

GLEN ACRES HOA ANNUAL BUDGET

Effective Jan 1, 2015 to Dec 31, 2015

	2014 Proj. Budget	2014 Actual	2015 Proj. Budget	Comments
INCOME				
Amount in Bank Account 1-10-2015			\$ 6,875	
Past-Due Homeowner Dues		\$ 19,060		2013 and before
Homeowner Dues	\$ 34,762	\$ 28,756	\$ 34,762	12 homes have already paid for 2015
TOTAL INCOME	\$ 34,762	\$ 28,756	\$ 34,762	
EXPENSES				
Payroll Expenses				
Board Officers	\$ 9,000	\$ 9,000	\$ 9,000	
Total Payroll	\$ 9,000	\$ 9,000	\$ 9,000	
Administrative				
Postage	\$ 413	\$ 392	\$ 392	Newsletter & Invoices Mailings
Office Supplies	\$ 150	\$ 134	\$ 150	
Website / PO Box	\$ 290	\$ 290	\$ 300	Website is \$110/yr. & PO Box \$180/yr
Magnets / Calendars	\$ 60	\$ 60	\$ 60	
Quickbooks	\$ 75	\$ 266	\$ 351	
TOTAL ADMIN.	\$ 988	\$ 1,142	\$ 1,253	
Maintenance				
Landscaping	\$ 12,380	\$ 12,379	\$ 12,380	Contract
Retention Pond	\$ -	\$ 2,932	\$ 3,000	
Playground Maintenance & Bark	\$ 5,000	\$ 1,959	\$ 1,500	
Tree Service	\$ 1,000	\$ 1,303	\$ 1,600	
Fence Repair	\$ 500	\$ -	\$ 500	
Pressure Washing	\$ 700	\$ -	\$ 700	
Garbage Hauling	\$ -	\$ -	\$ 195	Garbage pick-up for parks
General Maintenance	\$ 1,500	\$ 586	\$ 1,000	
TOTAL MAINT.	\$ 21,080	\$ 19,159	\$ 20,875	
Professional Fees				
Legal / Liens	\$ 200	\$ 493	\$ 400	
Bond	\$ 208	\$ -	\$ -	
TOTAL PROFESSIONAL	\$ 408	\$ 493	\$ 400	
Taxes and Insurance				
Federal Income Tax	\$ -	\$ -	\$ -	
Insurance	\$ 3,173	\$ 2,677	\$ 3,173	
TOTAL TAXES & INS.	\$ 3,173	\$ 2,677	\$ 3,173	
TOTAL EXPENSES	\$ 34,649	\$ 32,471	\$ 34,701	

January 10th, 2015
Glen Acres Owner's Association meeting minutes
www.glenacreshoa.org

Meeting called to order @ 10:04am

Attendees:

Melissa Wageman
Reggie Wageman
Logan Wageman
Michelle Vonderau
Serena Groenig
Jonathan Vanderveen
Lee & Carol Mattson

Review of November minutes: Minutes reviewed, all were in favor to accept minutes.

Old Business:

- Melissa reported the leaning “No Parking” sign to the City of Lake Stevens. The City advised they need to order the sign, and it takes about 8 weeks. Vehicles parked in the cul-de-sac prevent emergency and garbage trucks to be able to turn-around.
- Melissa asked Pro-Cut Tree Services for an estimate to cut down the leaning trees at the end of 83rd Dr.
- Sports Courts – they were pressured washed in the fall. The white lines have faded. The board will get quotes in the spring to have the white lines painted.
- Garbage Cans - HOA will purchase two galvanized garbage cans to be placed at the playgrounds. One on 83rd Dr across from the big rock, and the second on 3rd St next to the dog waste station. At this time, the board will monitor the accumulation of trash before committing to a regular trash pick-up. The quotes for the cans and Waste Management services were as follows:
 - Providing our own 32 gal. can \$15.13 per billing cycle
 - Use their can \$14.86 plus rental fee of \$1.40 per billing cycle
 - The Home Depot cans were 2 for \$49.99
 - Lock and chains were about \$5.00 for each can location
 - Motion was made to purchase our own cans, and empty trash cans ourselves. Serena seconded the motion. All were in favor.
- Retention Pond – the retention pond on 83rd Ave has been cleared. The one on 3rd St will be cleared in the spring time.

