

GLEN ACRES OWNERS ASSOCIATION ANNUAL BUDGET			
Effective January 1-December 31, 2018			
	Projected 2017	Actual 10/2017	Projected 2018
<b><u>Receivables</u></b>			
Annual HOA Dues	\$ 38,200	\$ 43,331	\$ 40,110.00
<b><u>Payroll Expenses</u></b>			
<b>TOTAL PAYROLL</b>	<b>\$ 9,000</b>	<b>\$ 7,950</b>	<b>\$ 10,800.00</b>
<b><u>Administrative</u></b>			
Postage	\$ 200	\$ 168.00	\$ 200.00
Office Supplies / Misc.	\$ 150	\$ 55.00	\$ 100.00
Magnets / Calendars	\$ 200	\$ -	\$ -
Website / PO Box	\$ 299	\$ 242.00	\$ 210.00
Quickbooks Monthly Fee	\$ 384	\$ 261.00	\$ 425.00
Bank Fees	-	\$ 15.00	\$ 90.00
HOA State Registration Fee	-	\$ 60.00	\$ 50.00
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,233</b>	<b>\$ 801</b>	<b>\$ 1,075.00</b>
<b><u>Maintenance</u></b>			
Landscaping	\$ 12,334	\$ 6,787	\$ 10,000.00
Retention Pond	\$ 3,000	\$ 2,723	\$ 3,000.00
Parks & Commom Areas	\$ 2,000	\$ 2,000	\$ 2,000.00
Tree Service	\$ 3,000	\$ 574	\$ 3,000.00
Fence Repair	\$ 750	\$ -	\$ 750.00
Pressure Washing	\$ 700	\$ -	\$ 500.00
Garbage Hauling	\$ 117	\$ -	\$ 120.00
General Maintenance	\$ 800	\$ 661	\$ 880.00
Misc. Supplies	\$ 800	\$ 34	\$ 580.00
<b>TOTAL MAINTENANCE</b>	<b>\$ 23,501</b>	<b>\$ 12,779</b>	<b>\$ 20,830.00</b>
<b><u>Professional Fees</u></b>			
Attorney & Legal Services	\$ 688.00	3,504	\$ 4,000.00
<b>TOTAL PROFESSIONAL</b>	<b>\$ 688</b>	<b>\$ 3,504</b>	<b>\$ 4,000.00</b>
<b><u>Taxes and Insurance</u></b>			
Property Taxes	\$ 500	\$ -	\$ -
Common Area Insurance	\$ 3,267	\$ 2,552	\$ 3,405.00
<b>TOTAL TAXES &amp; INS.</b>	<b>\$ 3,767</b>	<b>\$ 2,552</b>	<b>\$ 3,405.00</b>

**January 14th, 2017**

**Glen Acres Home Owner's Association meeting minutes**

[www.glenacreshoa.org](http://www.glenacreshoa.org)

Meeting called to order @ 10:07 am

Attendees:

Lisa VanderVeen

Angie Hein

Caryn Willis

Patricia Patton

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

**Reports of Officers old business:**

- Sent out Newsletters and Invoices as well as updated the website.
- Tax issues are resolved. We had to pay the principle of \$762.54, but no penalties.

**New Business:**

- We have had some new homeowners join our neighborhood but the escrow companies are not always informing us of these changes. If you are new please let us know!
- The Planning Department for the City has taken over any and all parking issues on 83<sup>rd</sup> Dr. If there are any further issues please contact them.
- Retention Pond on 3<sup>rd</sup> – Kids have been caught braking the fence by climbing over it and then playing in the pond. If you see anyone doing this please ask them to stop. The fence has been fixed and we will check with the insurance company as to if we need to have “no trespassing” signs put up.
- Common area near 228 86<sup>th</sup> Ave has strange metal post sticking out of the ground that are only around 4 inches tall. These are a tripping hazard. We have received a quote of around \$300 to have them cut off below ground level and then covered back up. We are investigating solutions that are cheaper to resolve this issue.

