

GLEN ACRES HOA ANNUAL BUDGET

Effective Jan 1, 2013 to Dec 31,2013

	2013 Proj. Budget	2013 Actual	2014 Proj. Budget	Comments
INCOME				
Amount in Bank Account 1-11-2014			\$ 8,032	
Past-Due Homeowner Dues		\$ 22,300		
Homeowner Dues	\$ 33,234	\$ 26,200	\$ 34,762	
TOTAL INCOME	\$ 33,234	\$ 26,200	\$ 42,794	
EXPENSES				
Payroll Expenses				
Board Officers	\$ 9,000	\$ 9,000	\$ 9,000	
Total Payroll	\$ 9,000	\$ 9,000	\$ 9,000	
Administrative				
Postage	\$ 252	\$ 413	\$ 413	Newsletter & Invoices Mailings
Office Supplies	\$ 150	\$ 152	\$ 150	
Website / PO Box	\$ -	\$ 290	\$ 290	Website is \$110/yr. & PO Box \$180/yr
Magnets / Calendars	\$ 200	\$ 60	\$ 60	
Quickbooks	\$ -	\$ 75	\$ 75	
TOTAL ADMIN.	\$ 602	\$ 990	\$ 988	
Maintenance				
Landscaping	\$ 12,000	\$ 11,309	\$ 12,380	
Playground Maintenance & Bark	\$ -	\$ 7,502	\$ 5,000	
Tree Service	\$ 2,000	\$ -	\$ 1,000	
Fence Repair	\$ 2,000	\$ 310	\$ 500	
Cleanup	\$ 700	\$ -	\$ 700	
Garbage Hauling	\$ 304	\$ -	\$ -	
General Maintenance	\$ -	\$ 1,595	\$ 1,500	Playground repair
TOTAL MAINT.	\$ 17,004	\$ 20,716	\$ 21,080	
Professional Fees				
Legal / Liens	\$ 1,000	\$ 217	\$ 200	
Bond	\$ -	\$ 208	\$ 208	
TOTAL PROFESSIONAL	\$ 1,000	\$ 217	\$ 408	
Taxes and Insurance				
Federal Income Tax	\$ -	\$ 24	\$ -	
Insurance	\$ 4,210	\$ 3,785	\$ 3,173	
TOTAL TAXES & INS.	\$ 4,210	\$ 3,809	\$ 3,173	
TOTAL EXPENSES	\$ 31,816	\$ 34,732	\$ 34,649	

Glen Acres Homeowner's Association Meeting
January 12, 2013
Glenacres1@hotmail.com

Meeting called to order at 10:10.

Attendees: Jerry Stein
Marilyn Blackburn
Rich and Sheryl Connolly
Michelle Vonderau
Patricia Patton
Ed Urrutia
Jerry and Cathy Rafter
Susan G. Grimes
Betty Andrew
Lee Langley
Dylan and Alison Sheaffer
Frank Ward
Jim Taylor
Melissa Wageman
Craig and Jennifer Davis
Joanne Simmonds

Copies of the **minutes from the November 10, 2012** meeting were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the November 10, 2012 meeting. None were given. Jerry proposed to accept the minutes as written and Michelle 2nd the motion. All were in favor

Reports: Marilyn Blackburn (Treasurer) passed out copies of the 2012 **Annual Budget** so that attendees could see the progress from 2012. The Association was **over budget** on Landscaping. The proposed budget for landscaping was \$12,000.00 and actual monies spent were \$16,149.40. Insurance was over budget by \$10.00. \$1,183.74 was spent for Cleanup and the Legal/Liens fee projected budget was \$1,500.00, actual monies spent were \$2,046.00. The association spent almost \$5,000.00 over projected budget. Marilyn then passed out the **projected Annual Budget for 2013**. Patricia Patton wanted to know why Mailboxes were on the budget. Jerry stated that recently we had a **mailbox on 1st ST SE on the south side with a base** that needed to be replaced. It is important to keep them maintained. A question was raised regarding the need for fence repair. Jerry says that there are occasions where repairs are needed and it is important to have a budget for this in case it is needed. Patricia Patton wanted to know what "expected dues," meant and it was explained to her that based on past experiences, the association could probably expect this amount to be collected for dues. There is currently \$15,885.00 in **outstanding dues** pre-2012.

