

Oakview Heights Homeowners Association

Board of Directors Meeting - 12 July 2011
8010 294th Street S. Roy, WA

Call to Order: 7:05pm

Roll Call: William Llewellyn, President
Angela Vendetti, Vice President
Laurie Shackel, Treasurer

Minutes:

The Board meeting minutes from the 14 June meeting were approved as written.

Approval of Vouchers:

The June 2011 Treasurers Report financial statements were approved as published.

The June 2011 activities report from HOA Community Solutions was approved.

Citizens Request to Be Heard:

There were no community members present for the meeting.

Old Business:

Special & Annual Meeting Dates:

The mid-year Oakview Heights Community Update meeting has been scheduled for Tuesday, 8 November 2011 in the Roy Community Center beginning at 7:00pm.

The Oakview Heights Annual meeting has been scheduled for Tuesday, 8 May 2012 in the Roy Community Center beginning at 7:00pm

Front Entrance Lighting

Two proposals to add additional lighting were obtained from PSE. The detailed proposal is attached to these meeting minutes. The first proposal to place a pole and 200w light at the corner of HWY 507 and 292nd St. behind the stop sign was unanimously approved

by the Board. Estimated monthly costs for this action will be approximately \$25.43 based on July 2011 power rates.

The second proposal that would place a pole and 150w light halfway between HWY 507 and the railroad crossing with a onetime installation cost of \$3,810.58 and estimated monthly cost of \$21.50 will be tabled pending the publication of the Community Newsletter and a Community comment period.

Pothole Repair

Several streets throughout the community require patching and pothole repair. Bill Llewellyn will purchase cold patch and the Board will schedule a Saturday to make the required repairs. Volunteers to assist in this project will be requested.

New Business:

CC&R Enforcement Policy

Three sample CC&R enforcement policies were sent to the Board for review. A draft enforcement policy will be written and sent out for review and comment prior to the August Board meeting.

Oakview Heights Website

No action has been taken on this initiative. The web master credentials are currently in the possession of the OHHA former web master. As soon as these credentials are acquired a new web master will be sought and the entire OHHA website will be re designed and updated.

Reserve Study

The new WA State required Community Reserve Study was received from HOA Community Solutions. This is a self contained "Do-It-Yourself" kit that will be analyzed and processed when all the community information is filled in. Bill Llewellyn will take the lead in completing this study by enlisting the assistance of past Board members and community residents who have been in Oakview Heights since it was first built. Upon completion

the completed study will be sent to the current Board for review and approval before being sent back.

Reports:

Laurie Shackel, Treasurer, reported that attempts to gain a current quote for repaving and/or repairing the Oakview Heights roads have been unsuccessful due to companies not returning calls. It was also reported that based on information provided to one company, Oakview Heights would probably only require minor repair work and resurfacing rather than repaving. This work would take approximately three weeks to complete based on weather conditions. Laurie will continue to follow up with several companies to receive a current quote.

Next Meeting:

9 August 2011 7:00pm

Meeting Adjourned:

7:50 pm

A handwritten signature in dark ink, appearing to read 'William Llewellyn', written in a cursive style.

William Llewellyn, President:



Oakview Heights HOA Roy <oakviewheights@gmail.com>

Oakview July 2011 Reports

1 message

Debra Porter <debra@hoacommunitysolutions.com>

Mon, Aug 8, 2011 at 1:30 PM

To: Angela Vendetti <angela.vendetti.lq4c@statefarm.com>, Laurie D <bitsielad@yahoo.com>, Oakview Heights HOA Roy <oakviewheights@gmail.com>

Hi all,

It's been a pretty quite month, so I'm not going to do a separate document for the manager's report.

Collections:

We've been receiving payments on assessments and your accounts receivable has dropped about \$5,000 over the month. We are continuing to set up payment plans for those who request and statements will be mailed monthly, beginning next month, to owners with balances.

We are receiving a few complaints about the dues increase. Hopefully, once the shock wears off, the complaints will quiet. Your assessments are still very low compared to other HOA's, even ones that do not own their own roads.

Vendors:

We mailed the contract back for the light pole installation on 7/21.

Administrative:

Juanita wrote an article for the newsletter and will work on tweaking it to meet your needs.

As always, if you have any questions or concerns, don't hesitate to contact me.

