

### **TMG Corporate filing**

On May 29, 2008, the status of the Holly Hills Estates HOA was listed on the Secretary of state website as "Inactive" and having expired on 2-28-2007.

TMG was notified and filed the report and covered the cost of the late fee. The expiration date is now 2/28/2009

[http://www.secstate.wa.gov/corps/search\\_results.aspx?search\\_type=simple&criteria=all&name\\_type=contains&name=Holly+Hills+Estates+Homeowners+Association&ubi=](http://www.secstate.wa.gov/corps/search_results.aspx?search_type=simple&criteria=all&name_type=contains&name=Holly+Hills+Estates+Homeowners+Association&ubi=)

### **Actions taken since June 12 meeting**

**At the June 12 meeting, Margaret offered to serve as secretary.** Later Lara concurred and Margaret notified TMG on June 30.

**The contract with TMG was automatically renewed on July 1, 2008,** with the contract start date Sept. 1.

Lara Harker, (president) and Alicia King (vice president) authorized renewal of the TMG contract without obtaining competitive bids because the board is in the middle of a number of projects.

**The whole board met with TMG on August 12, 2008 to review the TMG contract and clarify procedures with TMG.** Communications from TMG to the board are to be copied to the entire board. Work outside the regular TMG contract, regular landscape contract, or regular utility bill is to be authorized in writing by the president in advance. The request for authorization is to be sent in writing with copy to all board members so that they can provide input prior to sending checks.

Per the fee agreement, \$500 flat fee for the CC&R/By-Laws review was paid, and \$1,050 for the hourly work to complete the 5 questions analysis and opinion letter.

### **Minutes August 14, 2008 Holly Hills Homeowners Association Board Meeting**

**Present from HOA:** Board members Lara Harker (president), Alicia King(VP) and Margaret Tweet (secretary)

Pam Wathen, TMG representative

Pam Wathen of TMG provided the board with updated information.

Meeting opened 7:07. Pam introduced the homeowner input segment.

### **Homeowner Input**

Doug McClaren came to observe a meeting.

John Spear came in response to the brown lawn watering notice he received.

He explained that he could not find the fine schedule on the website.

He asked what specific guidelines applied to lawn watering and the steps he has taken.

He recommended courtesy letters as a starting point for notices about yardcare instead of registered letters.

**Lara moved to waive any fees for his lawn, and Alicia seconded.**

Alicia invited homeowners present to volunteer for positions such as secretary, treasurer, etc.

Deborah Alexander noted that management fees are high. She suggested fewer billings per year to save money and allowing homeowners to make payment arrangements if needed. Pam stated that payment arrangements could be made if necessary with TMG if a move to semi-annual or annual billing is made. All households must be on the same billing schedule.

Sandra Luna suggested that the pear tree near the entrance wall be preserved. She noted that the fence is just 4 ½' tall. The tree offers shade to the plantings, privacy, and helps buffer the noise between her home and the busy street corner of 38<sup>th</sup> and Dahlia. Sandra noted that the niacin in the grass fertilizer seems to adversely impact the street pear trees,

### **Minutes Approval**

The May 1 board meeting minutes were approved with 3 corrections.

The June 12 board meeting minutes were approved as submitted.  
The minutes will be e-mailed to TMG.

### **President's Report**

The CC& R legal review was completed.

Views that had been blocked had been restored as per the view policy.

A letter will be sent to clarify tree trimming requirements for an owner on 36th.

Another letter will be sent to OK's felling a dead tree on the owners property with some portion of the tree to possibly fall in a forested section of common area.

### **Financial Report**

The report was reviewed and approved.

**Irrigation repairs** appear effective. Watering costs are down, no more geysers.

**Irrigation mapping** The physical location review has been completed by Acer and took more than twice as long as projected due to difficult repairs and overgrown controllers that had to be located and dug out. Margaret will follow up with a final copy of the map.

**The motion from the May meeting to make the quarterly reports available to homeowners at meetings was reviewed** with a reminder to make copies for next meeting. Then homeowners that attend the meeting can better follow the discussion. A board member will need to send the quarterly report to the HHills webmaster to post it.