Old Business: There have been **two separate accidents that have caused damage to the railing on 1st ST SE between 83rd DR SE and 86th DR SE**. Jerry called the City of

Lake Stevens and he found out that the **City will pay for the repairs on the railing**. This will take sometime due to the fact that bids and contracts will be made for each incident. The damage to the first site should be completed soon. The second incident will take longer as the whole process will be initiated again. The City of Lake Stevens is looking into different ways to avoid accidents to this area. There is talk about placing **signage** that will warn drivers of this dangerous curve. Jerry received a **letter for the Public Works Director/City Engineer talking about "Channelization"** of this area regarding where reflectors will be placed on the road to follow the curve of the road and keep people from following into the vehicle pull out area. An article from the Lake Stevens Journal was handed to the association which was written by Chris Fergus *Neighborhood needs help slowing down drivers.* This article states "there have been many speed related accidents particularly when the road is wet from rain/snow" and "Discussing it with my neighbors we all agree that putting several speed bumps in is the solution to slow people down." Jerry reports that studies have been done on the effectiveness of speed bumps and it has been found that they do not reduce the speed as people wish and in fact can cause vehicles to speed up in areas with speed bumps. There was a report filed regarding the 2nd incident. The occupants fled the area on foot. The **shrubs in front of the mailboxes on 83rd Ave** have been trimmed back. Also a number of **trees that were a potential hazard** to a homeowner have been taken down. Jerry received an e-mail **concerning a tree in the greenbelt** that may be a hazard as well. The Association is able to take care of a situation like this if the tree presents a hazard. At this point it can be cut down but the debris must remain in the greenbelt. The Association has an **arborist** look at the situation and give recommendations as to what avenue we should take regarding a tree. Frank Ward reports that there is still **a tree leaning that is situated kitty corner to the big rock**. Jerry will check out the situation. Frank is worried that it could fall into the street. Jerry Rafter has concerns regarding the **retention pond that services 87th, 86th and 85th Aves**. The water is backing up and not draining properly. This could **weaken the trees** that are standing in the water. The pond is also **threatening to overflow**. Jerry will talk to the City and or County and find out who designed the ponds for information on the drainage, perhaps take a look at blue prints. Lee Langley says that he knows the companies that constructed them and he will speak to them regarding this issue. The two companies that may be of some assistance are Universal Land and BEZ Construction. There seems to be a **rat problem** associated with the increase of water in the retention ponds. It was suggested that Jerry contact the **Health Dept.** to see if anything can be done regarding the rats. Jim Taylor wondered if the **retention pond** near his home is scheduled for maintenance. Jerry says yes, in the early spring. Jerry received an email regarding a **mailbox on 1st ST SE on the south side**. The base needs to be replaced. Jerry will proceed with the repairs of this mailbox. Jerry asked if there were any other issues. None were given.

Election for office of Treasury: Homeowner's who were interested in the position of **Office of Treasurer** were asked to introduce themselves. Lee Langley resides at 220 85th Ave SE, has worked 16 years as a salesman, he would like to work as Treasurer along with his wife. **Michelle Vonderau**, a homeowner for 1 year. Attends all meetings, helped with previous mailings, previous bookkeeping experience, **Melissa Wageman**, 5 years

experience as a bookkeeper, Quick Book experience, deposits, past due accts., budgeting accounts, stay at home mom.

Nominations: Sheryl nominated Michelle Vonderau, Ed nominated Melissa Wageman, and Betty nominated Lee.