- We are responding to different CC&R violations in our community.
  - **Please call police if you see any questionable activity or homeless camps etc.**
- Reminder that all camping in Lake Stevens is against the law.

**Budget:**

- Budget presented by Angie Hein and all in attendance accepted the budget.
- 2017 invoices sent out and dues are coming in.
- Due to requests to be able to pay online we are looking into the possibility of setting up a PayPal Account.
- Back dues are at \$23,761.28. We would like to reach out to homeowners that are behind or not paying at this time to try to make payment arrangements. Beginning payments will stop liens being put on houses.

**Board members:**

- Motion to fill the vacant secretary position for a term of three years. Patricia nominates Caryn Willis as secretary. Lisa seconds. Motion approved.

Meeting adjourned @ 10:58 am

All in Favor

**March 11th, 2017**

**Glen Acres Home Owner's Association meeting minutes**

[www.glenacreshoa.org](http://www.glenacreshoa.org)

Meeting called to order @ 10:04 am

Attendees:

Lisa VanderVeen,	Travis Wright
Rondi SanSaver	John Miller
Caryn Willis	Courtney Williams
Patricia Patton	

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

**New Business:**

- KempWest has given us an estimate for cleaning out the retention pond on 83<sup>rd</sup> of \$1500.
- The city of Lake Stevens has taken over any and all parking issues on the roads. If there are any further issues please contact Parking Enforcement or Planning Dept.
- Retention Pond on 3<sup>rd</sup> – Kids were caught breaking the fence by climbing over it and then playing in the pond. If you see anyone doing this please ask them to stop. No trespassing signs have been put up and our landscaping company has removed the used needles in the area.
- Common area near 228 86<sup>th</sup> Ave had strange metal post sticking out of the ground that were only around 4 inches tall. These were tripping hazards and have been removed. This cost us \$217 which was lower than our original estimate.
- Our handyman also discovered that our basketball hoops were in danger of falling. We are working on getting these replaced.
- We are pricing out whether to replace the tetherball on 3<sup>rd</sup> or remove the pole.
- A greenbelt tree fell down on 1<sup>st</sup> Pl into a homeowner's yard. It has been cut up and put back into the greenbelt and their deck has been repaired.

- We had a professional rock climber ask for permission to climb the big rock at the end of 83<sup>rd</sup>. There was a vote as to whether he should be allowed to, the results of which was no. There are “No Climbing” signs posted around the rock and the parks in our neighborhood are for homeowners and guests.
- **Please call police if you see any questionable activity or homeless camps etc.**  
Reminder that all camping in Lake Stevens is against the law.
- No new violations to report this month.
- New homeowners should have received a Welcome Letter; if not please contact us at [glenacres1@hotmail.com](mailto:glenacres1@hotmail.com)

#### **Budget:**

- Thank you to all homeowners who have paid their dues!
- This month we are working on completing the taxes for our neighborhood.
- \$180 was used for the renewal of our website.
- Landscaping contract renewal this month. Cost has increased to \$997.50 per month. Will look around to see if there are any better options.
- We would like to reach out to homeowners that are behind or not paying at this time to try to make payment arrangements. Beginning payments will stop liens being put on houses.
- Angie our Treasurer has resigned. We placed the opening on NextDoor.

#### **Board members:**

- Motion to fill the vacant treasurer position. Lisa nominates Rondi SanSaver as interim treasure until January 2019. Patricia seconds. Motion approved.

Meeting adjourned @ 10:50 am

All in Favor

**May 13th, 2017**

**Glen Acres Home Owner's Association meeting minutes**

[www.glenacreshoa.org](http://www.glenacreshoa.org)

Meeting called to order @ 10:02 am

Attendees:

Lisa VanderVeen,

Caryn Willis

Patricia Patton

**Review of March minutes:** minutes reviewed, all were in favor to accept minutes.

**Secretary Report:**

- We are currently contacting Homeowners to update our contact information. We are planning to start emailing out invoices next year as well as our yearly newsletter which will be at the end of this year.
- Regarding the violations from last month; we have sent letters out and will be trying to get in touch with violations which have not been fixed.