Budget:

- Budget presented by Michelle Vonderau and all in attendance accepted the proposed budget.
- Invoices for 2015 dues were mailed in December. Payment is due by February 28, 2015.
- Credit Cards – homeowners can pay by credit card. If they choose to do so, please e-mail the board at glenacres1@hotmail.com. Michelle will send you a revised invoice along with a link to pay online.
- Auto-Bill Pay: please send payments to the following address, and make sure your bank has the correct address.

Glen Acres Homeowners' Association
PMB 168
303 91st Ave NE, Suite E502
Lake Stevens, WA 98258

New Business

- Plants - New shrubs will be planted by the big rock on 83rd to replace the shrubs that have died. Some homeowners have volunteered to help plant new shrubs in the spring. More info will be announced as the time gets closer. Landscaping will give recommendations on which plants would be a good choice for the growing location.
- Picnic - It was suggested that the association have a summer BBQ so homeowners can meet their neighbors. It will be a potluck event held either in the sports court or a park area. More information will be posted as we get near.
- President Election – Each year we hold an election for one position on the board. This year, the President was up for election. Melissa Wageman stated she would like to continue as president. She has been on the board for two-years, and has lived in this association for many years. It was asked if any others would like to run, and no one else was interested in the position. Lee Matson seconded the motion to have Melissa as president. All were in favor.

Meeting adjourned @ 10:30am

March 14, 2015
Glen Acres Owner's Association Meeting Minutes
www.glenacreshoa.org

Meeting called to order @ 10:00am

Attendees:

Melissa Wageman
Michelle Vonderau
Serena Groenig
Lisa Vanderveen
Lee Mattson
Angie Hein
Patricia Patton

Review of January Minutes: Minutes reviewed, all were in favor to accept minutes.

Old Business:

- ***Parking*** - Several parking issues have been brought to the Boards attention. The City of Lake Stevens are responsible for street parking violations, and complaints can be made at www.ci.lakesteven.wa.us or call (425)-334-1012. The HOA can only govern what is parked in a homeowner's driveway.
- There is a Cul-de-sac **No Parking sign** on 1St PL that is loose and leaning. The City was asked to replace the sign. It could take 60-90 days weather permitting. They have given no dates as to when it will be done. If the work cannot be done in a timely manner the board will find a volunteer or hire our handy man to repair the post.
- ***Retention Ponds*** - Brush Wrangler, LLC is being considered for retention pond clearing in the future. The rates are reasonable and the business is fully licensed, bonded and insured.
- ***Trash Cans*** - Trash cans at both park locations have had good feedback and Serena and Melissa will get them dumped as needed. **Please DO NOT dump your residential trash in the association trash cans!**

New Business:

- ***Tax Bill*** - Recently the HOA received a tax bill from the Snohomish County Treasurer concerning our **Surface Water Management Principal** dating 2010-2015. We have never received a bill before and Melissa is working with Barb Stevens from the Lake Stevens Treasury to get the penalty/ interest fees removed and pay the original bill. The current total of the bill is \$5,090.84. The state law regarding penalty/interest fees is quite strict and the Board is working with the City of Everett and Lake Stevens to have them removed.
- ***Lawn Strips*** - The grass strip and trees in front of homes are to be maintained by the homeowner. This is not the responsibility of the association.
- ***Park Bench*** - The park bench on the corner of 3rd and 87th by the sports court needs three slats replaced. Reggie Wageman has volunteered to replace them.
- ***National Night Out*** – Mark your calendar!! A community picnic will be on Tuesday Aug 4th for National Night Out!! It will be potluck style so please bring a side dish and your own lawn chairs or blanket. Locations will be at the sports court on 83rd DR and 1st Pl or playground and “Big Rock Park” on 83rd Dr. This is a great time to come out and meet your neighbors. National Night Out is a cohesive effort to promote involvement in crime prevention activities, police-community partnerships and neighborhood camaraderie.

Budget:

- 122 home owners have paid their dues to date.
- **2015 Dues** - Overdue notices will be mailed at the end of the month with a \$10 late fee for 2015 dues.

