



**Glen Acres Owners' Association**

P.O. BOX 262, Lake Stevens, WA. 98258

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2024 Annual Meeting **Minutes** January 3rd, 2024

Meeting Called to Order @ 6:06 pm

Roll Call:

**Members By Proxy:** 13

**Association Members Present-Zoom:** Corey C., Steven & Barbara, CJ & Sandra, Dustin R., Katelyn D., Ben & Shelia, Nicole D.

**Board of Directors & Principal Officers:** Travis Wright & Rondi Sansaver

**Meeting Notice:** December 1<sup>st</sup> emailed w/ 2024 invoices, December 2<sup>nd</sup> mailed & December 9<sup>th</sup> website.

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Welcome to the **2024** Glen Acres Owners' Association, Annual Meeting.

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**Preceding Meeting Minutes Dated:** January 4<sup>th</sup>, 2023- Annual Meeting

Motion: approve the minutes & skip the overview-copies emailed to attendees prior to meeting

**2023 Year-End Budget Overview- TREASURER**

12/31/2023 Annual Dues Paid: 95%

9 Delinquent Properties < \$2400

12/31/2023 Bank Balance: \$59,600

2023 Budget-Year End Balances-overview

**2024 Budget Ratification & Overview-TREASURER**

Annual payment increased \$ 13.40. Annual payment \$ 281.41. Annual Budget \$53,750

2024 Dues-62% paid as of 12/31/2023. **Thank you for your prompt payments!**

Vote 2024 Budget Ratification-budget approved

All in favor: 13 Proxy / 62% Paid

Opposed: 1 Proxy / Present Via Zoom: 0

**Elections-Board of Directors-TREASURER**

1. New Board Candidates-meet and greet—

Katelyn D. requested more details.

Corey proposed his renter to volunteer, if / when eligible.

2. Current Board of Directors & Officers-terms of service--current Board is retiring and looking for qualified members. Eligibility: members ' accounts must be in good standing (24 months), with no current or recent violations (24 months).

3. Current Board: President-term-----one year, Treasurer term----one year, Secretary term-----one year

## Unfinished Business-Neighborhood Observations, Reminders & Projects-PRESIDENT

### 1. Street Safety, Parking & Street Signage-Resources

- Visit the **New Citizen Connect** request portal on the City of Lake Stevens website. lakestevenswa.gov.

Go to the City Services menu, select the PW & Parks request portal to file a service request, i.e., request to **paint a fire lane, or mailbox curb, install no parking & general street signage or sidewalk & street repairs.**

- Call LSPD at 425-407-3999 **non-emergency dispatch** for parking violations such as:  
Abandoned or recreational vehicles, trailers, campers, boats, or unsightly & unregistered vehicles,  
Vehicles parked in yards ( front, side, or rear yards or behind the garage face),  
Parking on sidewalks or blocking sidewalks or mailboxes,  
Parking in any cul-de-sac ( **our cul-de-sacs are for: fire lane access / emergency vehicles, only**).  
• After submitting a city service request on the LS citizen request portal and or filing a report with LSPD, please contact us, so we may follow-up with LSPD and or send out violation notices to the property owners. Parking Violations: Pictures of the **Vehicle & Plate #** are appreciated. Let us all work together to maintain safer streets within our neighborhood!

**Reminder: Prohibited Vehicles Oversized trucks / vehicles, Boats, Trailers: utility or camping, Campers, Motorcycles on any street, yard, or lot.** Our lots and streets are compact and do not have adequate space for these types of vehicles.

1. **All Exterior Changes to Lots & Homes Require 20 Day Approval Process.** This includes but is not limited to; painting, roofing, fences, sheds, landscaping, patios, patio covers, pergolas, retaining walls, parking pads, removal of landscaping, A/C units. For all exterior changes, please:
  - Call the City of Lake Stevens Planning department for plan review and or permitting.
  - Submit the plans and material list to the HOA **no less than 20 days prior to any work** and include the City of LS approval and or permit.
2. **Garbage, Recycle & Yard Containers**-containers must be removed from street **VIEW** on service day.
3. **Reporting Neighborhood-violations, repairs, or concerns-if you see something, say something.**  
We need YOU to help keep our neighborhood safe and a great place to call home.
4. **Forest Awareness-Trees**  
Be aware of the trees around your home. You are the most familiar with the trees near you. Reach out to us immediately, if you see any tree that looks unhealthy or damaged. If a tree is blocking the public right-of-away ( road or sidewalk) call 911.
5. **Playground Safety and Restoration: Funding & Timeline?**  
We will need to do a special assessment to replace our playground equipment.  
Timeline? Playground equipment will be ordered as soon as we collect the special assessment.  
Estimated \$20-30K ( installation, equipment, footing and border)  
On 12/17/2023 we did an Inspection of 1<sup>st</sup> Place Park tot-lot. The equipment is in working order but faded & missing paint. 2024 Spring proposal: paint merry-go-round and add footing materials.

