

Oakview Heights Homeowners Association

Board of Directors Meeting Minutes

Special HOA Members Meeting

Date: 5 February 2010

Location: Roy Community Library

Time: 1800hrs

Board Members Present: Carrie Pena, President; William Llewellyn, Treasurer

AGENDA:

Fire Safety: Chief Bob Vallias presented an overview of the fire cause and response that occurred at the Moline residence. Key points from this presentation were:

- Sheetrock between garage and residence saved the house. This provides a 1 hour fire rating. Sheetrock on all homes in Oakview Heights extends up into the attic/crawl space above the home. Residents should not tamper or remove this sheetrock.
- Fire started at the fuse box and went up through the attic/ crawl space.
- Check all smoke alarms twice a year. Fire Dept. will provide batteries.
- Service heating systems annually. Rodents and birds often get into these systems during the spring and summer. When turned on for the first time in the fall, fires often start.
- Photograph every room of the house and all valuables for insurance purposes. Maintain these photos, insurance policies, and copies of all vital documents away from the residence. Make sure insurance policies include "replacement cost" coverage.
- Outdoor burning is not permitted within the city limits of Roy except for BBQ.

Crime in the Community: A Roy Police officer gave a brief overview of recent burglaries in the Oakview Heights area.

- Homes were not secured. Perpetrators entered through unlocked doors.
- Most crime takes place during daylight business hours, 1100-1500hrs.
- Electronics were the primary target.
- Vehicle was identified as an older model silver hatchback. No make or model.
- Conduct home inventory of all valuables. Include serial numbers and replacement cost for insurance.

- All home alarms are supposed to be registered through Pierce County.

Financial Overview: Profit and Loss report and detailed expense reports were provided to all members present. Key points:

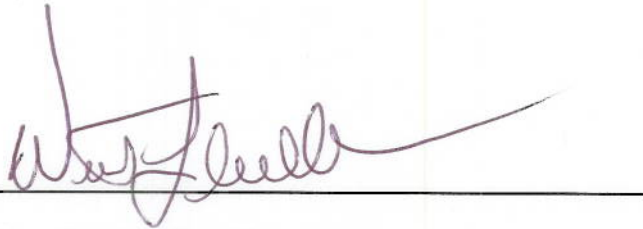
- Water costs have skyrocketed. Average monthly bill was \$15.00 per month. Since Roy changed its rates the average monthly bill has gone to \$97.00. The Board will adjust the days and duration of the sprinklers to cut back.
- 11 Liens have been filed in the past year. 37 residents still owe dues for 2009-2010.
- See Road Repairs below.

Maintenance and Upkeep: Oakview Heights is a community supported HOA. The Board of Directors takes care of the daily management and administration of the Association, but is unable to maintain all the areas such as the entrance, drains, litter removal etc. every week. Assistance in maintaining these areas was requested. If members are not willing to assist in the maintenance of the Community, then other options such as contracting out these services would be considered. HOA dues would necessarily be adjusted to meet these new cost requirements. Members are asked to assist with:

- Trash at the entrance of the community as well as the areas around their homes, especially on Friday.
- Cleaning of storm drains.
- It has been reported that residents are pouring used motor oil into the storm drain. If anyone sees this please report it to the proper authorities.
- Reporting pot holes to the Board for repair.
- The residents in Lots 1-9 are responsible for the maintenance of the 12 feet of land across the street from their homes. This strip of land has become overgrown, and laden with trash. Residents are asked to please correct this as soon as possible.
- The vinyl fence is scheduled to be cleaned and the wooden fence repaired and painted in the next few weeks.
- Road Repairs. The roads in our community are deteriorating at a rate faster than originally anticipated. The estimates received for repair and/or resurfacing are over two years old, and costs have increased approximately 15%. This coupled with the devaluation of the dollar and anticipated inflation in the coming years and an increase of residents not paying dues means that the HOA is significantly short of funds to repair the roads in the original projected timeframe. This subject will be discussed in greater detail during the Annual HOA meeting in May.

Upcoming Board of Directors Elections: The Board of Directors is looking for a few good residents who would like to serve on the Board. Elections will take place in May at the annual HOA meeting. If anyone is interested in serving please contact the Board.

The Meeting was adjourned at 1945hrs.

x  _____

William T. Llewellyn, Treasurer

6:04 PM
02/04/10
Cash Basis

Oakview Heights Homeowner Association
Profit & Loss
June 1, 2009 through February 4, 2010

	<u>Jun 1, '09 - Feb 4, 10</u>
Ordinary Income/Expense	
Income	
Assessment Dues	9,299.00
Total Income	9,299.00
Expense	
Insurance	
Directors Liability Insur	254.00
HOA Policy	847.00
Total Insurance	1,101.00
Landscaping	1,823.07
Licenses and Permits	10.00
Maintenance	65.54
Office Supplies	169.00
Professional Fees	
Legal Fees	176.00
Total Professional Fees	176.00
Rental Fee	44.00
Repairs	
Fence Repair	250.00
Roads	117.92
Repairs - Other	0.00
Total Repairs	367.92
Utilities	
Electricity	110.56
Water	409.23
Total Utilities	519.79
Total Expense	4,276.32
Net Ordinary Income	5,022.68
Other Income/Expense	
Other Income	
Interest Income	155.46
Total Other Income	155.46
Net Other Income	155.46
Net Income	<u>5,178.14</u>

Oakview Heights Homeowner Association
Expenses by Vendor Detail
June 1, 2009 through February 4, 2010