Regards,



5500 Olympic Drive
 Suite D-105
 Gig Harbor, WA 98335

Statement

7/31/2011

Oakview Heights HOA
 Attn: Bill Lewelyn

Amount Due	Amount Enc.
\$455.08	

Date	Transaction				Amount	Balance
06/30/2011	Balance forward					461.39
07/08/2011	PMT				-461.39	0.00
07/31/2011	July --- Monthly Management Fee \$455.08				455.08	455.08
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due	
455.08	0.00	0.00	0.00	0.00	\$455.08	

8:35 PM
08/02/11
Accrual Basis

**Oakview Heights
Balance Sheet
As of July 31, 2011**

	<u>Jul 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
BECU Insurance/Savings Account	1,623.98
BECU Reserves Account	33,605.60
CHASE OPERATING FUND	<u>8,925.41</u>
Total Checking/Savings	44,154.99
Accounts Receivable	
Accounts Receivable	<u>12,982.84</u>
Total Accounts Receivable	<u>12,982.84</u>
Total Current Assets	<u>57,137.83</u>
TOTAL ASSETS	<u>57,137.83</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	28,358.33
Retained Earnings	15,572.54
Net Income	<u>13,206.96</u>
Total Equity	<u>57,137.83</u>
TOTAL LIABILITIES & EQUITY	<u>57,137.83</u>

8:37 PM
 08/02/11
 Accrual Basis

Oakview Heights Monthly Budget Vs. Actual July 2011

	Jul 11	Budget
Ordinary Income/Expense		
Income		
Assessments/Dues Income	0.00	20,750.00
Interest Income	7.47	15.00
Total Income	<u>7.47</u>	<u>20,765.00</u>
Gross Profit	7.47	20,765.00
Expense		
Administration		
Management	445.08	455.08
Meeting Expenses		
Annual Member Mtg Refreshments	0.00	
Total Meeting Expenses	<u>0.00</u>	
Postage and Delivery	12.10	37.00
Professional Fees		
Legal Fees	0.00	29.17
Total Professional Fees	<u>0.00</u>	<u>29.17</u>
Reserve Study	0.00	349.00
Supplies/Copies	4.21	25.00
Website		
Domain Registration	0.00	2.08
Total Website	<u>0.00</u>	<u>2.08</u>
Total Administration	461.39	897.33
Common Element Expenses		
Entrance Lighting Project	0.00	2,500.00
Landscaping	800.00	150.00
Repairs	0.00	57.67
Utilities		
Electricity	9.44	
Water	22.63	100.00
Utilities - Other	0.00	16.00
Total Utilities	<u>32.07</u>	<u>116.00</u>
Total Common Element Expenses	<u>832.07</u>	<u>2,823.67</u>
Total Expense	<u>1,293.46</u>	<u>3,721.00</u>
Net Ordinary Income	<u>-1,285.99</u>	<u>17,044.00</u>
Net Income	<u><u>-1,285.99</u></u>	<u><u>17,044.00</u></u>

8:37 PM
 08/02/11
 Accrual Basis

Oakview Heights Monthly Budget Vs. Actual July 2011

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Assessments/Dues Income	-20,750.00	0.0%
Interest Income	-7.53	49.8%
Total Income	-20,757.53	0.0%
Gross Profit	-20,757.53	0.0%
Expense		
Administration		
Management	-10.00	97.8%
Meeting Expenses		
Annual Member Mtg Refreshments		
Total Meeting Expenses		
Postage and Delivery	-24.90	32.7%
Professional Fees		
Legal Fees	-29.17	0.0%
Total Professional Fees	-29.17	0.0%
Reserve Study	-349.00	0.0%
Supplies/Copies	-20.79	16.8%
Website		
Domain Registration	-2.08	0.0%
Total Website	-2.08	0.0%
Total Administration	-435.94	51.4%
Common Element Expenses		
Entrance Lighting Project	-2,500.00	0.0%
Landscaping	650.00	533.3%
Repairs	-57.67	0.0%
Utilities		
Electricity		
Water	-77.37	22.6%
Utilities - Other	-16.00	0.0%
Total Utilities	-83.93	27.6%
Total Common Element Expenses	-1,991.60	29.5%
Total Expense	-2,427.54	34.8%
Net Ordinary Income	-18,329.99	-7.5%
Net Income	-18,329.99	-7.5%