Paper was passed out to everyone for a vote. It was **a tie between Michelle and Melissa**. Paper was passed out again and the vote returned a tie. It was decided that **Michelle and Melissa would co-share the office**. Jerry purposed that Michelle and Melissa share the office of Treasurer. Sheryl seconded the motion. All were in favor. Welcome Michelle and Melissa to the Office of Treasurer. Marilyn will meet with Michelle and Melissa after the meeting to discuss the transition. Thank you Marilyn for your years as GAHOA's Treasurer, a job well done.

Jerry asked if there was any other unfinished business, none was given.

New Business: A **nasty note by a homeowner** was put on the invoice regarding the association along with his 2012 dues. Jerry called it uncalled for and offensive. Cathy Rafter knows the person and said that the issue involved his **dogs and some rats**. Another homeowner regarding the **dog barking** made a complaint, and called the police and left a note on his door. The dog barked because rats were nearby and/or coming into the homeowner's yard. The person who called the police did so anomalously. The owner of the dog went door to door to try and talk to the annoyed homeowner. He was unable to find that homeowner. The homeowner was then forced to get rid of his dog. He was upset and took his anger out on the board. Jerry would like a situation like this be brought up to the board. It is important that people communicate problems to the association. Jerry will contact the city and county regarding the drain problem and try to have the drain fixed. Jerry Rafter would like to see this kind of issue put into the Newsletter. Jerry S. says that there are three ways to contact the association; our website, by e-mail (information also posted on our newsletter), thirdly, people can contact Jerry via his cell. Allison wondered if there was a welcome committee. No. It would be nice to have a Welcome Committee and Jerry said that the association could put together some kind of kit containing our most recent budget, minutes of latest meeting and Newsletter, etc. We will give this some thought. A notice of a lawsuit was given to Sheryl Connolly regarding a **homeowner that is past due on their sewer bill**. It is said that the Lake Stevens Sewer Dist. fees will eventually be raised to \$100.00.

Jerry asked if there were any other issues to be discussed. None were given. Jerry proposed that the meeting be adjourned. Cathy Rafter 2nd the motion. All were in favor. The meeting was adjourned at 11:20.

Minutes prepared by Sheryl Connolly
Secretary

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

Glen Acres home Owner's Association

May 11, 2013

www.glenacreshoa.org

Attendees: Rich and Sheryl Connolly
Patricia Patton
Jerry Stein
Betty Andrew
Melissa Wageman
Michelle Vonderau
Nghai and Loan Pham

Copies of the **minutes from the March 9, 2013 meeting** were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the March 8, 2013 meeting. None were given. Jerry proposed that the March minutes be accepted as written. Rich 2nd the motion. All were in favor.

Nghai Pham, new GAHOA residents, stated that **he tried to reach the Association** and was unsuccessful. It was determined that the link was going to our old website and Jerry would contact Marilyn Blackburn to discontinue the old website, mark it inactive, or put in an addition to redirect people trying to contact us until this contract was up for renewal.

Officer Reports: Melissa states that 74% of the homeowner's have paid their **dues for 2013**. Forty-nine homeowner's are delinquent regarding payment of their dues, six of which are bank owned homes. Here is a report of the **repairs and/or work in progress** that have been done since our last meeting:

The Playground across from the Big Rock

- The damaged wood boundary and exposed rebar have been fixed
- In process of getting estimates on new playground

Big Rock

- The fence has been repaired

Sport Court on 83rd and 1st Place

- The net has been replaced on the basketball backboard
- The chain link fence will soon be replaced

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

- Have replaced damaged wood border and exposed rebar
- The chain link fence will soon be replaced

Sport Court on 3rd St and 85th Ave

- Net in basketball court has been replaced

Other Needs

- **The missing caps on white vinyl fence have been placed**
- **We have gotten estimates on bark replacement and/or planting grass**
- **One dog waste station has been placed and we will watch to see if they are being used**

Melissa received a **bid** from one **playground company** to replace our two playgrounds. The bid was extremely high and out of the Associations budget. It was in the range of \$56,000.00. We will proceed to check out other options and companies. We will consider replacing the plastic playground with redwood which is considerably cheaper, it can be up to 1/3 or 1/4 the cost of our first option. One company that we will look at is called Rainbow and they often have discounts of up to 40-50%. Melissa looked into the cost of replacing just the slide and that alone would be \$2,000.00 per slide plus the cost of labor. It may be more cost effective to replace entire playground with a redwood one. Rainbow also has **basketball court equipment** that we will get a bid on. It was suggested to wait on the **playground cedar chips** until we make a decision on playground equipment.