- **2014 Dues** - . There will be 12% interest added to homeowners bill that are past-due for 2014.
- Website renewal fee increased by \$9.00/month to \$119.00/year
- Landscaping went up \$30.00/month to \$2,780.55/year
- **Auto bill pay users – please make sure you have the correct mailing address for the association. The address changed two-years ago. Below is the correct address:**

**Glen Acres HOA
PMB 168, 303 91st Ave NE, Suite E502
Lake Stevens, WA 98258**

Homeowner Concerns:

- Patricia asked about **street cleaning** and was asked to call the Lake Stevens City Public Works Department to see if they are coming to her street. The City of Lake Stevens is responsible for street sweeping.
- Angie Hein wanted some cars looked at that are thought to be in violation of the CCR's. Board members will drive by the home to evaluate the possible violation. If the home is found to be in violation a letter will be sent to the homeowner.
- It has been brought to the Boards attention that a **home run business is in operation on 1st PL SE**. Our CCR's state that **no home** in the Glen Acres Community may have a home business. Neighbors have reported that there is an excess of garbage and boxes related to the home florist business. The home is also housing a flatbed trailer and pop up camping trailer which are not allowed in driveways or front yards.

Meeting adjourned @ 10:30am
All in favor

May 9th , 2015
Glen Acres Home Owner's Association meeting minutes
www.glenacreshoa.org

Meeting called to order @ 10:00am

Attendees:

Melissa Wageman
Serena Groenig
George Elsis
Joanne Simmonds
Patricia Patton

Review of March minutes: minutes stand as read, all were in favor to accept minutes.

Reports of Officers old Business:

- **Tax bill** from surface water management Lake Stevens, back from 2010 when we were annexed from Everett to Lake Stevens. Melissa is worked with Barb Stevens from Lake Stevens treasury to get the 12% interest fees removed and pay the original bill. The current total of the bill with the 5 years of late fees is \$5,090.84. The Principal amount is \$3,081.00 which we have paid, we are now only working to get the fees/penalty from the city of Everett removed.
- **Tube Slide Park** had wood planks for perimeter replaced and new bark added.
- **Benches** by sports court had some slats replaced and Reggie Wageman, (home owner), thank you Reggie.
- **Parking issues:** The city of Lake Stevens is responsible for parking violations and complaints can be made at this website: www.ci.lakesteven.wa.us you will need to provide the date, name of person filing the complaint, address, infringement or call (425)-334-1012. The HOA is responsible for anything in driveway.
- **Community picnic will be on Tuesday, Aug 4th for National night out!! We will have a potluck style for side dishes. Bring your own lawn chairs or a blanket. Locations will be sports court on 84th & the sports courts. We will have BBQ hot dogs. We hope this will bring a neighborhood comradery to Glen acres!**
- **Trash cans** at sports court and "big rock park" have had good feedback and Serena and Melissa have been dumping them. Very little trash is accumulated so we know they are being used properly. **However, the garbage can at the tube slide park is being misused and residents are filling the can with household garbage, causing an overflow, this is not the intent of the garbage can, so this can will be removed until the garbage situation can be handled with the residents.**

Budget:

- Budget prepared by Michelle Vonderau and presented by Melissa Wageman all in attendance accepted budget.
- **142 out of 191 home owners have paid** their dues to date giving us 74% paid.
- Bank balance as of now is \$24,205.00
- Dues brought in \$25,844.00

- Bank owned homes are being sold and a percentage of the dues will be reclaimed.
- **Auto bill pay users – please make sure you have the correct mailing address for the association. The address changed two-years ago. Below is the correct address:**