8:39 PM
08/02/11
Accrual Basis

Oakview Heights Income v. Expense July 2011

	<u>Jul 11</u>
Ordinary Income/Expense	
Income	
Interest Income	7.47
Total Income	<u>7.47</u>
Gross Profit	7.47
Expense	
Administration	
Management	445.08
Meeting Expenses	
Annual Member Mtg Refreshments	0.00
Total Meeting Expenses	0.00
Postage and Delivery	12.10
Supplies/Copies	4.21
Total Administration	<u>461.39</u>
Common Element Expenses	
Landscaping	800.00
Utilities	
Electricity	9.44
Water	22.63
Total Utilities	<u>32.07</u>
Total Common Element Expenses	<u>832.07</u>
Total Expense	<u>1,293.46</u>
Net Ordinary Income	<u>-1,285.99</u>
Net Income	<u><u>-1,285.99</u></u>

INTOLIGHT®

355 110th Avenue NE
PO Box 90868, EST 9W
Bellevue, Washington 98009-0868
Lighting Services from Puget Sound Energy

T (425) 456-2496
F (425) 462-3149

**STREET LIGHT
AUTHORIZATION LETTER**

2234

July 13, 2011

Oakview Heights HOA
Attn: Bill Llewellyn
5500 Olympic Dr #D105
Gig Harbor, WA 98335

Re: Street Lighting for Oakview Heights HOA

Dear Bill,

Enclosed is the contract for the light that is to be installed at the corner of SR 507 & 292nd St S.

Below is the cost to install a street light further down on 292nd St S. I have also included a photo of the street light option for you and the board to review.

Install a 150 watt Black Dayform Luminaire and a 13' Grey Octagonal Concrete Pole. The cost for this option is **\$3,810.58**. This cost includes all the materials, circuitry, and dirt work to be completed. The estimated total monthly cost would be \$12.62.

Enclosed is a work sketch that shows both light locations.

If you have any questions or comments, please call me at 425-456-2158.

Sincerely,



Natalia Medina
Associate Account Manager
Puget Sound Energy Street Lighting

INTOLIGHT

OVERHEAD AREA/FLOOD LIGHT CONTRACT

Lighting Services from Puget Sound Energy

WO No. 1050066521
(Attach SAP Material List)

Area Lighting: Rate 55 Rate 56
 Flood Lighting: Rate 58 Rate 59 Facilities to be: Installed Removed Changed

Name: Calview Heights HOA Date: 7-13-2011

Service Address: SR 507 + 292nd St S City, Town, Village: Ray Zip Code: 98580

Day Phone No. 253-723-1557 Evening Phone No. _____ Tax Code: _____

Mailing Address (if different): 5500 Olympic Dr # D105 City, Town, Village (if different): Big Harbor Zip Code: 98335

Account No. _____ Meter No. _____ Map No. _____

U Map No. _____ Grid No. _____ INTOLIGHT No. _____

Type of Lighting Source: Sodium Metal Halide Mercury Vapor (Removal only)

The undersigned customer requests the installation of facilities named herein and agrees to pay for area/flood lighting service in accordance with all applicable service rules and rates presently on file with the Washington Utilities and Transportation Commission (WUTC) and any modification of said rates and rules that may be ordered by the WUTC in the future. The applicant will be responsible for marking all privately-owned underground facilities (septic systems, waterlines, etc.). If such facilities are not marked and are subsequently damaged by the installation crew, the applicant will be responsible for repairing the damages.

PLEASE INITIAL HERE AFTER READING
 The company will replace inoperative lamps and otherwise maintain luminaires during regular daytime work hours as stated in the company's rates.

It is understood that: (1) this area lighting service will be provided for a minimum of 96 months and will continue thereafter until terminated upon 30 days written notice by the customer or the company; (2) if the customer wishes to discontinue such service before the expiration of the 96 month period, the customer agrees to pay the cost of removal plus the original estimated installed cost less any up-front payment and less the estimated salvage value of the facilities removed; (3) if the customer vacates the installation site (without notice) within the 96 month period, service will be terminated and considered a request for removal by the customer and the charges described in (2) shall apply.

The customer may be required to pay for the installation and removal of the equipment in advance of installation in accordance with the company's filed rules governing temporary service. If the customer is not charged in advance for the installation and removal of the equipment, items (1) and (2) of previous paragraph shall apply.

PAYMENT INFORMATION

Up-Front Payment Amount \$ _____ Account # _____

Monthly Payment

No. of Units	Size	watt luminaire(s)	Unit Charge	Monthly Charge
1	200	@ \$	\$	17.30 per month
_____	_____	@ \$	\$	_____ per month
_____	_____	@ \$	\$	_____ per month
1	Class 4-30'	Wood Pole(s) @ \$	\$	8.07 per month
Total monthly charges at current rates = \$				25.43 per month

CHANGE OF FACILITIES New grid # _____ New light wattage _____
 (For additional changes, attach a separate sheet.)