The **codes on placing playground equipment in an area** have changed since this association was built and the playgrounds across from the Big Rock and the swing set on 84th and 3rd are not up to the new code. We will need to take the new codes into consideration when purchasing new equipment.

Town and Country Fence Company gave us a bid \$235.00 to fix the chain link fence behind the tube slide on 84th and 3rd. The bid was very reasonable and there is money in our budget for fence repairs. Jerry asked if there was any further discussion, none were given. Jerry proposed that we go ahead and have this repair done. All were in favor. They will come out next week to do the repair. The chain link fence on 83rd and 1st will also be repaired. These fences need to be repaired. It is a security and safety issue.

Melissa looked into quotes for new **Landscapers** and found that the company (Greening America) that services us at this time is very reasonable. This company has not raised their prices in 5 years and is always agreeable to do extra work when we ask them. Rainbow quoted us \$4,789.26 per month. We currently pay \$950.00 plus tax per month with Greening America. Jerry suggested that we continue our contract with Greening America. Betty Andrew 2nd the motion. All were in favor.

Quotes were received for replacing and/or adding bark to existing areas. **Bark King** gave us a quote of \$54.00 per yard installed for a total of \$2,057.00. **Riverside Top Soil** gave us a bid of \$36.33 per yard without installment for \$1,380.00 plus tax. **Greening America's** bid was \$2,400.00 to excavate, dig out and lay bark. It was discussed that we could hire our handyman Darryl to spread out the bark to save the Association money. Melissa drafted a volunteer release form in order to perhaps have willing homeowners spread the bark. We are unsure of the legality of having this done and will have our insurance company look into this or perhaps the association's lawyer. Jerry has a friend who is a lawyer and he will speak to him regarding this.

The Association is looking into other **insurance** options to save the association money. Our insurance policies are not quite up to the 90day requirement (June 1st) to have quotes given. We will look at this option at our next meeting.

We asked the Landscapers for a quote for **replacing the strip of bark** that has exposed plastic **with grass**. They told us that the extensive root system from the trees would make it hard to keep grass in those areas. To pull out the existing bark and replace with new bark would cost \$2,750.00. To remove and replace with grass would cost \$4,085.00. It was decided to replace the old bark with new bark. We will get a quote from Bark King and see if it is not cost effective to have our handyman Darryl spread the bark for us.

The **tree across from Betty Andrew's home** is definitely dead and needs to be removed. Jerry will talk to the landscapers and have them remove it.

Nghai Pham wanted to ask for the Association's permission to add **concrete to his driveway** to extend the parking area on his home. As long as he uses concrete and this is his property he can do this. Jerry was happy that Pham brought this up to the board. Jerry suggested that we approve this addition to his driveway. Michelle 2nd the motion. All were in favor.

The Association will look into options to have the **signage for the Big Rock** taken care of and we will discuss these options at our next meeting.

There is a **problem with parking** in the cul-de-sacs and **blocking entrance for emergency vehicles**. The "No Parking Sign" at the end of 83rd needs to be replaced. Jerry suggested that we call the City in regards to this problem.

Jerry called the City regarding the **uneven sidewalk**. He has not heard anything from the City and he will call them again.

Michelle reports that the **website** is up and running. There is space for homeowner's to respond in this manner with the Association. A **welcome packet** has been put together and is being given out. It contains the latest newsletter, a welcome letter and information on utilities etc. is included. It was suggested that we add the remaining dates for our meetings. Michelle purchased stamps at Costco. The website is \$110.00 per year.

Jerry had a question regarding the **form used for the budget**. He wondered if it showed what was collected and what was still due. He would also like to see how much is in the bank account. There is approximately \$32,000.00 to spend in 2013. \$9,613 has been spent this year.