### **Delinquency Report**

The delinquent payments amount to approximately \$ 9822, which may have to be written off in part as bad debt expense

3 pending trustee sales on houses in HHills were reviewed. Have liens been filed? HHills may not collect for the amounts due to the association, depending on sales terms.

### **Infraction Report**

Discussion was held about the recent compliance letters sent both by regular mail and as registered letters after the August compliance review.

**Motion** to change the status of the letters sent after the August compliance review to “reminder” status was made by Alicia. Margaret seconded.

**Motion** to make future initial letters sent after compliance reviews as “reminder” letters, (via regular mail only) was made by Margaret. Alicia seconded.

**Motion** to change the number of compliance reviews to just one for 2008, and one in 2009 was made by Lara and Margaret seconded.

### **3347 Dahlia yardcare was discussed.**

The front lawn had been mowed and weeded twice (Total \$45) in addition to the initial mow performed in June. Hedge and tree trimming was also performed as approved on June 24. A bin for yard debris from this property and the park was also approved in June at a cost of approx \$6.73/month per bin.

**Motion** not to spend more on 3347 Dahlia made by Alicia and Lara seconded.

### **Committee Reports**

#### **Landscape Committee**

Marie Page, the Landscape Chair, offered input via e-mail that the budget for landscape required more time. Future work requires bids. There is also work that has often been added that should be included in the annual contract.

Furthermore, new aspects of common area care are brought to the attention of the landscape committee that should be included in regular maintenance.

#### **A motion** to

\* remove approx 4 dead trees on 38<sup>th</sup> at a cost of \$72

\*an additional mow of corner of 31<sup>st</sup> and Dahlia at a cost of \$72

\*road access required for the retention area on Dahlia of 1 hour at \$48 was made by Margaret and Alicia seconded.

A bid was discussed of 6 hours for the lower corner east side of Dahlia from 34<sup>th</sup> Circle to retention fence to cut further back the thistles and thickets on upper Dahlia. An additional 12 hours needed to extend the cutback up the hill to the home on 31<sup>st</sup> and Dahlia. Lara and Alicia opposed because too late in the season.

**A motion** was made by Margaret and seconded by Alicia to obtain bids to

\* remove small pear trees on Dahlia at creek too small to trim to code

\* Remove butterfly bushes from creek area on both sides of Dahlia and cut two alders growing out of creek bank on west side of Dahlia due to potential falling/hazard.

Butterfly bushes are a weed of concern and removal or control is recommended.

\* Remove butterfly bushes and dried bushes on path from 32<sup>nd</sup> to 31<sup>st</sup>.

\* Trim boulevard trees on 38<sup>th</sup> and also Dahlia to code

Discussion was held about maintaining the common area behind homes on 29<sup>th</sup> and the drainage ditches that the association had installed in sections of the common area and whether it was homeowner or association responsibility. A June 12 authorized ½ hour weeding on the trail between 32<sup>nd</sup> and 31<sup>st</sup> was cancelled.

### **Budget 2009 Discussion**

October 1 is the due date for budgets to be turned into TMG for mailing to homeowners, which is earlier than previous years. Discussion was held.

**A Motion** not to increase dues in 2009 was made by Alicia and seconded by Margaret

Discussion was held on how much to put into reserves and it was suggested to wait for year end when a better assessment of operating expenses could be made.

**A Motion** was made by Lara to review the amount in retained earnings for 2008 for possible transfer to reserves at the next board meeting. Margaret seconded the motion.

### **CC& R Review Discussion**

Discussion was held re Barker Martin drafting a bundled declaration to replace the several declarations HHills now has. It was explained that amendments to the CC&R's required a 67% vote of homeowners.

Pam explained that some minor updates can be made via resolution.

### **Oak Ridge Lease**

This possibility was discussed and a lease amount of \$300 per year to increase by 5% every 2 years was decided by the board. Lara offered to follow up with Oak Ridge.

The meeting was adjourned at 10:00

### **Actions taken after August 2008 meeting.**

After the meeting, the board followed up on the number of billings per year they would like to contract with TMG for via e-mail. A motion was made to switch to semi-annual billing by Margaret and was passed unanimously by the board. Based on the information TMG provided at the Aug 14 meeting from Optimal Outsourcing of CA ,who arranges for the billing, this should save the HOA about \$1084 / year.