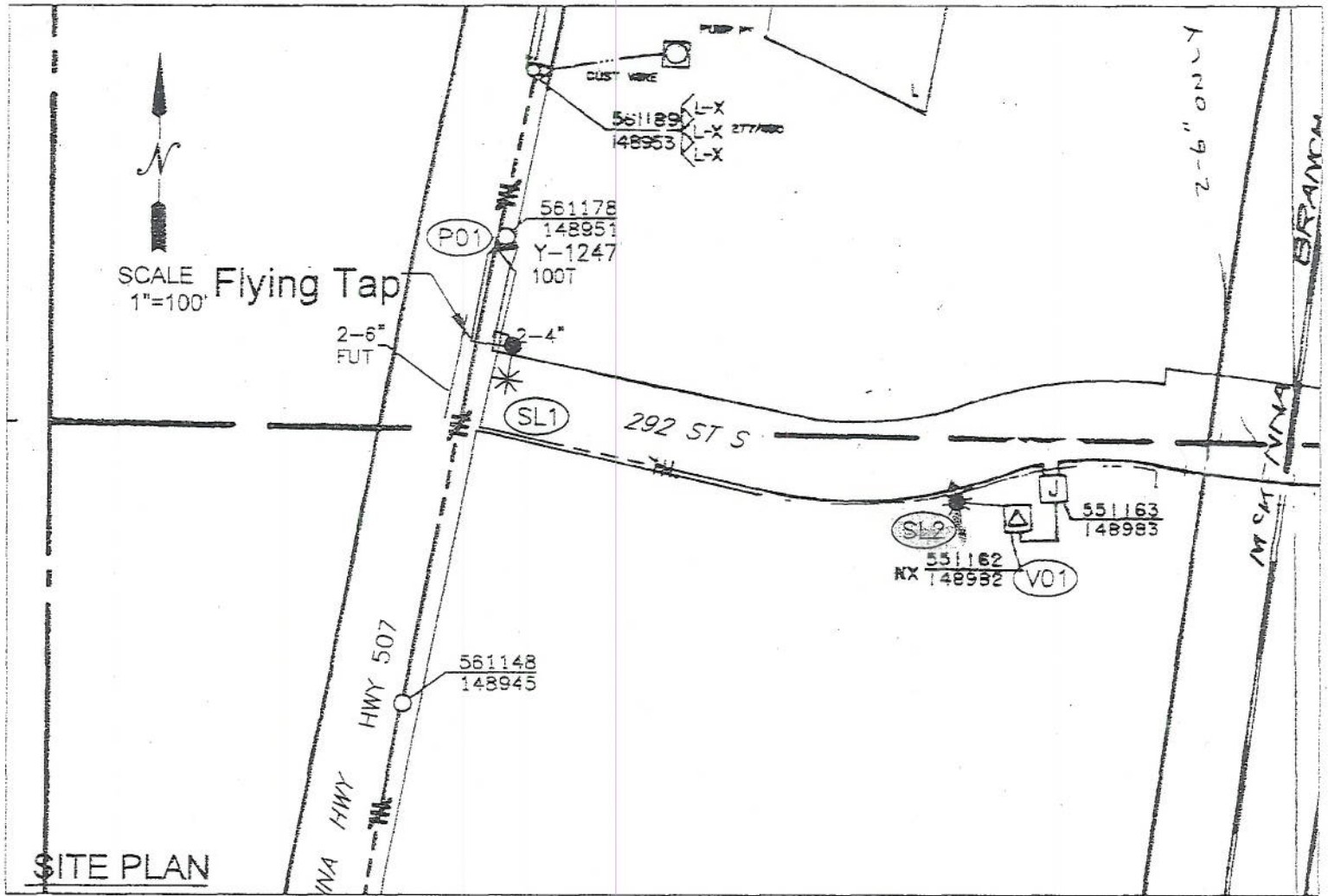
Metalia Madine
 Puget Sound Energy Representative

☺
 Customer

INSTRUCTIONS FOR ENGINEERING

If area above is too small, please attach a sketch showing locations of existing and additional poles as well as quadrant position of light(s) on pole, wattages, etc. Prepared by: _____ Date: _____

