

## High Pointe II Homeowners Association

P.O. Box 2766, Silverdale, WA 98383

Email: [highpointeiihoa@gmail.com](mailto:highpointeiihoa@gmail.com) Website: [hp2hoa.com](http://hp2hoa.com)

### HOA Board Meeting

Meeting called to order 0900, 10/15/2022

In attendance:

Mike Stevens

Michael Flaherty

Jason Scheffer\*

Rita Flaherty

Kathryn Schultz\*

Bob Paul

\* Had to leave at 1000

Absent:

Steve Richard

Anthony Mirhaydari

Ben Schwartz

The Board approved the minutes from the 9 July HOA Board Meeting

- Proposed that review and approval of minutes could be done via email or text following each meeting, vice waiting to approve at the next official meeting.
- Board voted and approved proposal.

The President provided their report (Attachment 1)

The Treasurer reported on current finances and proposed budget for CY 2023

- Quarterly financial report for Q3 (Attachment 2)
  - Current bank requires a \$5000 minimum balance
  - Board discussed changing to a bank that did not require a minimum balance but decided to remain with the current bank.
  - Only two HOA members are delinquent in paying dues – Mike S. and Kathryn will address.
- Calendar Year 2023 Budget (Attachment 3), discussed:
  - Two bids for renewal of the signs at the entry of the community – decided upon Artist's Edge in Poulsbo for \$609.
  - Replacing the bark for the hillside at the playground in the spring
  - Purchasing some safety vests for use by HOA members when performing work for the HOA
  - Budget includes fees for use of Election Buddy, an app for HOAs to allow for community members to vote on HOA issues. Will try for 1 year
  - Adjusting HOA liability insurance to include Board member insurance. Increases cost by 1.5%
  - Changed Landscaping expenses from \$1200 to \$700 (12 max annually)
  - HOA dues paid through PayPal will include a \$4 'convenience' fee to recover the fee PayPal charges the HOA for the use of online payment. Dues remain at the 1992-established level of

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\$96. Members may submit payment in the form of a check for \$96, or submit payment through PayPal for \$96 + the \$4 convenience fee.

- Purchasing HOA business cards w/ website and email means of access and for longer term use as it will not include specific names or phone numbers. Mike S. will do this.

### Old Business:

- Ownership and responsibility for the island strips (space between the sidewalks and streets) was brought up at last meeting. Assumption is the adjacent property owner is responsible for the respective strips on the inside of Amethyst Loop.
- Mike Stevens developed a letterhead for use by the board – used on this document
- CC&Rs and bylaws require updating – Further action to be discussed at next meeting
- Still looking into a new landscaper for community property. Replacement landscape maintainer vendor at budgeted rate tentatively established. One other candidate to be added

### New Business:

- Architectural Committee Actions
  - 2 recent approvals (roof / other exterior)
  - The board should develop a future vision for the park/playground (5yr plan)
- The island strip between the sidewalk and street
  - The island strip between the sidewalk and street would look nice if there was a common landscape look.
  - Suggestions include creeping thyme or ground cover w/ beauty bark to provide a natural look
  - It was suggested to find a volunteer property owner/member to volunteer their island strip as a demonstration site of the proposed landscape treatment, which would be installed at HOA expense. If deemed successful, other members could replicate, possibly a full or shared expense of the HOA. To be discussed further at next board meeting as quorum was not in effect when discussed.
- RV and Trailer parking
  - Article V, Section 6 (Nuisances) of CC&Rs state that RVs and boats shall be stored on the rear half of each lot. There is no provision for short-term parking on the street or in driveways.
  - Some members have complained about RVs parked in driveways or on the street in front of the homes.
  - To discuss further at next board meeting.
- There has been a work truck and trailer parking overnight on the sidewalk area in the Caitlin Heights neighborhood. Mike S. will attempt to address with the respective parker and/or Caitlin Heights HOA as a safety concern. Children returning to homes after school bus unloading have been observed walking into traffic to dodge the utility truck, as have other pedestrians. Coincidentally, the opposite side of the street and pedestrian access on that side is obstructed or obscured by weedy growth of maturing alder tree sprouts.

Meeting adjourned 10:35

## President's Report Q3, 2022

For the Period July 10-Oct. 15, 2022

### Communication & Engagement

1. Created schedule of quarterly board meetings and our next annual meeting
2. Timely texts and emails, phone calls, minimized or eliminated delays in responding to inquiries among ourselves and to members and persons external to HP2.
3. Re-launched the neighborhood newsletter, under the name *Quarterly Times*, with content that informed and connected with members.
4. Updated, upgraded and organized graphics and content of hp2hoa.com. Since, have referred members and guests to it in our FB posts and emails
  - a. Website visitors have included both members and external relationships, arguably important relationships, with Realtors and home-sale finance personnel. And very important relationships with new members—two households of new neighbors who have closed on properties within High Pointe II in the last three months.
  - b. Site visit averages, 32/month in the six months ending May, have averaged a number three times as great, topping 120 in July when the refreshed site was introduced.
  - c.