The Association will try to get people **to pay what they owe in dues**. It was discussed that **going door to door** may be needed. Jerry and Michelle will go door knocking. They will try to find out if the homeowner's occupy their residence or if it is a rental. Jerry asked Melissa to make a spreadsheet that shows current homeowner's and past due homeowner's and also tell if the home is owner or renter occupied. If needed the

Association would cooperate with some kind of **payment plan** to help homeowner's pay their back dues. With remaining late dues the association will send out third notices and increase the late fee. This will be the final warning. After this, legal letters will be mailed to homeowner's warning them of possible liens being placed on their residence. **Liens would be placed when homeowner's owe \$500.00 or more.**

Patricia Patton would like to see a **"Yield Sign" posted at the corner of 3rd and 84th**. Jerry suggested the possibility of a stop sign. Jerry will call the city to see if this is possible.

Jerry asked if there were any other questions. None were given.

Jerry proposed that the meeting be called to order at 11:25 and Rich Connolly 2nd the motion. All were in favor. The meeting was adjourned at 11:20.

Minutes prepared by Sheryl Connolly
Secretary

Glen Acres Home Owner's Association

July 13, 2013

www.glenacreshoa.org

Meeting called to order @10:00 AM.

Attendees: Patricia Patton
Melissa Wageman
Michelle Vonderau
Jerry Stein
Rich and Sheryl Connolly

Copies of the **minutes from the May 11, 2013 meeting** were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the May 11, 2013 meeting. None were given. Jerry proposed that the May Minutes be accepted as written. Rich 2nd the motion. All were in favor.

Office Reports: Melissa reports that there are currently 41 homes with **delinquent dues** for the year 2013. The HOA did receive one check from a bank for back payment on a foreclosed property of dues totaling \$1,100.00. Remaining dues for 2013 that are unpaid total \$7,965.00. Delinquent past dues from 2006 – 2012 total \$17,000.00. This brings approximately \$24,000.00 owed in HOA dues to the Association. **Melissa has changed the bookkeeping to Quick Books** to keep track of past dues. This will give the Association an upfront look at our system. It is much more streamlined. There is **currently \$27,398.51 in the HOA bank account**. Melissa received **quotes for Redwood Playgrounds**. One quote to replace and install one of our playgrounds was \$6,224.00, the second quote for another playground as \$4,939.00. These quotes were considerably lower than previous bids that we received to replace our playgrounds. We will need to replace the playground chips with Beauty Bark as well.

Jerry proposed a **solution to help homeowners catch up with back dues**. He proposed that we give homeowner's the chance to erase one year of back dues with one year of currently paid dues. Each year of currently paid dues would take away one year of unpaid back dues. Their debt would be wiped clear when payments caught up to \$0.00 due in unpaid delinquent dues. If a homeowner fell back on current payment of dues, then the owner would loose any credit from delinquent dues and their debt would return to original monies due from delinquent dues. Michelle mentioned that with **Quick Book** we could offer the opportunity to **make payments from a credit card to the Association**. We could also offer a monthly payment plan to automatically withdraw funds in order to spread out the impact of the fees due. **Jerry motioned** that we offer this option to delinquent homeowner's to erase back dues by paying and keeping current dues owed for current year and to erase each year with a current year of paid dues. Patricia 2nd the motion. All were in favor. It is hopeful that this will be an incentive to people who owe the Association money. Liens would not be removed until all delinquent dues on a home have been erased and the homeowner is free and clear.

Michelle passed out copies of the Glen Acres HOA Expenses. It was determined that the **playground across from the Big Rock** will be the first playground to be replaced.