THIS SECTION MUST BE COMPLETED BY THE SERVICE CENTER



SITE PLAN

Construction Notes

- At SL1 (xxxxxx-xxxxxx)
- * Install 30' CL4 pole with ground as staked
 - * Install (1) span of #2 triplex from P01 to SL1 (approx. 100')
 - * Install 200W CHFL on an 12' arm
 - * Mount at ~25'
 - * Orient light as shown
 - * Tie to new span of triplex
 - * Install grid number & IntoLight tag

- At SL2* (xxxxxx-xxxxxx)
- Dirt Work
- * Install 3' x 18" Sonotube
 - * Trench approx. 25' from SL2 to V01
 - * Install 2" conduit from SL2 to V01
- Potelco
- * Install pole and fixture per street light table
 - * Install #6 triplex from SL2 to V01
 - * Install IntoLight tag

STREET LIGHT NOTES

Special Notes-

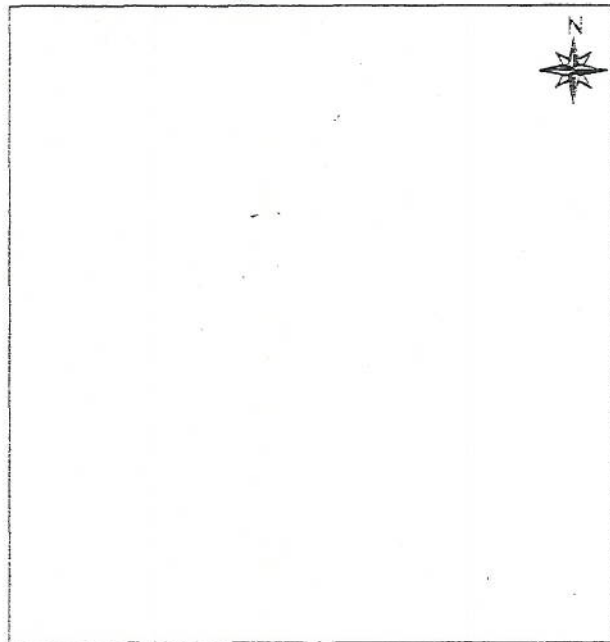
Site #	Station Offset	POLE				HEAD				TUBE	
		Grid #	IntoLight Tag #	Type	Mtg. Ht.	Arm	Watts	Style	Tube Length	Tube Diameter	
SL-1		xxxxxx-xxxxxx		WOOD	-25'	12'	200W	Cobra Head Flat Lens	N/A	N/A	
SL-2		xxxxxx-xxxxxx		Concrete	13'	N/A	150W	Dayform Fixture	3 Feet	18 inches	

INTOLIGHT STREET LIGHT NOTES

1. IN ALL SHOEBOX AND COBRAHEAD INSTALLATIONS, THE LUMINAIRE MUST BE LEVELED.

Vicinity Map

Road Runner Page xx Grid xx



105066521

Owner / Developer Contact Info

Bill Llewellyn (253) 223-1557

For contacts below dial 1-888-CALL PSE (225-5773)

CALL (800) 424-5555

2 BUSINESS DAYS BEFORE YOU DIG

THIS SKETCH NOT TO BE RELIED UPON FOR EXACT LOCATION OF EXISTING FACILITIES

FOREMAN (CHECK BOX WHEN COMPLETED)

- PSE Equipment LOCKED/SECURED & Work Area left in CLEAN/SAFE Condition.
 - Grid, Cable, and Switch numbers INSTALLED & VERIFIED.
 - Field Changes RED-LINED on As-built.
 - Material VERIFIED and CHANGES noted on Paperwork.
 - Total PRIMARY Cable noted on As-built.
 - Company ID#'s RECORDED in correct location on As-built.
 - Indicate correct FUSE SIZE on As-built & VERIFY proper PHASE.
 - Correct QC Checklist(s) reviewed.
 - Deviations noted on the As-built and their reason.
- I certify that the work performed meets PSE's standards and procedures and that all quality requirements are met.