## Neighborhood Projects-completed and forecasted

### Completed Projects:

- 2021, Forestry Assessment by Certified Arborist
- 2021, Installed new perimeter fencing both Sport Courts
- 2021, All Five Retention Ponds Scheduled for Maintenance
- 2022, 83rd BB Court table and bench replacement
- 2022, 1<sup>st</sup> Place Park bench replacement

### Forecasted Projects: volunteers needed for these projects

- Replace / repair fencing in common areas
- Update, street parking signage
- Replace / repair park benches & picnic tables
- Playground Chips added to 1<sup>st</sup> Place Park
- Playground equipment replacement-special assessment and/or dues increase

#### Clean/Pressure wash:

- White vinyl fencing throughout the neighborhood
- Park benches & picnic tables
- Retaining block walls 3<sup>rd</sup> Street/83<sup>rd</sup>, Sport courts 83<sup>rd</sup> & 3<sup>rd</sup> Street
- Fourteen mailboxes bases
- Playground & park concrete pathways

#### Re-paint:

- Sport court white striping lines
- Merry-go round Park 1<sup>st</sup> Street Tot Lot

#### New Business

1. Home Sales & Association Membership Transfer---obligation to notify the association of all sales.
2. Home Rentals---obligation to notify the association, provide new billing address, provide CC&R's to the tenants, share the tenant contact info. & vehicle information.
3. City of Lake Stevens Website-city services menu, **new citizens connect request portal**-for citizen requests to the city. i.e., **Street & sidewalk repairs, signage-replacement or fallen, fire lane painting & Code Enforcement Reporting.**
4. New HOA CPA-White Spruce Eric Tropin CPA, MBA
5. New Website-redesigned by PARALLAX! New website is: **[glenacresowners.org](http://glenacresowners.org)**
  - a. Pending documents to upload and format. Thank you in advance for your patience.
6. New Parks Department-The City of Lake Stevens
  - a. The Parks Department is conducting outreach and inspections on identified local neighborhood Parks and mandating safety closures on unsafe playground equipment, as necessary. This is a Great new addition to our city.
7. Open Forum---New Business---Proxy Members
  - Elect: Three ACC members (architectural control committee)  
ACC members receive requests for all exterior changes to homes, consult with owners and review with the HOA president for final approval. Additionally, inspect the Playgrounds, Trails & Common areas.
  - Elect: Three Street Safety Committee members. Drive and or walk our streets, to identify parking violations and or street signage concerns. Take pictures and mail violation notices to property owners.

#### Proxy-Association Member Concerns

- **Parking concerns on 1<sup>st</sup> Street.** Members parked on the **sidewalks and on the street daily.** It has impacted city services on my street including garbage & street sweeper services. ( First: Call LSPD non-emergency to file a report 425-407-3999 after your report, contact us to send the violation notifications to the owners.)
- **Mailbox parcel damage** on 86<sup>th</sup> Ave SE. (members and the association to both contact LS post office for service )
- **QuickBooks automatic reminder emails**-annual dues invoices ( QB automatically sends three reminder emails after the initial email. Once payments are received, no further reminder emails are sent).

## 8. Open Forum---New Business---Zoom Members:

Corey: voiced; (during the budget overview section of the agenda), he had questions regarding his property violations.

The Board: out of respect of the “agenda protocol” and attendees; once we get to the *new business section of the agenda*, we will open the meeting floor to all new business.

Corey: further voiced; it is against state law for you to be *compensated*.

The Board: board principal officers are eligible for compensation ( per our *neighborhood governing documents*) and to review our *neighborhood governing documents*, to alleviate his confusion.

Corey: further voiced; a budget “title name” was revised from, *Reimbursement to Stipend*.

The Board: yes, for better formatting.

CJ: requested tree service behind his home. The Board: we will schedule a tree inspection, immediately.

Dustin: asked for more details on the playground project.

The Board: the association was mismanaged for several years, meaning the annual dues were not increased annually. Therefore, we did not have the capacity for a *reserve fund* or *the capital* for on-going maintenance. Additionally, the collection protocol on delinquent properties was not enforced, fully, due to financial restraints ( i.e. hiring a collection Attorney). Therefore, to professionally restore our playground equipment, we will need to do a future **special assessment** and **raise the annual dues** concurrently.

Barbara: further mentioned, the previous playground equipment was not rated for commercial use ( rather residential use) , therefore, it needed to be removed.

Travis: further mentioned, that the playground equipment was unsafe, per a certified inspector, nor would it be cost effective to try and repair it.

Attendees: the small libraries in our neighborhood; who installed & maintains them?

The Board: they were installed by the Eagle Scouts years ago and not maintained by the Association.

Meeting Adjourned @ 7:07 pm

*We appreciate your participation. Thank you, The Board*