

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

**Tuesday, September 5, 2023**

*Meeting held at the Yandl's (6921 158th St. SE).*

**CALL TO ORDER / ROLL CALL**

1. Board President, Chris Bartsch called the meeting to order at 7:00 PM.
2. Board members present were Chris Bartsch, Matt Hale, John Alleman, Kyle Woods, and Steve Yandl. This was a quorum for the board.
3. John Alleman as assigned as the acting-Secretary for the meeting.

**REVIEW OF MINUTES FROM PREVIOUS MEETING**

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

**GENERAL BUSINESS**

1. Opening on the Architectural Control Committee. Matt volunteered to be 3<sup>rd</sup> member of the committee and was unanimously approved by the board.
- 2.

**TREASURER'S REPORT – Presented by John Alleman**

1. Account Status for the month of August (all #'s rounded up to nearest 1\$).
  - a. Operations (Checking):
    - i. Beginning Balance: \$155,540.
    - ii. Ending Balance: \$144,110.
  - b. Operational Reserve (Money Market):
    - i. Beginning Balance: \$36,721.
    - ii. Ending Balance: \$36,722.
  - c. Reserve Fund (long-term reserve held in CD):
    - i. Beginning Balance: \$16,952 (as of June 30).
    - ii. Ending Balance: \$16,955 (as of August 31).
3. The 2023 annual assessment is complete:
  - a. The total amount collected is \$155,681.
  - b. We did clear out a debt of a member who had not paid the annual assessment from 2016 onward. They are fully paid up and the liens have been released.
  - c. Liens for two other delinquent members have also been released. There are no outstanding liens held by the HOA.
4. Other items to report:

- a. Our certificate of deposit (CD) for the Reserve Fund was rolled over into a new CD.
  - b. Regarding performance to the 2023 budget, we are on track to make another \$30,000 contribution to our reserves in late September. The plan was to do this once most of the summer landscape and maintenance bills were past us. This added \$30,000 contribution to the reserves will bring our reserve funding to about \$83,676, or about 25% of the fully funded reserve of \$327,384. This is still in the “low” territory of our reserve analysis funding.
  - c. Even with the \$30,000 contribution to the reserves in September, we are on track to close the year with a balance of about \$90,000 in checking. It’s conceivable we could add another \$30,000 to the reserves in early 2024 and another \$30,000 in late 2024 (this would need to be part of the proposed and member-ratified budget). We should be prepared to discuss which reserve analysis projects we’d like to knock out in 2024 (or possibly irrigation in late 2023 once we’re past the bulk of the watering season).
  - d. Steve Yandl and I will work on the proposed budget in September.
  - e. With the approved and signed August meeting minutes we will:
    - i. Remove Bill Steenis as a signatory on the checking account.
    - ii. Work with our bank to setup a new sweeper account at the bank to handle electronic payments for the 2024 assessment.
5. The board unanimously approved the addition of a new sweeper account at the bank for the purpose of handling electronic payments for member payments of assessments and other charges. This entry in the minutes affirms that action. Furthermore, the signatories on this new account will be Steven J. Yandl, Anthony John Alleman II (John), and Matthew Hale.
6. In order to carry out the transfer of \$30,875 from checking to the long term reserve fund, as ratified by the membership in the 2023 budget, a new certificate of deposit CD will need to be purchased at the bank. This entry in the minutes affirms that action. Furthermore, the signatories on this account will be Steven J. Yandl, Anthony John Alleman II (John), and Matthew Hale. A copy of the 2023 ratified budget is attached to the end of the minutes for reference.

**MAINTENANCE COMMITTEE REPORT – Steve Potts was not in attendance and provided some email notes ahead of time.**

1. We briefly discussed the fuel surcharge that the landscape provider has added to their invoices. The surcharge is about 1% of the contracted rate and is likely not material, however to ensure we have an auditable invoicing system, John will work with the provider to have a detailed rationale for how the surcharge is determined.
2. We need to check on a tree in the NGPA adjacent to the Ulyanenkov house.

3. Irrigation system:
  - a. Requested from Skinner Landscape Service for options for replacing the irrigation system. The request was for a multiphase project that would address the most critical areas first. The idea is that we wouldn't do it all at once but rather over a few years. This list with associated cost was requested by October of this year.
4. Walkthrough:
  - a. Steve Potts also requested a time to meet with Brian Skinner for a walk through of the property. This hasn't been scheduled as of yet. However, Steve P. is working on a document for the walk through that will be filled out and submitted to the board. The idea of the form would have each category listed in the current contract and issue a grade of meets standards or below or above standards. This would hopefully help communicate what we want as a board and expect from our landscaping services. If there is an area of a below standards grade it serves as written documentation of our expectation. More to come on that piece.
5. Last meeting, I asked for a budget each year for upgrades to the common areas. I would like to explore that subject next meeting and start a punch list of needed repairs and actual upgrades to the common areas. This line item should be independent of the money used for irrigation repairs. I also think it would be a good discussion of how much we are willing to spend each year for repairs. Having a separate budget for upgrades would allow me to negotiate better deals and get community involvement when needed.

