

HOA Board Meeting 10/26/2024

Meeting called to order: 09:02 am

In attendance:

Mike Stevens	Kathryn Schultz	Mithcell Urrutia
Bob Flynn	Rita Flaherty	Jason Scheffer
Shannon Re		

Absent:

Steve Richard	Meredith Porter
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The President introduced new Board members - Shannon Re and Mitchell Urrutia

- Meeting minutes were sent out but had not been reviewed. Board members will review and text in any changes that need to be made.
- Board expectations, including timelines, were discussed.
 - Each board member is asked to serve a term of 3 years.
 - Each board member will attend 4 quarterly meetings.
 - Currently there are 4 officer positions. These positions are a 1-year term.
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Current Board Member remaining terms are as follows:
 - 1 year: Mike Stevens, Jason Scheffer, Steve Richard, Kathryn Schultz, & Rita Flaherty
 - 2 years: Bob Flynn & Meredith Porter
 - 3 years: Shannon Re & Mitchell Urrutia
 - Officer Position and succession plan trial:
 - President will serve a one-year term during their second year on the board. For their third year, the president will serve as a director serving as a resource to the current president.
 - Vice President and secretary will be served by one person with a plan to transition to the president during the second year of service.
- Officer's roles confirmation / nominations - Approved
 - Mike Stevens - Voted as President for the third year and will stay on for subsequent years as Maintenance Committee Chair (non-board member). He is also willing to continue to maintain the newsletter.
 - Shannon Re - Voted as Vice President and Secretary for this year.
 - Rita Flaherty – Voted as Treasurer for a third term this year. Bob Flynn will assist Rita this year in preparation of transitioning to the treasurer position for 2026.

The Treasurer reported on current finances and budget for CY 2025

- Quarterly financial report for Q3 report (Attachment 1)
 - Liberty Mutual Insurance was paid and will be reflected in the Q4 report for Nov 2024 – Nov 2025 period, covers General Liability and Board Officers insurance. This was slightly under budget.
 - Taxes were more than budgeted by \$5.
- 2025 Budget – Approved
 - The proposed budget contains considerations for inflation. A 3% increase over the current year to date rates have been added to the post office box & Liberty Insurance.
 - Condo Law Group will be added due to ongoing expenses related to continued work on the CC&Rs and ongoing legal needs of the HOA: \$2000
 - This will result in a reduction of the reserves by \$2000, leaving a reserve of \$2,835.
 - “Reserve 2025” 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 new playground equipment.)
- Bank Signers for the Bank of America account
 - Rita Flaherty & Jason Scheffer will remain as signers
 - Ben Schwartz will be removed as a signer
 - Robert Flynn will be added as a signer

Committee Reports:

- Architectural: Adams, Fajardo painting projects completed, Higgins fence project completed. Donham project underway (siding, windows, painting)
- Maintenance:
 - Sidewalk strips maintained, adjacent owners and HOA (Mike) maintained
 - Suggested review soon of swing set, play area 4x6 border lumber and mailbox clusters, and any common area landscape needs.

Old Business:

- CC&Rs are still being finalized. Once this process has been completed a plan will be set in place to communicate with the neighborhood to set up an approval plan. The plan is to have this completed during the 2025CY.
- HOA Bylaws are still in need of update but will not occur until the CC&Rs have been completed.
- Safety concerns with regards to pets in the neighborhood.
 - 4 incidents have occurred in the neighborhood.
 - Mike S. will send out an email to all residents outlining the county ordinance regulating potentially dangerous dogs within Kitsap County.
 - The expectation is that all residents follow all aspects, including posting a warning on their property to alert others of the risk.

New Business:

- Damp Mailboxes
 - One neighbor has reported dampness in their mailbox. No one present reported this issue. It is recommended that they check in with their neighbors that have mailboxes on the same bank to see if there is an issue with that specific bank of mailboxes that would benefit from an adjustment that could be handled by homeowners. Mailboxes are considered the property of the homeowner. The HOA previously purchased the new mailboxes as an added measure of security for the neighborhood, as well as a uniformed aesthetic.
- Online Presence
 - As new neighbors move into the neighborhood, they may not be aware of how to access information. A link for our website and our Facebook page will be included in the welcome letters.
 - Renters will not receive this information as the HOA does not receive information on renters unless they reach out to us.
 - This information will also be included in the next newsletter.
- Dues notifications for 2025 will be sent out next week.
- CY 2025 priorities will include:
 - Completing the CC&Rs/Bylaws and submitting for neighborhood approval
 - Ongoing care of maintenance of playpark, sidewalk strip, and mailbox clusters as needed.
 - Consideration of other community events
- Holiday decorations contest will be held again this year. Date: TBD
- Board Meeting schedule to be 10/26/24, 1/25/25, 4/26/25, 7/26/25 with Annual Meeting on 8/9/2025. 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 25, 2025 @ 9:00 am @ 7744 Peridot Place NW.

Meeting adjourned @ 10:38

Attachment 1

High Pointe II HomeOwners Association			
P.O. Box 2766, Silverdale, WA 98383			
Q3 2024 Treasurer's Report			
Bank of America Accounts			
Checking Account Beginning Balance		2024 Budget	Variance
1.1.2024	\$ 6,302.51		Note:
Deposits - Checks	\$ 4,032.00		19
Deposits - PayPal	\$ 2,310.36		12
Deposits - Zelle	\$ 2,688.00		14
			3
Deposit subtotal	\$ 15,332.87	\$9,216.00	48
Expenses			
Annual Meeting	\$ 104	\$ 300	\$ (196.24)
Architecual Maintenance - materials & supplies		\$ 500	\$ (500.00)
Landscaping - HOA common areas	\$ 477.66	\$ 900	\$ (422.34)
Liberty Mutual Insurance - due November 2024		\$ 1,651	\$ (1,651.09)
Office Supplies & postage	\$ 18.98	\$ 350	\$ (331.02)
Post Office Box 2766 - Annual fee	\$ 232.00	\$ 237	\$ (5.30)
Secretary of State - Annual Incorporation Fee	\$ 20.00	\$ 20	\$ -
Tax return \$180 - Form 1120H or \$360 - Form 1120	\$ 185.00	\$ 180	\$ 5.00
Website - Go Daddy / 3 years due 8/2025		\$ 230	\$ (230.00)
Condominium Law Group	\$ 3,500		\$ 3,500.00
Reserve		\$ 4,848	\$ (4,848.00)
Expense subtotal	\$ (4,537.40)		
09.30.2024	\$ 10,795.47	\$ 9,216	
Savings Account Beginning Balance			
1.1.2024	\$ 1,466.71		
Interest Income 2024	\$ 0.09		
	\$ 1,466.80		
09.30.2024	\$ 1,466.80		
PayPal Account Balance			
PayPal Account Ending Balance			
	\$ -		
Total Amount in Bank		\$ 12,262.27	
Rita Flaherty, Treasurer		9/30/2024	
NOTES: All Dues PAID by March 4th, 2024			