**New Business:**

- We have renegotiated our landscaping contract and have cut our bill in half from \$997 to \$500 to facilitate more flexibility in our budget. . They will now be mowing half the neighborhood at a time.
- The metal railing on 1<sup>st</sup> was taken out by a car this last month. It is not owned by the HOA. The City will be replacing it though it may take up to 6 months.
- Retention Ponds: We have looked into the cost of having goats clean out the retention ponds and found that we wouldn't save any money going that route, and we would still need to clear out the trees separately. We are planning on clearing out 1-2 ponds this year in late summer as we need to wait until the water has gone down.

- We are getting bids for playground work on 1<sup>st</sup> Place, replacement of basketball hoops, and tetherball. These are all larger expenditures that have been delayed while dues are collected.
- Playground on 1<sup>st</sup>: We are planning on doing safety improvements this summer by replacing the border timbers and resurfacing with woodchips.
- National Night Out: Do we want to participate this year? Last year we had an ice cream social provided by the HOA.
- **Please call police if you see any questionable activity or homeless camps etc.**  
Reminder that all camping in Lake Stevens is against the law.
- New homeowners should have received a Welcome Letter; if not please contact us at [glenacres1@hotmail.com](mailto:glenacres1@hotmail.com)

#### **Budget:**

- Thank you to all homeowners who have paid their dues! We have received 84% of the dues so far. Though we still have a number of back dues that are owed.
- There are no noteworthy expenses at this time.
- We are planning to update our website to make the Dues information easier to find.
- We would like to reach out to homeowners that are behind or not paying at this time to try to make payment arrangements. Beginning payments will stop liens being put on houses.

Meeting adjourned @ 11:22 am

All in Favor

**July 8th, 2017**

**Glen Acres Home Owner's Association meeting minutes**

[www.glenacreshoa.org](http://www.glenacreshoa.org)

Meeting called to order @ 10:05 am

Attendees:

Lisa VanderVeen,                  Rondi SanSaver,                  Bev Taylor  
Caryn Willis,                          Travis Wright,  
Patricia Patton,                      Jim Taylor,

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

**Secretary Report:**

- Most violations from the last two months have been resolved. Will continue working on contacting those still in violation.
- No new violations to report.
- Will be sending out welcome letters to new homeowners.

**New Business:**

- The metal railing on 1<sup>st</sup> was taken out by a car a couple months ago. It is not owned by the HOA. The City will be replacing it though it may take up to 6 months.
- Retention Ponds: We will be scheduling one retention pond to be cleared in late summer with KempWest. We are waiting for the water to go down enough.
- We are still working on figuring out the replacement of the basketball hoops.
- The Tetherball has been purchased and will be put up soon.
- Playground on 1<sup>st</sup> is completed for now. Safety improvements have been made to the border and wood chips were placed in the play area. Further improvements will have to be scheduled for future years.
- National Night Out: This year we will not be participating. We will work towards doing something next year.
- **Please call police if you see any questionable activity or homeless camps etc.**  
Reminder that all camping in Lake Stevens is against the law.



- New homeowners should have received a Welcome Letter; if not please contact us at [glenacres1@hotmail.com](mailto:glenacres1@hotmail.com)

**Budget:**

- Thank you to all homeowners who have paid their dues! Only 14% are unpaid for 2017. (92.6% paid!)
- We have 12 past due accounts in collections at this time (for years prior to 2017). They are totaling \$19,000 and are being handled by an attorney. \$3,000 deposit has gone to the attorney.
- Check out our new “dues” section that is now up on our website!