#### **ARCHITECTURAL CONTROL COMMITTEE REPORT – Presented by Steve Yandl**

1. ACC Requests, approvals, and issues for August 2023:
  - a. Bartsch (7011 158th St SE) Front driveway repairs + various backyard projects. Approved.
  - b. Stewart (6811 152nd St SE) Exterior house painting. Approved.
  - c. Cheema (15825 68th Ave SE) Shed. Approved.
  - d. Kouri (15518 67th Dr SE) Shed. Approved.
  - e. Ulyanenkov (15528 72nd Dr SE) Tree removal. Approved.
2. Rules Violations for August 2023:
  - a. Donoher (6815 156th St SE). Children riding ATVs in street. Sent a warning letter and email. They have agreed to stop this. Will continue watching.
3. There are a number of homes which are approaching the point of needing the ACC to tell the owners to reroof and are repaint.

#### **OLD BUSINESS**

1. We need estimates on irrigation system repairs. Steve Y. suggested that perhaps the zones along either side of Sno. Cascade should be addressed first because of the buried

battery controllers and redo the sprinklers to point towards the street instead of the fence.

2. Matt suggested we address the ball field and redo the curbs and parking lot at the boat park for visibility.

## **NEW BUSINESS**

1. Steve Yandl discussed recent changes to county rules regarding right of ways. From time to time, questions arise as to who has maintenance responsibilities for public right of way as well as who has authority to post signs or make other alterations to the roadways within the neighborhood. On our plat documents within the "Dedications" section, all roadways indicated on the plat are dedicated to the public as right of way, effectively creating a permanent easement. Also on the cover page of the plat in the "Restrictions" section, the burden of maintaining all landscaped areas within the public right of way is placed on the HOA and it also states that those landscaped areas may be reduced or eliminated if deemed necessary for county road purposes. There are Snohomish County laws that require permits for placing signs, cutting trees, or making other alterations within any "opened right of way". Thus, before the HOA places signs or does significant landscape alterations in the roadway, it is important to understand the nature of our right of way. For answers, see SCC 13.02.352 for definition of "Road Public", SCC 13.02.340 for definition of "Right of Way", SCC 13.02.342 for definition of "Opened Right of Way", and SCC 13.02.345 for definition of "Unopened Right of Way". In short, the right of way is opened if it is maintained by the county, unopened if it is not maintained by the county. It may warrant more clarification from the county, but it seems our roadways are a hybrid of opened and unopened where the county maintenance duty extends to the outside edge of our sidewalks and the HOA has right to control and burden to maintain the landscaped portions.

## **MEETING ADJOURNED AT 8:18 PM**



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John Alleman, Secretary (Acting)

Sector 2A at Snohomish Cascade Association				
Annual Operating Budget for 2023				
		Annual Assessment	\$600	
		Members	247	
			<b>Total</b>	<b>Per Member</b>
<b>Income</b>				
Owners' Annual Assessment			\$148,200	\$600
Interest Income			\$150	\$1
Fees and Fines			\$200	\$1
Escrow requests, HOA statements			\$600	\$2
<b>Total Income</b>			<b>\$149,150</b>	<b>\$604</b>
<b>Operating Expenses</b>				
Contribution to long term reserve fund			\$30,875	\$125
Contribution to Operating Reserve			\$6,000	\$24
<b>Administration</b>				
Property Manager			\$25,000	\$101
Insurance			\$10,000	\$40
Audit of Financial Records			\$4,400	\$18
Reserve Study or Review of Reserve			\$1,055	\$4
Post Office			\$1,540	\$6
Meeting Costs (Rooms or Zoom)			\$200	\$1
Office			\$1,400	\$6
<b>Total Administration</b>			<b>\$43,595</b>	<b>\$176</b>
<b>Grounds</b>				
Maintenance Contract (Landscape)			\$43,160	\$175
Common Area Repairs			\$7,000	\$28
Treatments, weeds, pests, moss			\$5,000	\$20
Backflow Certification on Irrigation System			\$220	\$1
Discretionary Improvements, common areas			\$1,400	\$6
<b>Total Grounds</b>			<b>\$56,780</b>	<b>\$230</b>
<b>Hospitality</b>				
Newsletter			\$1,500	\$6
Yard Programs, Holiday Decoration Awards, Welcome Gifts			\$500	\$2
Discretionary (donations, tips, etc.)			\$250	\$1
<b>Total Hospitality</b>			<b>\$2,250</b>	<b>\$9</b>
<b>Utilities</b>				
Water			\$8,200	\$33
Electricity			\$350	\$1
Garbage			\$1,100	\$4
<b>Total Utilities</b>			<b>\$9,650</b>	<b>\$39</b>
<b>Total Expenditures</b>			<b>\$149,150</b>	<b>\$604</b>