**Glen Acres HOA
PMB 168, 303 91st Ave NE, Suite E502
Lake Stevens, WA 98258**

New business

- **The Little library** was installed by a homeowner at the end of 83rd dr. as a resource to our community, the rules are to take a book leave a book return a book, share a book, all books added should be family friendly.
- **Garbage accumulation** at a residence on 84th & 3rd St. is still an issue and is in violation of a city code. Melissa is looking into a police citation. The home is rented and the owner has not been paying for the garbage service. The renter refuses to pay for garbage service, the law states owner must pay for water and sewer but garbage is not required.
- **Mailboxes** are becoming a drive by and this is against the law as not vehicle other than a mail carrier vehicle may block a mailbox for any period of time. Violators can be ticketed. The vehicles driving up to mailboxes can also be blocking residents drive ways causing a fire hazard and nuisance to neighbors. It is asked all be considerate of your neighbor's space.
- **Noise ordinance** is in effect at 10:00pm -6:00am this includes barking dogs, cars, music, and all noise, this can and will be reported to the police.
- **CUL-DE-SAC parking** is a fire hazard when in violation, parking tickets can be issued by police.
- **Basketball hoops** that are a sidewalk or cul-de-sac obstacle are also a problem for sidewalk and street access. These are to be kept in driveways.
- **Violation letters** will be sent out in regards to garbage, junk cars, boats, trailers, and recreation campers/trailers parked on the street in the cul-de-sac, as well as lawn care.
- **It was proposed to paint the curb yellow** in front of all mailboxes to discourage parking or drive by mail retrieval.
- **Property & fence** lines were discussed and made clear to a resident.

Meeting adjourned @ 11:24am
All in favor

July 11, 2015
Glen Acres Owner's Association Meeting Minutes
www.glenacreshoa.org

Meeting called to order @ 10:05am

Attendees:

Michelle Vonderau
Jim and Bev Taylor
Lee Mattson
Patricia Patton

Review of May Minutes: Minutes reviewed, all were in favor to accept minutes.

Old Business:

- ***Parking*** - Several parking issues have been brought to the Boards attention. The City of Lake Stevens are responsible for street parking violations, and complaints can be made at www.ci.lakesteven.wa.us or call (425)-334-1012. The HOA can only govern what is parked in a homeowner's driveway.
- The City of Lake Stevens installed the "No Parking" sign on 1st Pl.
- ***Mailboxes*** – Cars are being parked in-front of the mailboxes which prevents homeowners from accessing their mailboxes. Melissa had contacted The City of Lake Stevens to see if the association can paint the sidewalks red and stencil "No Parking" in white to prevent cars from parking there. The City got back to Melissa, but it was unclear if the association can do this. She's reaching out to The City for verification.
- ***Trash Cans*** – Trash can that was at the playground on 3rd St has been pulled due to residences dumping their household trash in it. **Please DO NOT dump your residential trash in the association trash cans!**
- ***Tax Bill*** - The HOA received a tax bill from the Snohomish County Treasurer concerning our **Surface Water Management Principal** dating 2010-2015. Melissa has been working with Barb Stevens from the Lake Stevens Treasury to get the penalty/ interest fees removed and pay the original bill. Barb removed the penalties and interest fees for 2011-2014. We still have not heard back regarding 2010 when we were still part of City of Everett.
- ***National Night Out*** – Mark your calendar!! A community picnic will be on Tuesday Aug 4th for National Night Out!! It will be potluck style so please bring a side dish and your own lawn chairs or blanket. This will be held at the **big rock on 83rd Drive**. This is a great time to come out and meet your neighbors. National Night Out is a cohesive effort to promote involvement in crime prevention activities, police-community partnerships and neighborhood camaraderie.

New Business:

- ***Retention Pond on 83rd Ave SE*** – The retention pond was cleared back in December. Jim and Bev brought up the pond is overgrown again. When the landscapers cleared the area, they only cleared the outer perimeter and not the entire area. Michelle is going to contact Greening America, and have the owner come out and inspect.
- ***Leaning Fence*** – Patricia brought up that her neighbor's fence is leaning towards her yard. She's afraid it's going to fall into her yard. Michelle suggested that she contact the neighbor and ask them to fix it.

Budget:

- 152 (80%) homeowners have paid their 2015 dues.
- We have released 4 property liens because homeowners became current on their dues!!

Meeting adjourned at 10:28am.

Minutes prepared by Michelle Vonderau

September 12, 2015
Glen Acre Owner's Association Meeting Minutes
www.glenacreshoa.org

Meeting called to order @ 10:00am

Attendees:

Melissa Wageman
Serena Groenig
Michelle Vondeou
Angie Hein
Bev & Jim Taylor
Ed Urritia
Sam Mata
Henry Muller

Review of July minutes: Minutes stand as read, all were in favor to accept minutes.

Old Business:

- **156 out of 191 Homeowners have paid** their dues to date giving us 85% paid to date.
- **Tree budget-** A review of our tree budget was done and \$1,000.00 is available to address homeowners concerns about leaning trees.