Meeting adjourned @ 10:39 am

All in Favor



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*Meeting Minutes / [glenacreshoa.org](http://glenacreshoa.org)*

**Date:** September 9, 2017

**Roll Call:** @10:00 AM meeting called to order.

1. Rondi Sansaver- Interim Treasurer and Acting Secretary
2. Lisa Vanderveen-resigning Interim President
3. Travis W.
4. Sam & Debbie M ( visit at start of meeting )
5. Patricia P.
6. Aaron A.
7. Lee M.
8. Ed U.

**Minutes of preceding meeting:**

Minutes reviewed and approved. Lisa motioned, Patricia seconded

**Reports of Officers:**

*President-*

1. Pond clearing completed by Kemp West. Detention Ponds 1 & 4 completed 2016 & 2017. Ponds (2, 3 & 5) next to be done, HOA Board to start scheduling this in the following years.
2. Homeowner (E) and his Family cleaned up park on 3<sup>rd</sup> and debris removed out of greenbelt -Big Thank you for all your efforts in supporting your neighborhood!
3. Suggested by homeowners at meeting-no dumping signs placed in greenbelt woods and park areas to prevent yard waste dumping.
4. We have been in contact with Pokémon regarding stops at big rock park as this is a safety and traffic concern.

*Vice President-N/a*

*Secretary-no report.*

*Treasurer-*

1. Budget review including, detention pond clearing paid & HOA state registration paid. Budget approved-all in favor.
2. November's meeting changed to 11/4/17 and has been changed on our website schedule as well.

*Reports from Committees: N/A*

**Elections:**

Interim President Position open, President is resigning. Travis Wright was the only candidate. He was voted in as Interim President until January 2018, at which time the term ends and open election for president will occur.

**Unfinished Business:**

1. No Dumping signs to go up.( yard waste has been dumped in greenbelt areas )
2. Pokémon stop needs to be removed. HOA Board to follow-up.

**New Business:**

1. Homeowner mentioned, fence falling down 83<sup>rd</sup>. HOA will address this and report back next meeting on the findings.
2. Homeowner (E) removed 6 trash bags of debris from greenbelt. He discovered a campsite in greenbelt & made campsite report to LSPD. There's falling trees over walking path that need to be removed in that area, to help avoid this camp coming back and to increase foot traffic on this path. Our "no trespassing" sign in that area was vandalized and thrown down. It is back up now.
3. HOA would like to start: (3) or (4) volunteer committees: twice month drive through neighborhood to look for violations, unapproved improvements and greenbelt / park health. Report & Pictures to be emailed to president and letters sent out that week by Secretary. Committee members to be present at meeting? And/or at least the reports present at meetings. \*details to be worked out and be presented at next / Novembers meeting.
4. Homeowner (A) expressed interest in volunteering.
5. Homeowner suggested: Chain link fence along road at park on 3<sup>rd</sup>, for small children's safety from running out on road when playing at park. HOA will address this, get quotes and report back once quotes received.

**Meeting Adjourned 10:55AM.** All in favor.



## ***Owners Association***

### **Meeting Minutes for: November 4, 2017**

- **Period Dates :** September 1<sup>st</sup>-October 31<sup>st</sup>,2017
- **Meeting Called to Order:** 10:00 AM

### **Roll Call / Attendees:**

- *Ed. U., Patricia P., Travis Wright-Interim President & Rondi Sansaver-Interim Treasurer Secretary*

### **Notice of Meeting:** *Posted on Website*

### **Review of Preceding Meeting Minutes:**

*Motioned by Travis & Approved by all attendees.*

### **Budget Review:**

- *September-October 31<sup>st</sup>, 2017 Review. Motioned by Travis & Approved By all attendees.*
- *2018 Projected Annual Budget Review. Motioned by Travis & Approved By all attendees.*

