

High Pointe II Homeowners Association

P.O. Box 2766, Silverdale, WA 98383

Email: highpointeiihoa@gmail.com Website: hp2hoa.com

HOA Board Meeting

Meeting called to order 0900, 07/15/2023

In attendance:

Mike Stevens

Jason Scheffer

Steve Richard

Rita Flaherty

Bob Paul

Ben Schwartz

Absent:

Anthony Mirhaydari

Kathryn Schultz

The President provided his report:

- Summary of the major accomplishments over the last year:
 - Through coordination with the county:
 - Street signs in the neighborhood were replaced
 - Caitlin street designated as no parking, providing for pedestrian safety
 - Park refurbishment:
 - playset repaired / renovated
 - drainage project completed
 - steps repaired
 - new sign installed (Adult Supervision Required)
 - landscaping materials replenished (bark, crushed rock)
 - Community entrance refurbished/updated:
 - Community signs repainted, illuminated with solar lights and landscaped
 - Sidewalk strips at entrance landscaped as a demonstration site for the other sidewalk strips in the community
 - Replacement of mailboxes following vandalism
 - Repainting of mailbox structure
 - Improved community communication
 - Scheduled newsletter publication
 - Improved website graphics, organization, and timely access to important documents
 - First ever dues referendum (ongoing)
 - Conducted tidy-ups of the school bus stop and maintained litter and illegal dumping vigilance on Caitlin and Eldorado
 - Prudent budget and fiscal management
 - Conducted board meetings at the frequency required by the community Bylaws
- Recognized board members for their work over the past year. Most of the above listed accomplishments were completed through volunteer efforts

The Treasurer reported on current finances and budget for CY 2023 (Attachment 1)

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Committee Reports:

- Architectural: Since last meeting, project proposal for 7800 Amethyst Loop was approved
 - Secondary driveway off Caitlyn St. and new gate and fencing
- Maintenance:
 - Sidewalk strips at entrance were planted in early June and doing well
 - Park bark and rock was replenished in June/July
 - New landscape vendor begins in August and will service the park from April through September at a rate of \$100/month. Vendor is Byron Montejos, Montejos Landscapes, LLC
 - Two bids for handrails for the park steps were obtained ranging from \$2900 to \$3600. This project will be tabled until the dues status is known

Old Business:

- Installation of the Little Library at 7855 Amethyst Loop is completed.
- Update of the CC&Rs and HOA Bylaws will be a priority project for the next board cycle.
 - An update of the CC&Rs has been drafted for the next board to continue work
 - HOA Bylaws have several sections that are redundant with each other and with the CC&Rs – these will need to be updated by the next board.
 - Both documents will need to be vetted through an attorney
 - Rough order of magnitude cost estimated to be \$5-6k
 - The board may consider maintaining an attorney on retainer to handle issues with CC&R violations
 - Marlene Scheffer, Owner of Realty Station Inc. Real Estate and Property Management will provide additional legal points of contact for the board to consider

New Business:

- Recommendation for to update the existing welcome letter or email for new owners to include HOA POCs (website and facebook group) and basic community websites (Kitsap county, utility websites, etc.). New owners are in 7831 Amethyst Loop, and 7879 Amethyst Loop just sold.
- Recommendation to add an HOA mailbox here in the community
 - Not able to receive US Mail without a physical address
 - Would be for community members to provide correspondence to the board.
- Annual Meeting Agenda
 - Pre-meeting morning social (09:30)
 - Welcome and opening remarks (10:00)
 - Treasurer's Report
 - Key Objectives for the next board
 - Ongoing care & maintenance of park and sidewalk strips
 - Update of CC&Rs and Bylaws
 - Include discussion of improvements and updates to be made to the documents to foster interest and encourage participation of the neighborhood

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- Avoid debate of particular topics at the annual meeting
- Six current members are remaining on the board for another year
 - Mike Stevens, Ben Schwartz, Rita Flaherty, Steve Richards, Kathryn Schultz, Jason Scheffer
 - Will solicit for 2 new members-at-large
 - The board will vote on officer positions at the first meeting of the new board
- Results or status of the vote on increasing HOA dues
- Meeting Logistics
 - Canopy (Mike – backup from Jason) – 0900
 - Coffee, Treats and stuff (Rita)- 0930
 - Jason and Ben unable to attend

Next regular meeting will be scheduled by the new board

Meeting adjourned 10:37

Treasurer's Report

High Pointe II HomeOwners Association P.O. Box 2766, Silverdale, WA 98383 Q2 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	\$ 3,505.99	\$700.00	\$ 2,805.99
Secretary of State - Annual Incorporations	\$ 20.00	\$40.00	\$ (20.00)
US Postal Service - PO Box 2766		\$240.00	\$ (240.00)
Materials & Supplies - bark for hillside (spring 20)	\$ 335.15	\$500.00	\$ (164.85)
Office supplies & postage	\$ 79.52	\$400.00	\$ (320.48)
Annual Meeting		\$300.00	\$ (300.00)
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	\$ (3,940.66)		
Checking Account Ending Balance	\$ 10,825.05	\$4,608.00	
Savings Account Beginning Balance			
1.1.2023	\$ 1,466.62		
Interest Income - 2nd quarter	\$ 0.03		
	\$ 1,466.65		
Savings Account Ending Balance	\$ 1,466.65		
PayPal Account Balance			
PayPal Account Ending Balance	\$ -		
Total Amount in Bank	\$ 12,291.70		
Rita Flaherty, Treasurer 6/30/2023			
Notes: Entryway sidewalk strips not in 2023 budget approved by Board @ April 15th meeting			
Anticipated future expenses:			
\$1,893	7/11 Bark (12 yds) & rock (4 tons) and cost to spread on play		
\$1,644	Liability insurance - Nov 2023		
\$3,000 - \$5,000	Playpark stair rail		
\$300	Annual meeting		
\$6,837 plus	Total anticipated		
Anticipated future projects:			
	Legal fees for CCR's & Bylaws review & update		
	Playpark structure future		

#3,000 min. deposit

playpark sign, drainage sidewalk strips

new \$ 8,646.86