

Glen Acres Homeowner's Association

March 9, 2013

www.glenacreshoa.org

Meeting called to order at 10:00 AM.

Attendees: Rich and Sheryl Connolly
Jerry Stein
Aaron & Shae Affreth
Patricia Patton
Melissa Wageman
Michelle Vonderau

Copies of the **minutes from the January 12, 2013 meeting** were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the January 12th meeting. It was proposed that the date be changed from 2012 to 2013. Jerry asked for the minutes to be accepted with the amendment to the date. All were in favor.

Officer Reports: Jerry shared a flow chart that breaks up the duties of our two new treasures. The duties will be shared in this way; Melissa Wageman will collect dues, record dues, deposit checks, take care of liens, escrow, and insurance, Michelle Vonderau will handle accounts payable, prepare the budget, take care of the website, maintain the Sky Drive, mailings, invoices, newsletters, welcome packets and taxes.

Report from Melissa: As of today's date 104 homeowners have paid their 2013 **dues**, two homeowners will split their payments, and one NSF check was returned. When the dues are collected from the NSF check all fees will be attached to the payment. This leaves approximately 40% of the homeowner's delinquent. Melissa will wait one or two weeks to start calling homeowners to work on payments, perhaps through a payment plan.

Report from Michelle: Upon **failure to pay dues a 2nd notice** will be sent to delinquent homeowners with a \$10.00 late fee attached reminding homeowners to pay their dues. She will put some kind of notification on the envelope stating "2nd Notice". If homeowners do not pay their dues in regards to this 2nd notice, then the association will have **legal notices** sent to delinquent homeowners at a cost of \$110.00 per household (this cost will be added to their delinquent dues total). Jerry noted that there are **two homes closing escrow at the end of March**. We should receive back dues money at this time through the escrow companies. Jerry would like to express that homes often placed in foreclosure or short sales, the association may only receive 50% the monies due at time of closing from the escrow companies.

Currently there are two **insurance policies for GAHOA**, insurance for officers and insurance for liability. We will investigate combining these two policies into one policy from one company.

Jerry asked if there were any other comments regarding the above issues. None were made.

Michelle just received the accounts payable paperwork. There are **two signatures required** to sign every check. Michelle is in the process of revising a **new website**, www.glenacreshoa.org. This will be finished within the week. She would like to add the option of paying the homeowners dues online. She would also like to include a place to update addresses, a profile on the officers, current minutes, map of GAHOA, and upcoming information (street sweeping, meeting dates, etc.) Jerry suggested that we send out emails to homeowners with updates on events with a link to our website. Jerry would like a **simplified version of the budget** made for the association. Michelle would like to change the current **budget document to a PDF file** so that readers cannot change the document. The current document as it is written would allow anyone to change the contents.

Michelle and Melissa will begin compiling information for a **Newsletter** that will include the new board members, work that has been accomplished by the association in the past year and **work that will be completed in order of importance for this year**. Shae Afferth provided the association with **pictures of areas that need to be addressed**. The following items are listed according to designated areas:

Playground across from the Big Rock

- Replace damaged wood boundary and repair exposed rebar
- Replace ground cover and fill in holes
- Repair asphalt
- Repair metal flashing on slide
- Remove paint from gym rings
- Remove graffiti
- Repair and/or pressure wash bench, table, and pathways
- Get estimates on new playground equipment
- Fix signage that is missing, old, or damaged

Big Rock

- New Signage (perhaps a permanent sign)
- Fill in holes
- Remove stump
- Clean debris behind rock
- Clean brush around rock
- Replace board on fence if it belongs to the assoc.
- Fix any damaged signage

Sport Court on 83rd DR and 1st PL

- Fix or replace backboard and net
- Pressure wash court and retaining wall, reset bricks
- Fix hole in chain link fence

Playground and Retention Pond on 3rd St and 84th Ave

- Replace damaged wood border and exposed rebar
- Replace ground cover and fill in holes
- Pressure wash bench, perhaps sand and stain
- Repair or replace slide
- Repair chain link fence and replace lock on fence
- Signage

Sport Court on 3rd St and 85th Ave

- Pressure wash court, retaining wall, and fence
- Replace net and check backboard
- Remove crank mechanism on post

Small Park on 83rd Dr and 1st Pl

- Pressure wash bench
- New ground cover

Other needs

- Replace missing caps on white vinyl fence posts
- Estimates for bark and or removing bark and plastic ground cover and replacing with grass
- Purchase one dog waste station for a trial to see if dog owners will use it. Will purchase more if this is successful.
- NGPA signs
- Trails signage cleaned or replaced

Issues for the City of Lake Stevens

- Fix sunken dirt area in parking strip at Big Rock
- “No Parking” sign to be replaced at north end of big rock
- Uneven sidewalk in front of small park on 83rd Dr and 1st Pl

Jerry will get an **estimate for replacing the bark with grass on 83rd**. We will post a **list of work to be done in our next newsletter**. The **dog waste station** will be placed permanently in one of our most often used playgrounds. One dog waste station will cost approximately \$150.00 to purchase and install. Jerry proposed that we purchase one dog waste station. Michelle 2nd the motion and all were in favor. Jerry will have the GAHOA **handy man contact Melissa regarding the repairs on the borders and rebar immediately**.

Estimates will be received on all work in order of importance and decisions will be made in the best interest of the association before we proceed with the above-mentioned work to be done.

Old Business: The **railing is fixed on the bridge on 1st St** and reflectors have been positioned to keep drivers in the correct lanes. Jerry reports that the **rat problem** is

mostly due to the excess rain that is pooling in the low area greenbelts. To repair these low areas would involve excessive amounts of money and cannot be done at this time. **Homeowners leaving food out for their pets** also cause this rat infestation.

New Business: Jerry received **blueprints and documents** from a past board member; Judy Card. Jerry will go over them and hold onto them for the association.

Jerry asked if there were **any other issues** to be addressed, none were made. Jerry proposed that the meeting be adjourned at 11:20. Rich 2nd the motion. All were in favor. The meeting was adjourned at 11:20.

Minutes prepared by Sheryl Connolly
Secretary