

Oakview Heights Homeowners Association

Board of Directors Meeting - 13 September 2011

Roy Community Center

Call to Order: 7:05pm

Roll Call: William Llewellyn, President

Angela Vendetti, Vice President

Laurie Shackel, Treasurer

Minutes:

The Board meeting minutes from the August 9, 2011 Board meeting were approved as written.

Approval of Vouchers:

The August 2011 financial statements were approved as published.

The August 2011 activities report from HOA Community Solutions was approved as written.

Citizens Request to Be Heard:

Ms. Linda Setchfield commented that there were several things she was not happy about, but was unable to do anything about them. Mr. Llewellyn asked if Ms. Setchfield had received her letter from the Management Company; Ms. Setchfield indicated that she did.

Ms. Christie Pirlo discussed her plans to improve the flower bed in front of the monument.

Ms. Pirlo and Ms. Setchfield asked about better ways of getting community information and the CC&Rs to new residents and renters. Ms. Pirlo recommended the creation of "Welcoming Committee". Mr. Llewellyn asked Ms. Pirlo to take the lead in creating a "Welcoming Committee". Mr. Llewellyn also discussed dedicating space to a more frequent newsletter, and also the updating of the community website as avenues to get in-

formation to new residents as well as current residents. Ms. Setchfield also recommended that the newsletter be provided to families who are renting.

Mr. Gregg XXXXX asked why there was a significant cost difference between the two new lights being installed in the front entrance. Mr. Llewellyn indicated that that topic would be covered as part of the "Old Business" agenda.

New Business:

Winter Hill Salting and Sanding:

Nick Clark from Cloverfield Landscaping has agreed to perform salting and sanding of the hill as required during the winter season. Mr. Llewellyn has directed Mr. Clark to purchase a basic load of salt and sand to have on hand in preparation for the first winter storm. Additional supplies will be purchased as required to maintain safe driving conditions at all times. Mr. Clarks contact information will also be provided to the other Board members so they are able to contact him should the need arise.

Old Business:

OHHA Website:

All required information and software have been obtained to begin the process of updating the Oakview Heights website. Mr. Gregg XXXX has agreed to be the webmaster for the community. No specific timeline was set to have the website completed, however it was emphasized that as soon as possible is preferred. The emphasis will be to bring all information up to date first, and then add and/or adjust as required to make the site more user friendly.

Reserve Study:

Mr. Llewellyn took a few minutes to explain to the Community Members present what a "reserve study" is, what it is intended to do, and the new WA State law in place that requires the reserve study be done. Mr. Llewellyn has completed the Oakview Heights community asset inventory, and identified the OHHA roads requiring repair and seal coating; repair of the cedar fencing at the entrance to the community, and repair of the fencing around the storm water retention pond as the priorities of work for the coming

Next Meeting:

~~10~~ September 2011 7:00pm

11 October

Meeting Adjourned:

8:10 pm

A handwritten signature in dark ink, appearing to read 'William Llewellyn', with a long horizontal stroke extending to the right.

William Llewellyn, President:

Oakview Heights
Income v. Expense
 September 2011

	Sep 11
Ordinary Income/Expense	
Income	
Interest on Overdue Balances	67.55
Late Fees	380.00
Total Income	447.55
Gross Profit	447.55
Expense	
Administration	
Licenses and Permits	10.00
Management	455.08
Meeting Expenses	
Meeting Facility Expense	15.00
Total Meeting Expenses	15.00
Postage and Delivery	45.19
Supplies/Copies	51.36
Total Administration	576.63
Common Element Expenses	
Electricity	9.53
Landscaping	311.85
Repairs	
Roads	207.20
Total Repairs	207.20
Water	65.59
Total Common Element Expenses	594.17
Total Expense	1,170.80
Net Ordinary Income	-723.25
Net Income	-723.25

Oakview Heights
YTD Budget Vs. Actual
January through September 2011

	Jan - Sep 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Assessments/Dues Income	20,750.00	20,750.00	0.00	100.0%
Interest Income	83.69	150.00	-66.31	55.8%
Interest on Overdue Balances	109.35			
Late Fees	660.00			
Lien Charges	406.00			
Total Income	22,009.04	20,900.00	1,109.04	105.3%
Gross Profit	22,009.04	20,900.00	1,109.04	105.3%
Expense				
Administration				
Bank Service Charges	12.00			
Federal Taxes	35.30	50.00	-14.70	70.6%
Insurance				
Directors Liability Insur	1,047.00	2,200.00	-1,153.00	47.6%
Total Insurance	1,047.00	2,200.00	-1,153.00	47.6%
Legal Fees & Lien Recording Fee	310.00	262.51	47.49	118.1%
Licenses and Permits	10.00	50.00	-40.00	20.0%
Management	3,630.64	4,095.72	-465.08	88.6%
Meeting Expenses				
Annual Member Mtg Refreshments	33.27			
Meeting Facility Expense	80.00			
Total Meeting Expenses	113.27	127.00	52.80	141.6%
Postage and Delivery	179.80	349.00	0.00	100.0%
Reserve Study	349.00	225.00	-67.63	69.9%
Supplies/Copies	157.37			
Website				
Domain Registration	0.00	18.74	-18.74	0.0%
Total Website	0.00	18.74	-18.74	0.0%
Total Administration	5,844.38	7,377.97	-1,533.59	79.2%
Common Element Expenses				
Backflow testing	65.00	225.00	175.00	177.8%
De-icing	400.00			
Electricity	104.31	2,500.00	1,310.58	152.4%
Entrance Lighting Project	3,810.58	1,650.00	1,598.60	196.9%
Landscaping	3,248.60			

Oakview Heights
YTD Budget Vs. Actual
 January through September 2011

	Jan - Sep 11	Budget	\$ Over Budget	% of Budget
Repairs				
Equipment Repairs	276.60			
Roads	437.20			
Repairs - Other	0.00	519.11	-519.11	0.0%
Total Repairs	713.80	519.11	194.69	137.5%
Water	300.93	300.00	0.93	100.3%
Total Common Element Expenses	8,643.22	5,194.11	3,449.11	166.4%
Total Expense	14,487.60	12,572.08	1,915.52	115.2%
Net Ordinary Income	7,521.44	8,327.92	-806.48	90.3%
Net Income	7,521.44	8,327.92	-806.48	90.3%