We need to find out from our handy man the **cost of removal of the current playground equipment**. If the cost of removal of the existing playground is below \$1,000.00 we will proceed with the purchase and installment of the new playground. Jerry will get a bid from the handy man. We also looked at the **playground on 3rd**. We will **replace the slide only** and replace the playground at a later date. The cost to repair the slide is \$827.00, installation not included. Jerry will talk to the handyman regarding this as well. The **basketball backboards** were also discussed. The current backboards have specific hardware that will need to be modified to replace with new backboards. Jerry will talk to the handyman regarding possibilities for adjustments for new backboards. It is undecided as to what equipment we will use to replace them. This will be determined by our options to repair and replace backboards. Michelle and Melissa would like to receive quotes from the handyman that include an hourly rate and approximate time for each bid. **Jerry proposed that we vote on having the slide replaced**. Rich 2nd the motion. All were in favor. We will replace the playground on 83rd if we the cost for the removal of the old equipment is reasonable. **Jerry proposed that we proceed with plans** for the purchase and installation of a new **playground on 83rd by the Big Rock** if the cost of removal is below \$1,000.00. Rich 2nd the motion. All were in favor. We will proceed with this as soon as possible.

There have been **no issues or complaints since our last meeting**. One homeowner **offered to purchase playground equipment for the playground closest to her**. Jerry will contact her and inform her of the legalities of doing something like this and to the fact that our liability insurance would not cover something like this. There were no complaints regarding the **4th of July** this year. Michelle reported that there **are two vacant homes**. One home is being taken care of by a bank and the other one is vacant. There is a lien on one of the homes and we should see something back from the bank when the property has been settled. There is also **a home on 85th that is unoccupied**.

Jerry suggested that we send out letters to **homeowners who are not properly maintaining their yards (mowing, etc)**. Jerry will drive through the HOA and inspect the yards and make a list. He discussed that many of the homes need to be painted. The siding shows mold if it is not maintained and painted regularly.

Jerry asked if there were any unfinished business. We are in the process of **getting quotes for new insurance**. It is hopeful that we can bundle our insurances and save money.

New Business: Jerry would like to **send out a newsletter sometime around September 1st** to inform homeowner's of the work that is being done and how their dues are being spent. This would include the new slide, playground, and basketball backboards **The first invoice goes out to homeowner's in late December for next year's dues**. Notices are sent out twice. Once the new playground is in place **we will need people to help spread the beauty bark**. Jerry asked if there were any other issues to discuss. None were given. Jerry proposed that the **meeting be adjourned at 11:05**. Rich 2nd the motion. All were in favor.

Minutes prepared by Sheryl Connolly
Secretary

Glen Acres Home Owner's Association
September 14, 2013
www.glenacreshoa.org

Meeting called to order @ 10:08AM.

Attendees: Rich and Sheryl Connolly
Melissa Wageman
Betty Andrew
Barbara Frederick
Jerry Stein

Copies of the **minutes and from the July 13, 2013 meeting** were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the July 13, 2013 meeting. Melissa asked that “**Redwood**” be changed to “**Rainbow**”. Jerry asked if there were any other amendments. None were made. Jerry proposed that the minutes be accepted once the amendment was made. Rich 2nd the motion. All were in favor. Melissa handed out a copy of the **September 14, 2013 Glen Acres HOA Expenses**.

Report from Melissa: The **new playground was installed near the Big Rock**. The installation went well. Response has been very favorable. **New playground chips need to be installed** and a little debris needs to be removed. A previous quote for playground chips that included three separate areas was brought forward and it was decided to get a new quote that would be for this specific playground only as another playground will be installed next year and will need new chips at that time. There is currently **\$19,786.00 in the bank account**. There has been **\$32,690.00 spent in the budget as of today's date**. This leaves a **balance of \$20,333 for the remainder of this year**. There has been **no need for tree removal** up to this point. **Maintenance is down from last year**. Jerry wanted to know if any **delinquent dues** had been paid. We did receive some past dues from two different homeowners. Another home has gone into bankruptcy and we may only see a small part of their delinquent dues. There was only **one response** to the offer to take away dues by paying current dues. Melissa has investigated new **insurance policies** and has found similar liability insurance for almost \$1,500.00 less annually. This new insurance is more inclusive and has better coverage. She also found insurance for Directors and Officers Liability that will save us over \$400.00 annually. She has a few questions before finalizing the new insurance policies. Jerry will look at the policies as well and get back to Melissa. The **new dog waste station** is being used and seems to take care of the dog waste problem at the playground it was installed.

