

## 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 @ 09:02 am on 10/28/2023

In attendance:

Mike Stevens

Ben Schwartz

Kathryn Schultz

Bob Flynn

Rita Flaherty

Absent:

Steve Richard

Meredith Porter

Jason Scheffer

The President introduced new Board member - Trustee Bob Flynn

- Discussed communication methods for Board are email/text/sidewalk chats with prompt replies appreciated to ensure quick response to HOA matters at hand.
- Individual terms / officer's roles confirmation / nominations
  - Mike S. - Two years. Voted as President for this year and will stay on for subsequent year as Maintenance Committee Chair.
  - Ben Schwartz - Two years. Voted as Vice President for this year.
  - Secretary - To be determined. President to ask Meredith Porter to fulfill role for this year.
  - Rita Flaherty – Two years. Voted as Treasurer for this year.
- Other members : Jason Scheffer – two years / Steve Richard – two years / Bob Flynn – three years with this year as Trustee and possible interest in Board position in the future / Kathryn Schultz – one year.
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The Treasurer reported on current finances and budget for CY 2024

- Quarterly financial report for Q3 report (Attachment 2)
  - Liberty Mutual Insurance to be paid this month for Nov 2023 – Nov 2024 period, covers General Liability and Board Officers insurance.
  - HOA Tax return has NEVER been filed. Discussed need for this to happen for Tax Year 2023. Board will vote on this at January meeting after Kathryn/Rita discuss with CPA Walt Schultz.
  - Audit by Board to be done at January meeting after financial report and review of accounting processes.
- 2024 Budget – Approved
  - “Reserve 2024” funds to be used for future projects or added to bank balances until needed for future projected expenses (i.e. Hand-rail for play park and/or legal fees to redo CCRs & Bylaws.)

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### Committee Reports:

- Architectural: Ben's project complete and Higgin's fence project approved (TBD next spring)
- Maintenance:
  - Sidewalk strips complete.
  - Park landscaping – landscaper vendor Montejos Gardenscapes, LLC secured for April – September @ \$100 per month.
  - Hand-rail bids - \$3,600 / \$2,900 tabled to 2024 and it was recognized that bids may be higher with time elapsed since initial quotes.
  - 7861 Amethyst Loop - Bank owned. Bank will address yard/landscaping issues promptly.

### Old Business:

- CC&Rs and HOA Bylaws are in need of update and difficult to read.
  - Mike S. will contact Condominium Associates regarding this project. They were recommended by several contacts. Goal is to have this completed by 2024 Annual Meeting in August.
  - Process will involve securing legal services and possible retainer relationship to accomplish this goal. Further planning/discussion to continue at January's meeting.

### New Business:

- Board Meeting schedule to be 10/28/23, 1/20/24, 4/20/24, 7/27/24 with Annual Meeting on 8/3/2024. Board Members encouraged to commit to 4x a year meeting obligation.
- Ongoing care & maintenance of playpark & sidewalk strip to be continued either by volunteer hours or vendor maintenance.

Next regular meeting is on January 20, 2024 @ 9:00 am @ 7744 Peridot Place NW.

Meeting adjourned @ 10:25

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High Pointe II HomeOwners Association			
P.O. Box 2766, Silverdale, WA 98383			
Q3 2023 Treasurer's Report			
Bank of America Accounts			
Checking Account Beginning Balance		2023 BUDGET	Variance
1.1.2023	\$ 9,866.25		Note:
Deposits - Check / Zelle payments	\$ 2,691.00		
Deposits - PayPal	\$ 2,208.46		
(23 checks, 23 PayPal, 2 Zelle)			
Deposit subtotal	\$ 14,765.71	\$4,608.00	
Expenses			
GoDaddy Renewal 3-years		\$230.00	\$ (230.00)
GoDaddy Domain renewal 3-years (due 8/2025)		\$0.00	\$ -
Landscaping - common areas	\$ 5,564.39	\$700.00	\$ 4,864.39
Secretary of State - Annual Incorporations	\$ 20.00	\$40.00	\$ (20.00)
US Postal Service - PO Box 2766	\$ 226.00	\$240.00	\$ (14.00)
Materials & Supplies - bark for hillside (spring 2023)	\$ 335.15	\$500.00	\$ (164.85)
Office supplies & postage	\$ 145.52	\$400.00	\$ (254.48)
Annual Meeting	\$ 137.36	\$300.00	\$ (162.64)
Election Buddy		\$150.00	\$ (150.00)
Insurance - Liberty Mutual 2023 (paid Nov 2022)		\$1,644.00	\$ (1,644.00)
Reserve		\$404.00	\$ (404.00)
Expense subtotal	\$ (6,428.42)		
Checking Account Ending Balance 9.30.23	\$ 8,337.29	\$4,608.00	
Savings Account Beginning Balance			
1.1.2023	\$ 1,466.65		
Interest Income - 3rd quarter	\$ 0.03		
	\$ 1,466.68		
Savings Account Ending Balance 9.30.23	\$ 1,466.68		
PayPal Account Balance			
PayPal Account Ending Balance	\$ -		
Total Amount in Bank	\$ 9,803.97		
Rita Flaherty, Treasurer	9/30/2023		
Notes: Entryway sidewalk strips not in 2023 budget approved by Board @ April 15th meeting			

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2024 Budget	
Approved at Board Meeting - October 28th, 2023	
2024 BUDGET	
<b><u>INCOME</u></b>	
2024 Annual HOA Dues (\$192 * 48 homes)	\$ 9,216.00
<b>TOTAL INCOME</b>	<b>\$ 9,216.00</b>
<b><u>EXPENSES</u></b>	
Annual Meeting	\$ 300.00
Architectural Maintenance - materials & supplies	\$ 500.00
Landscaping - HOA common areas	\$ 900.00
Liberty Mutual Insurance - due November 2024	\$ 1,651.09
Office Supplies & postage	\$ 350.00
Post Office Box 2766 - Annual fee	\$ 237.30
Secretary of State - Annual Incorporation Fee	\$ 20.00
Tax return (\$180 - Form 1120H or \$360 - Form 1120)	\$ 180.00
Website - Go Daddy / 3 years due 8/2025	\$ 230.00
<b>TOTAL EXPENSES</b>	<b>\$ 4,368.00</b>
<b>RESERVE - to be used for future expenses below or addition to bank balance</b>	<b>\$ 4,848.00</b>
<b>Treasurer's Notes - future expenses / Playpark stair rail - bids \$3,900 &amp; \$2,900 / Legal fees to redo CCR's &amp; Bylaws redo</b>	<b>\$ 9,216.00</b>