount collected is \$147,803.
 4. The 90-day late invoices were sent out in early May which included a state-mandated boilerplate notice of delinquency per [RCW 64.38.100](#).
 5. We will begin filing liens for 3 unpaid assessments in mid-June. We already have a lien filed for a remaining member in delinquency.
3. In April 2023 we cut over our checking account with Heritage Bank from a residential account to a commercial account. In May, we similarly moved the money market (MM) and certificate of deposit (CD) accounts into the commercial side as well. Both Steve Yandl (Ass't Treasurer) and John Alleman (Treasurer) have access to the online interface for all 3 of our commercial banking accounts. Our next step is to open up a new sweeper account to accept electronic payments for assessments, fines, etc. The intent of the sweeper account would be to hold the balance down to less than a preset level, such as \$1,000, and periodically transfer, or *sweep*, the balance into the main checking account. This mitigates our main checking account from being exposed to any possible fraudulent online activity. The goal is to conduct the 2024 assessment with optional electronic payments.
4. We still intend to move another \$30,000 from the operations (checking) into the operational reserve (money market) in 2023. We wanted to wait until the initial bulk of irrigation repairs or other emergent common area maintenance issues were past us with the end of Summer. Pending any unforeseen circumstances, we'll make the transfer in September. This would bring our reserve balance (MM + CD) to about \$83,670 or about 25% of our totally funded reserve estimate (\$327,384) as determined from the [FY 2023 Reserve Analysis](#).
5. We had budgeted \$25,000 for hiring a property management service to take on the accounting and finance duties of the association. In the first part of the year, we've made a lot of progress in reducing the day-to-day labor hours required to manage the financial and accounting duties with electronic bill payments, Smartsheets tracking, our accounting service partner at Jenderuss Forensic Accounting, and the planned electronic payments for assessments. Accordingly, we should consider deferring the move to the property management provider into 2024. If we defer the property management service, it's conceivable that we could move another \$20,000 to \$25,000 into the reserve at the end of the year – maybe more depending on the severity of upcoming maintenance issues. Long term, this would hold us in a better position to minimize the need for special assessments for the big-ticket items in the [reserve analysis projects](#).

MAINTENANCE COMMITTEE REPORT – Presented by Steve Potts

1. *Walk Through with Skinner:* Met with Brian Skinner for the first scheduled 2023 walk-through and discussion about general duties and mutual understanding of the contract language in place. Everything looked good and we had a beneficial discussion regarding the planting strips, gravel walkways around the ballfield, and overall maintenance of the ballfield itself. We also walked the trail system and had a great discussion about what in the trail maintenance was included and what was not.
2. *Irrigation system repairs:* Brian has been in contact with Steve several times in regard to starting up and testing the irrigation system this year. There seems to be extensive damage and breaks to the lines this year that are still not resolved as of this writing. Steve has a feeling this will eat our entire budget set aside for this item. More to come but just as of yesterday he found more breaks and a valve that needed replacing.
3. *Ball Field Maintenance:* Brian was able to get his larger machine up to the field to start dragging and removal of the grass and weeds. However, I guess the day Brian started to drag the field he was producing a pretty large dust cloud and some neighbors were starting to look over their fences. Brian decided to try another day and maybe water the area beforehand. However, watering requires the irrigation system to be operational and that was talked about above.

The last item regarding the playfield is Brian was asked to put together a quote for more sand around the ballfield. Brian stated this was a special type of sand that had clay mixed in. As of the last couple of days he couldn't find the sand product needed and with the added cost expected with the irrigation system this quote has not been authorized or forwarded for consideration.

4. *Mulching and replacement Plants:* During the walk-through with Brian we discussed getting a quote on mulch and some plants that needed replacing because of damage or death of some of the vegetation and general appearance. Again, because of the unknown cost associated with the irrigation system, this quote also has not been authorized or forwarded for consideration.
5. *General Cleanup of Boat and Tot Park:* The benches and picnic tables need some attention. At the very least I would like to power wash and stain the benches, tables, and railroad ties at each location. Just wanted to know how much money and interest there was in that project.
6. Voted on Skinner's proposal (estimate 1019) for landscape renovation of the entrance median planter. Board unanimously voted to accept the proposal for \$2,617.70.
7. Board deferred the second Skinner proposal for renovation of the ball field baseball diamond (estimate 1020 for \$2,607.93). The board will revisit the proposal after current ball field maintenance efforts have been completed.

1. It's that time of year! Lots and lots of project requests. Also a lot of RVs, boats and trailers in driveways.
2. ACC Requests, approvals, and issues for May 2023:
 1. Umetsu (15202 72nd DR SE) Tree removal. Approved.
 2. Hale (7003 153rd Pl. SE) Variance for trailer in driveway 6/12 – 6/26. Approved.
 3. Humberstone (15116 72nd Dr. SE) Fence and gate replacement. Approved.
 4. King (6901 152nd St. SE) Fence repair and staining. Approved.
 5. Noorfeshan (15515 72nd DR. SE) Add solar panels to roof. Approved.
 6. Vahldick (15421 72nd Dr SE) Replace fence slats. Approved.
 7. Luangrath (15628 72nd Dr SE) House repainting. Approved.
 8. Moen (6808 156th St. SE) Tree removal, shed, and gazebo. Approved.
 9. Hruska (15620 67th Dr. SE) Fence repair. Approved.
 10. Johnston (15823 67th Dr. SE) House repainting. Approved.
 11. Pelkmans (7112 150th Pl. SE) House repainting. Approved.
3. Rules Violations for May 2023:
 1. The yard not to standards at Lanphear (6820 152nd St. SE) has slowly been improved. Will continue watching.
 2. Makary (15026 72nd Dr SE) Pavers added to front lawn periphery without ACC approval. No response from Max after 2 email queries. Offered to grant a variance provided the stones do not become excessively uneven. Have not heard back from him yet.
 3. Chheng (15832 68th Ave SE) Boat in driveway and waste bins in driveway. Warning letter sent. Email exchange with Thai indicated he will have the boat and waste bins cleared by Monday, 2023-05-22. Fully resolved.
 4. Seward (15209 68th Ave. SE) Boat in driveway. Sent a warning letter. Resolved as of 5/25.
 5. Erickson (15712 67th Dr. SE) Utility trailer in driveway. Sent a warning letter. Resolved as of 5/25.
 6. Hayes (15916 68th Ave SE) Waste bins in driveway as of 5/16. There had been a previous fine letter sent on 11/16/2022. Sent a new fine letter and updated the invoice for the last fine + interest due and the new fine. Total due is \$51.50.

OLD BUSINESS

1. North Boundary - County Clean-up. Chris sent a letter to Snohomish County. The county did not want to set a precedent allowing residents to perform the maintenance but did send a crew and completed a clean up

NEW BUSINESS

1. Tom Bulatewicz asked who was working to replace trees downed by an automobile on Puget Park Drive. Steve Yandl answered that, given the location, the trees are within the county's jurisdiction and that they would be leading replacement efforts.

MEETING ADJOURNED AT 8:17 PM

Gary Hebert

Gary Hebert, Secretary