New Business

- **Guard rail on 1st St.:** In July an accident occurred on 1st St which resulted in damage to the guard rail. The City of Lake Stevens is responsible for the repairs which could take 3 months or more.
- **Green space trails** off 1st St. (behind the metal climbing dome) has had reports of forts being built, fires and possible camping. Two No Trespassing signs have been placed along the trail alerting people of illegal activities. Homeowners who border these green spaces need to watch out for these activities and call the police if necessary.
- **Trees in green space-** When a tree falls in the National Growth Protection Area (NGPA), the county mandates that it must lay where it falls to keep the natural habitat undisturbed. Trees identified as **HAZARDOUS** can be cut and or removed from the NGPA.
- Pro-Cut Tree Service was called and is going to access the leaning trees that are of concern from our last wind storm. The following properties have voiced their concerns over leaning and possibly HAZARDOUS tree(s).
 1. 131 83rd. Ave. S.E. - 3 Trees leaning towards home and roots are exposed.
 2. 22 83rd. dr. S.E. - Roots and tree jeopardizing the foundation of home
 3. 201 85th Ave. S.E.- Tree in SE. corner of the green belt had been dropping large branches, possibly dead.
 4. 3 83rd Ave SE 1 tree is leaning over their drive way and a large hanger branch is dangling over the driveway.

5. 328 84th Ave. SE. - Tree on their property fell and damaged their fence. The tree has fallen into a common use space. CCR's state: they need to repair it within 12 days of damage. A letter will be sent notifying the homeowner that the tree needs to be removed and the fence repaired.

- **Down Signs:** When you have a down sign such as a street sign or No Parking please contact Amanda Wells at 425-377-3231 or awells@lakestevenswa.gov.
- **Project proposal:** Local Boy Scout Tyler Groenig proposed building up to 5 Little Libraries for our Lake Stevens community. Two possibly three would be located within our Glen Acres Development. His Eagle Scout plan was presented, approved, and signed by Melissa Wageman. Project completion will depend on the fundraising date.

Parking issues: The city of Lake Stevens is responsible for street parking violations and complaints can be made at this website: www.ci.lakesteven.wa.us you will need to provide the date, name of person filing the complaint, address, infringement or call (425)-334-1012.

Meeting adjourned @ 11:24am
All in favor

November 14, 2015
Glen Acres Owner's Association Meeting Minutes
www.glenacreshoa.org

Meeting called to order @ 10:05 am

Attendees:

Michelle Vonderau

Melissa Wageman

Ed Urritia

Patricia Patton

Review of September Minutes: Minutes reviewed, all were in favor to accept minutes.

Old Business:

- **157 out of 191 Homeowners have paid** their dues to date giving us 82% paid to date.
- **Tree budget-** We're \$2,000 over the initial tree budget due to the wind storm in August caused trees to fall or lean.
- **Leaning Trees:** Pro-Cut Tree Service took down all the dangerous trees except for a big maple behind Ed's house. It's going to be at least \$1,400 to remove the tree due to where it's located. Unfortunately, we don't have any room in the budget. Melissa is going to check with Pro-Cut to see if the tree will be okay until January. Ed believes it will be okay since the leaves have fallen; therefore, the tree isn't quite as top heavy.
- **Guard Rail on 1st St:** Melissa heard from City of Lake Stevens, and the new guard rail should be installed the week of November 16th.
- **Taxes:** Melissa still hasn't heard from Everett regarding the taxes from 2010. The back taxes of \$500 needs to be added to the budget for 2016.

New Business

- **Metal Roof:** Homeowner e-mailed the board asking approval for a metal roof. The homeowner plans to have a new roof installed spring 2016. According to CC&R's, there are no stipulations regarding material used on the roof. Section 4.02 talks about uniformity. Also, projects need to be approved by the board. Everyone agreed the board needs to see samples of the material before approving.
- **2016 Dues:** Michelle brought up that we need to increase the dues for 2016 due to taxes and tree budget increasing. Per the CC&R's, the board can increase the dues by 5% without association approval. Michelle made a motion to increase 2016 dues to \$191, Melissa 2nd the motion, and the motion passed.
- **Election:** The election for treasurer will be at the annual meeting held on January 9, 2016.

Meeting adjourned @ 10:33 am.
All in favor.

Minutes prepared by Michelle Vonderau