### Responsiveness—Recalling we exist to serve our members

1. Early morning hours of Fri/Sat August 12/13, vandal(s) attempted mail theft of two member mailboxes, one on Ebony Court and north end of Amethyst Loop. By the following Wednesday afternoon, two brand new mailboxes of the same beefy make and model were acquired and installed. Their respective wooden support structures were patched, reinforced, sanded and repainted, as was one more in the neighborhood. Members and other neighbors were promptly informed of the theft attempt and the repair and replacement efforts by email and FB posts.
2. And we've taken prompt and thorough action on the park swingset, having carried over the prior board's deliberation, and upon weighing options, decided on a course of action and then acted. The Maintenance Committee, notably Mike, Jason and Ben (with teammate Steve on the injured reserved list) have done inspiring work on the set. Inspecting, tightening, replacing,

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sanding and staining (with a child-friendly non-toxic water-based preservative). Assuring safety and extending the set's functional life has been the outcome of the board's decision and the committee's efforts. Material money--member dues, and potential financing expense--has been saved or at very least comfortably deferred in the process. That's leadership, and that's to your credit.

### Lastly and importantly--Financial responsibility

1. Speaking of financial responsibility—many thanks to Rita.
  - a. Has totally tidied up our treasury.
  - b. Getting things paid, organizing our expenses and revenues, clearing up which members owe what and then reaching out to members to resolve long due amounts in ways we can be proud of.
  - c. Etc., etc., etc., to be evidenced her report.

So Rita, Mike, Maintenance Committee and all, thank you; we're off to a good start.

Mike Stevens, President

10/15/22

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High Pointe II HomeOwners Association		
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Q3 2022 Treasurer's Report		
Bank of America Accounts		
<b>Checking Account Beginning Balance</b>		
7.1.2022	\$	9,774.85
Deposits	\$	576.00
PayPal Transfer (8/5/22)	\$	2,860.00
Deposit subtotal	\$	13,210.85
Expenses		
GoDaddy Renewal 3-years	\$	621.69
GoDaddy Domain renewal 3-years	\$	65.35
Outback Lawn Care	\$	109.00
Secretary of State	\$	40.00
US Postal Service	\$	212.00
Materials & Supplies - swing set maintenance	\$	19.96
Materials & Supplies - Mail box repair / vandalism	\$	268.38
Expense subtotal	\$	(1,356.38)
Checking Account Ending Balance	\$	11,854.47
<b>Savings Account Beginning Balance</b>		
7.1.2022	\$	1,466.53
Interest Income	\$	0.03
	\$	1,466.56
Savings Account Ending Balance	\$	1,466.56
<b>PayPal Account Balance</b>		
Payments - 4 received	\$	384.00
less PayPal fees	\$	(15.36)
PayPal Account Ending Balance	\$	368.64
Total Amount in Bank	\$	13,689.67
Rita Flaherty, Treasurer	9/30/2022	

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2023 Proposed Budget		
To be approved at Board Meeting - October 15th, 2022		
Bank of America - Checking	\$ 11,302.34	
Bank of America - Savings	\$ 1,466.56	
PayPal	\$ 92.16	
<b>Total Funds - as of 10/9/2022</b>	<b>\$ 12,861.06</b>	
<b>2022 Upcoming Expenditures</b>		
Board Members insurance coverage - adding October 2022	\$ 250.00	
Entryway sign repainted / maintenance	\$ 900.00	
Safety Vests - HP2 HOA logo	\$ 150.00	
Bark for hillside	\$ 500.00	
	<b>\$ 1,800.00</b>	
<b>Net total funds after 2022 expenditures</b>	<b>\$ 11,061.06</b>	
<b>2023 BUDGET</b>		
<b><u>INCOME</u></b>		
2023 Annual HOA Dues \$96 * 48 homes	\$ 4,608.00	
<b>TOTAL INCOME</b>	<b>\$ 4,608.00</b>	
<b><u>EXPENSES</u></b>		
Secretary of State - Annual Incorporation Fee	\$ 40.00	
Liberty Mutual Insurance - due January 2023	1,644.00	1.5% increase in 2022 / Includes Board member insurance
Office Supplies & postage	400.00	
Post Office Box 2766 - Annual fee	240.00	14% increase in 2022
Annual Meeting	300.00	
Website - Go Daddy / 3 years due 8/2025	229.33	Website Standard & Domain renewal
Election Buddy	150.00	
Landscaping - HOA common areas	1,200.00	
\$54.50 x 12 = \$654 plus \$346 additional svc		
PayPal fees (estimate 48 payers * \$3.84)	184.32	
<b>TOTAL EXPENSES</b>	<b>\$ 4,388.00</b>	
<b>Reserve</b>	<b>\$ 220.00</b>	
	<b>\$ 4,608.00</b>	