### **Reports of Officers:**

#### **President**

- *New Mailing address-PO Box Snohomish: PO BOX 1393, SNOHOMISH, WA. 98291*
- *Interim Secretary Position available.*
- *Weekly drives- many trash and other bins stored in front of homes or in drive ways (not screened from view). We gave reminders of CC&R'S & Fines associated with this in our newsletter; emailed/mailed on 11/2/17 for this and other violations.*
- *Tree Concerns: four trees reported, all inspected and one cut so far.*
- *Annual meeting January 6<sup>th</sup> –new time 10:30 AM. Please come join us at the January meeting. Elections: Vice president & president & 2018 Budget Effective January 1<sup>st</sup>, 2018 at \$210.00.*

#### **Treasurer**

- *Delinquent homeowners Attorney Notices-Several homeowners have accepted payment plans.*

- CC & R Violations Attorney Notices- Mailed to repeat CC & R Violations & may start filing suit on \$2k plus delinquent to collect past dues and or / fines.
- 95% dues paid for 2017 (10 unpaid 2017 & 5 pending for past years)
- (15) YTD homeowners owing for total of: \$ 18k ( all Past & Current years)
- 2018 budget completed / reviewed & approved at Novembers meeting / effective January 1<sup>st</sup> 2018.
- 2018 dues will be \$210, you may send in your payment early if you'd like, you do not need to wait to be invoiced in December to make your 2018 payment. Credit Card payment option is available with an additional \$10 convenience fee. If you're interested in paying by Credit Card, please email Association. Annual Assessments are due: Due 12/31/17 and late 2/28/2018.  
Thank you.

#### **Secretary**

- Recent violation notices (7): Parking-boat, Structure on lot, parking-trailer, (2) landscaping & maintenance, parking and animal off leash. Others ready to mail for-Trash & other bins not screened from street view.
- Website Updates: added map, change of mailing address, updated neighborhood information, meeting schedule with new start time. We will be using this tool regularly going forward for updates. Please take a look and check back often.
- Notes from the Board: We are "going paperless" to save on budget costs. Please be sure the Association has your email address. ( approx. 25 homeowners still pending)
- The 2017 Neighborhood Newsletter was sent out to all 191 homeowners November 1<sup>st</sup>. Great reminders and information for your review.

#### **Vice President Report: N/A**

#### **Committee Reports: N/A**

#### **Elections:**

- Interim Secretary Position available. No interested candidates at the November Meeting. Please let us know if you are interested in this position.

#### **Unfinished Business:**

- **Fencing park on 3<sup>rd</sup>-30'** of fencing needed, looking to possible add vinyl open rail to match rest neighborhood in front of play structure (spring?) Pending on 2018 dues.
- **Old Camp debris removal in wooded area-** Quote \$90 hour. Still waiting on another vendor to reply. Looking to hopefully have a quarterly service in our wooded area? Pending on 2018 dues.
- **Rail down on 1<sup>st</sup> street-** City of Lake Stevens is responsible for this repair/replacement and they have been out to measure etc. recently, no official word yet as to when it will be replaced, we

were quoted 6 months for replacement. Please be careful in this area as there is no railing present on this stretch of sidewalk.

- **Signs to Order**-No dumping of yard debris, no camping, please pick-up after your dog, and no trespassing.
- **Pokémon Stop (Big Rock)**-Reported that the Pokémon gym stop is deleted (won't be sitting / standing outside) but they still have us listed as a spin stop (stop go).Please alert us if you still see activity.
- **Fencing on 83<sup>rd</sup>**- Looked shored up. Completed for now.
- **ISO Volunteer Committees**- Descriptions are listed in our 2017 Neighborhood Newsletter. Please email us to sign up if you're interested. This is a great opportunity to get more involved in your neighborhood!

**New Business:**

*Order and Place Signs: "Please pick up after your dog", along 83rd street/sidewalk brought to our attention. We will post new signs in several areas throughout neighborhood.*

**Adjourn Meeting:** Travis Motioned, Seconded by all.

**Meeting Adjourned: 10:42 AM**