Barbara Frederick wanted to know if the association wants **people using our playgrounds** that are not homeowner's or guests. We don't really want outsiders using our equipment but there is really no recourse other than placing signs in the playground areas. The sidewalks are open to everyone. She is also concerned about **drug dealers** in our neighborhood. There are people behind her home in the woods that are using drug paraphernalia, leaving garbage, and have built a lean-to. People have started **fires** as well. She has called the police. Jerry stresses that it is important to continue to call the police whenever she sees anything unusual. It is also important to remove the debris to

discourage anyone from returning. These people are trespassing and we can call the police at any time to have them removed. Jerry will call the police on Monday and speak to them regarding this situation. He will also call the Landscapers to remove unwanted garbage etc. He will also talk to the fire department. Perhaps we can have more patrols from the police department as a deterrent. She also inquired about **parking infractions** of the CCR's. There is a motor home parked in a driveway with a car parked behind it with expired tags it is on the sidewalk and has a tire on the street. There is also a tent trailer parked on the grass between her home and the neighbor's home. Jerry will check if any letters were sent out regarding this. If not, a letter/letters will be mailed to them. Barbara will send the addresses to Jerry regarding the infractions. Jerry thanked Barbara Frederick for being pro-active.

Betty Andrew says that the **dead tree** by her home is still there and needs to be removed. Barbara Frederick says that there is a **leaning tree** by the playground behind her home that needs to be taken care of. There was a **car accident on 83rd and 3rd** by the retention pond and the bushes and a post need to be replaced. Someone **flipped all the new tops to the fence** on 83rd and 3rd off and Melissa and her husband retrieved as many as they could find. They may look for a permanent way to place them back on.

Jerry would like to **replace the play chips** in the playground near the Big Rock. We also need an inspection for safety for insurance purposes. October 18th was chosen for delivery of playground chips so that a notice could go into the **newsletter** asking people to please join us on October 19 with rakes and wheelbarrows to help spread the chips at 10AM. Betty would like a **warning** to homeowner's in the newsletter regarding the **plastic water valves** that are in our homes that can break and cause severe damage if undetected. Jerry will e-mail Michelle Vonderau regarding the newsletter and the date for spreading the playground chips. The association will put the two **insurance policies** into one. Melissa needs a signature from Jerry to finalize this. Jerry received e-mail from a homeowner asking for **permission to use a certain roofing material**. Jerry gave permission to the homeowner's. Jerry asked about the quote to **replace the slide on 83rd and 3rd**. We will **proceed with plans to order it and replace it**. Jerry will talk to our handyman to install it. Jerry would like to **purchase another dog waste station** to be placed on the south end of the basketball court on 83rd. Jerry will also call Darryl to find out what options we have for the **basketball court backboards**.

Jerry asked if there was any other business. Betty wondered if the **accident on 83rd and 3rd** could possibly **pay for the damage** to the shrubs/trees. Yes, Jerry will try to find the police report and proceed from there. The **sidewalks were damaged** as well. Jerry will call **Public Works** to see about repairing the sidewalks. Jerry asked if there was any other business. There was none. Jerry proposed that the **meeting be adjourned at 11:26AM**. Rich 2nd the motion. All were in favor.

Minutes prepared by Sheryl Connolly
Secretary

Glen Acres Home Owner's Association

November 9, 2013

www.glenacreshoa.org

Meeting called to order @ 10:05 AM.

Attendees: Patricia Patton
Jerry Stein
Rich and Sheryl Connolly
Michelle Vonderau
Melissa Wageman

Copies of the **minutes from the September 14, 2013** meeting were handed out and time was given for attendees to read through them. Jerry asked if there were any amendments to the September 14, 2013 meeting. None were given. Jerry proposed that the September Minutes be accepted as written, Rich Connolly 2nd the motion. All were in favor.