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
City of Roy								
Check	6/30/2009	2686	June 09	Water		BECU Genera...	104.67	104.67
Check	7/29/2009	2695	July 09	Water		BECU Genera...	92.23	196.90
Check	8/29/2009	2703		Water		BECU Genera...	111.35	308.25
Check	11/11/2009	2711	October 09	Water		BECU Genera...	100.98	409.23
Total City of Roy							409.23	409.23
Deluxe Checks								
Check	8/18/2009	AUTO	New Checks	Office Supplies		BECU Genera...	12.00	12.00
Total Deluxe Checks							12.00	12.00
Mike Esparza								
Check	6/16/2009	2681		Landscaping		BECU Genera...	150.00	150.00
Check	7/1/2009	2688		Landscaping		BECU Genera...	75.00	225.00
Check	7/1/2009	2689		Landscaping		BECU Genera...	75.00	300.00
Check	7/17/2009	2694		Landscaping		BECU Genera...	150.00	450.00
Check	7/29/2009	2697		Landscaping		BECU Genera...	150.00	600.00
Check	8/3/2009	2698		Landscaping		BECU Genera...	75.00	675.00
Check	8/3/2009	2699		Landscaping		BECU Genera...	75.00	750.00
Check	8/29/2009	2701		Landscaping		BECU Genera...	75.00	825.00
Check	8/29/2009	2702		Landscaping		BECU Genera...	75.00	900.00
Check	9/12/2009	2706		Landscaping		BECU Genera...	90.00	990.00
Check	9/12/2009	2707		Landscaping		BECU Genera...	60.00	1,050.00
Check	9/24/2009	2708		Landscaping		BECU Genera...	150.00	1,200.00
Check	10/20/2009	2710		Landscaping		BECU Genera...	150.00	1,350.00
Check	11/14/2009	2714	Leaf Raking ...	Landscaping		BECU Genera...	150.00	1,500.00
Check	11/14/2009	2715	Drain top cle...	Landscaping		BECU Genera...	50.00	1,550.00
Check	1/16/2010	2723	Trash P/U & ...	Landscaping		BECU Genera...	50.00	1,600.00
Check	1/19/2010	2724	Wind Storm ...	Landscaping		BECU Genera...	50.00	1,650.00
Total Mike Esparza							1,650.00	1,650.00
Pierce County Auditor								
Check	6/15/2009	2682	VOID: Lien C...	Legal Fees	X	BECU Genera...	0.00	0.00
Check	6/15/2009	2683	VOID: Lien C...	Legal Fees	X	BECU Genera...	0.00	0.00
Check	6/15/2009	2684	VOID: Lien C...	Legal Fees	X	BECU Genera...	0.00	0.00
Check	7/13/2009	2691	Lien Claim L...	Legal Fees		BECU Genera...	44.00	44.00
Check	7/13/2009	2692	Lien Claim L...	Legal Fees		BECU Genera...	44.00	88.00
Check	7/13/2009	2693	Lien Claim L...	Legal Fees		BECU Genera...	44.00	132.00
Check	1/27/2010	2726	Lien Claim L...	Legal Fees		BECU Genera...	44.00	176.00
Total Pierce County Auditor							176.00	176.00
Post Master								
Check	1/4/2010	2720	PO Box 513 ...	Rental Fee		BECU Genera...	44.00	44.00
Total Post Master							44.00	44.00
Puget Sound Energy								
Check	6/30/2009	2687	June 09	Electricity		BECU Genera...	12.77	12.77
Check	7/29/2009	2696	July 09	Electricity		BECU Genera...	12.42	25.19
Check	8/29/2009	2704	Aug 2009	Electricity		BECU Genera...	12.59	37.78

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Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Check	10/1/2009	2709		Electricity		BECCU Genera...	13.79	51.57
Check	11/11/2009	2712	October 09	Electricity		BECCU Genera...	13.91	65.48
Check	1/4/2010	2719	November/ D...	Electricity		BECCU Genera...	29.84	95.32
Check	1/27/2010	2725	January 2010	Electricity		BECCU Genera...	15.24	110.56
Total Puget Sound Energy							110.56	110.56
Ray Bourne								
Check	6/10/2009	2685	VOID: Sprinkl...	Repairs	X	BECCU Genera...	0.00	0.00
Check	7/1/2009	2690	Sprinkler Hea...	Landscaping		BECCU Genera...	13.07	13.07
Total Ray Bourne							13.07	13.07
State Farm								
Check	11/14/2009	2718	Policy #98-G...	Directors Liability In...		BECCU Genera...	254.00	254.00
Check	1/4/2010	2721	Policy #98-G...	HOA Policy		BECCU Genera...	847.00	1,101.00
Total State Farm							1,101.00	1,101.00
State of WA Secretary of State								
Check	9/7/2009	2705	Corporate An...	Licenses and Permits		BECCU Genera...	10.00	10.00
Total State of WA Secretary of State							10.00	10.00
William Lewellyn								
Check	8/4/2009	2700		Office Supplies		BECCU Genera...	157.00	157.00
Check	11/10/2009	2713	Reimburse M...	Landscaping		BECCU Genera...	160.00	317.00
Check	11/13/2009	2717	Reimburse M...	Roads		BECCU Genera...	76.40	393.40
Check	2/4/2010	2729	Reimburse M...	Fence Repair		BECCU Genera...	250.00	643.40
Total William Lewellyn							643.40	643.40
TOTAL							4,169.26	4,169.26