Foreman's Signature _____

Print Name _____ Date _____

PROJECT PHASE	NOTIF#	ORDER#
<u>PWR</u> Superior		
St Light	418834399	105066521
Relocation		
Removal		
Temporary		
Job Order		
<u>SAS</u> Distribution		
HP Main		
HP Svc/MS		
<u>CABLE TV</u>		
<u>PHONE</u>		

Project Manager Contact Information:

Steve Avis
(206) 999-1514 Cell Phone

"Locales Required"	<u>Developer</u>	Yes	Yes	<u>PSE</u>
"Outages Required"		<input checked="" type="radio"/> No	<input type="radio"/> No	
"Flagging Required"		Yes	<input type="radio"/> No	
		Yes	<input checked="" type="radio"/> No	

<input checked="" type="checkbox"/>	NEW BUSINESS	<input type="checkbox"/>	CORRECTIVE / 10 DAY WAIVED	REAL ESTATE/EASEMENT	N/A			PERMIT	N/A		
3				FUNCTION	CONTACT	PHONE NO	DATE				
2				ACCOUNT MGR	Jack Flannick	(425) 456-2454	06/20/11				
1				ENGR - POWER	T. Daniels	(425) 462-3620	06/20/11				
REV#	BY	DESCRIPTION		ENGR - GAS							
COUNTY	Emer Sect	Gas Wk Ctr	POWER WK CTR	DRAWN BY	T. Daniels	(425) 462-3620	06/20/11				
Pierce			4004	CHECKED BY							
4 SEC	OP MAP	PLAT MAP		APPROVED BY							
				FOREMAN #1							
MAP NO (POWER)	OH CKT MAP	UG CKT MAP	CIRCUIT NO	FOREMAN #2							
1702EE010	1702E008	1702W010	LON-25	MAPPING							
JOINT FACILITIES ARRANGEMENTS											
UTILITIES	N/A		N/A		N/A				N/A		
CONTACT	N/A		N/A		N/A				N/A		
PHONE#	N/A		N/A		N/A				N/A		



Oakview Heights

Install (1) Area Light

Intersection SR 507 & 292nd St S Roy, WA 98000

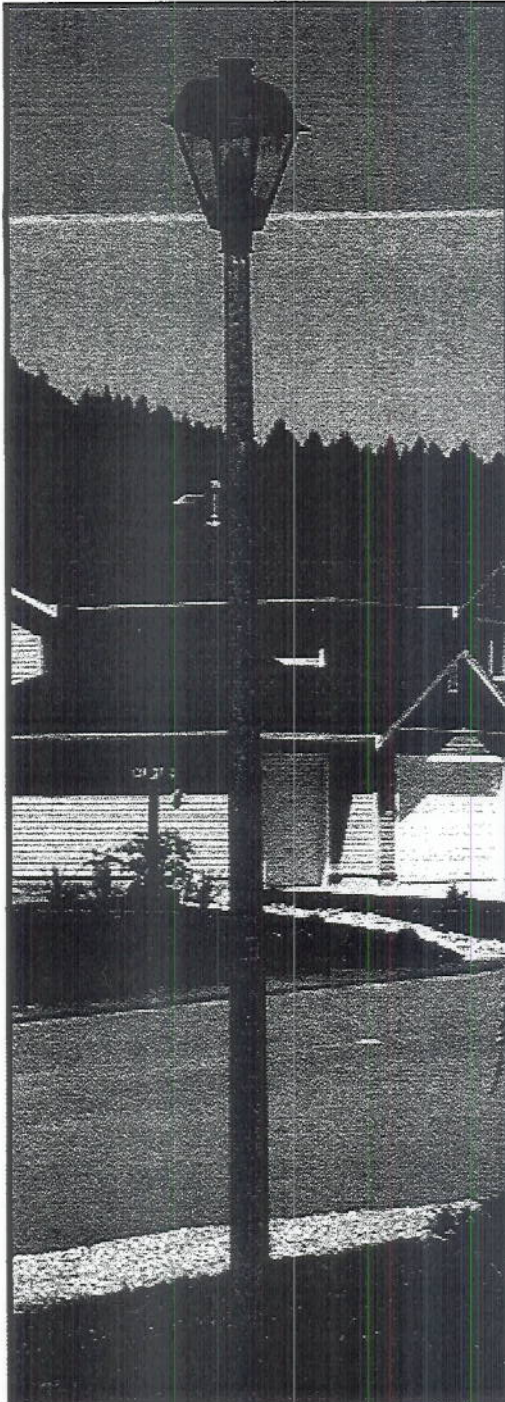
INCIDENT	MAOP
Gas Order	Elect Order
	105066521
SCALE	PAGE
1" = 100'	1 of 1

DESIGNED BY: intoLight

LIGHTING SERVICES FROM
PUGET SOUND ENERGY

INTOLIGHT

355 110TH AVE NE • BELLEVUE, WA • 98004
(425) 456 - 2496



Location:

- Orting, South Fork
- Yelm

Details:

- Green Dayform Luninaire
- Octagonal Concrete pole