OLD BUSINESS: Jerry drove around the neighborhood before today's meeting. He reports that everything looks very good with the exception of **leaves in the street**. He will ask the landscapers to blow the debris and dispose of the fallen leaves. The **new playground equipment** looks very nice. Melissa reported that there was **enough bark to spread over two playgrounds**. She also reported that the response to the Newsletter in regards to helping **spread the bark** was dismal with only one homeowner helping spread the bark along with Melissa and her husband, and Michelle and her husband. Jerry inquired about the **section of the slide that needs to be replaced**. Melissa reports that everything is in her garage and she is waiting for Darryl to respond with a date to install the new section. She says that it will be installed sometime next week. There is no specific date set at this time. Jerry has not heard back from Darryl regarding the **basketball court backboards**. He gave Darryl the go ahead to investigate and purchase the materials needed to install new backboards. Jerry will contact Darryl to see how this process is coming along. Jerry received the **police report regarding the accident 83rd and 3rd** and the damage to the retention pond and surrounding bushes. It was a DUI arrest. Jerry couldn't see any damage. Melissa will check to see if the post can be set back in without involving Darryl. The bushes seem to be okay. If a more complex repair is needed, Melissa will speak to Darryl. Jerry asked Melissa about the **offer from GAHOA to homeowner's to pay down their delinquent dues**. She had not had any response.

NEW BUSINESS: One GAHOA property has gone into **foreclosure with unpaid dues totaling \$1,220.00**. We have not seen any dues from the foreclosure of this property even though the paperwork has been filed in court. Money should have been received from the attorney covering this case. Melissa will talk to the attorney to see if the GAHOA will receive any funds. Jerry signed the **Line Clearance Authorization Form** for PUD giving them permission to trim trees on the frontage area of 91st. He requested that all debris be removed from the trimmed area. There are 3 or 4 **different ways we receive change of address or sale of property**. One is our website. Jerry gave a copy of the e-mail address list to Melissa so that she could verify her information with Jerry's. Jerry received the **documents to be signed for our new insurance** and returned them to the

company. We now bundle our Liability Insurance and our Director and Officer Insurance. Michelle handed out the **GAHOA Expense Report**. We looked at possible changes in the budget for next year. We will need to increase the mailing budget to include the next newsletter. Marilyn Blackburn gave Jerry a **box with extra mailbox keys**. He will see how many keys are available and proceed from there as to how we should handle these extra keys. Jerry sees next year's big expense going to applying more beauty bark to the greenbelt strip on 83rd. Melissa would like to **get quotes for spreading this bark** using the blow bark system, or having the landscapers deliver and spread out the bark. She will look into the different opportunities.

We will need to send out another **Newsletter to discuss our annual meeting in January**. In 2014 the **Office of Secretary will be up for election**. Jerry wanted to discuss how we should handle this election. He wants to go back to a **three-position board**. This would involve giving more responsibility to the secretary and eliminate the shared position of the Treasurer. The secretary will handle the minutes, all mailings, the newsletter, and letters to homeowner's. He wanted to avoid another tie. It will be determined whether or not the two treasures will continue to share responsibilities. It was discussed if we should **increase the dues for 2014 by 5%**. It was proposed that we increase the dues to \$182.00 for 2014. This is slightly less than 5%. Rich 2nd the motion. All were in favor. We will mail out the **Newsletter and separate invoice** sometime in December. Dues will be due in February.

Melissa sent out a 2nd **notice of past due** emails to delinquent homeowner's. The new system Quick Books allows Melissa to see how many people owe dues and who they are at a glance. This gives the association another avenue to have information readily available and to email homeowner's more frequently. Homeowner's can now **pay their dues by using their credit cards**. They can use their Master Card or Visa.

Jerry asked if there was any other business. None was made. Jerry proposed that the **meeting be adjourned @11:00 AM**. Rich 2nd the motion. All were in favor.

Minutes prepared by Sheryl Connolly
Secretary