

Minutes for January 18th, 2016 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Rebekah Jordan, Steve Jasper, and Rebecca Eller.

HOA Board Members Not Present: Frank Symanski.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 5:59 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the November 23rd, 2015 Board Meeting Minutes. **Approved 4-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$29,973.26; Savings (Reserve): \$10,027.81. Anticipated expenses for next month: Lawn Pros \$734/mo; Holiday Lighting Contest \$125; Annual Legal Retainer \$650.
 - b) 2016 Dues Status - 110 out of 120 homeowners have paid dues for 2016 so far.
 - c) Lien Status: Total number of liens – 0, Number of Properties with Liens – 0. No change from last month.
4. **Architectural Control Committee (ACC) Report**
 - a) One (1) ACC plan was submitted and approved since the last Board meeting. The plan was for replacement and painting of wooden shakes on front of house.
 - b) Observations and Violations – The last ACC observations and violations were made November 21st, 2015 by Rebecca Eller and Aric Bowman. There were 17 properties with observations for fence damage, shingle damage, moss, and yard maintenance.
 - c) Fines. No lots with ongoing fines in progress.
5. **Old Business**
 - a) Holiday lighting winners were announced and prizes awarded in December 2015. The Newcombs of Farwest Ct won 1st place (\$75) and the Ellenbeckers on Red Fern Ct won 2nd place (\$50). Congratulations to both families.

- b) Legal Representation. The HOA Board renewed the HOA legal representation agreement with our current law firm (BGWP) for \$650.00. The terms and conditions of the representation agreement are the same as last year but the cost increased from \$500.
- c) One new set of homeowners were identified. A welcome packet was personally delivered to them.

6. **New Business**

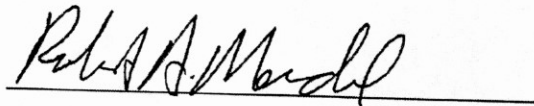
- a) The Board and ACC is updating the ACC Guidelines, Rules, and Regulations to address recent changes to the City of Yelm ordinances regarding raising chickens, the recent use of Unmanned Aircraft Systems (UAS), parking on lawns, and the amount of ACC fines. A new draft of the ACC Rules including the proposed changes will be drafted and placed on the HOA website for public comment for at least 50 days prior to formal adoption by the HOA Board.
- b) The HOA's 2015 Tax Return was filed on January 18th, 2016 by USPS Certified Mail, Return Receipt Requested.
- c) The HOA's Yelm Area Chamber of Commerce and HOALeader.com memberships are scheduled to be renewed in February 2016.

7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Monday, March 28th, 2016, 6-7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:42 pm.

Minutes approved by proper vote of the HOA Board as indicated by the signatures below.



Minutes for March 28th, 2016 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski, Rebekah Jordan, Steve Jasper and Rebecca Eller.

HOA Board Members Not Present: None.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 6:09 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the January 18th, 2016 Board Meeting Minutes. **Approved 5-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$28,765.52; Savings (Reserve): \$10,028.31. Anticipated expenses for next month: Lawn Pros \$734/mo; Yelm Chamber renewal \$250; Lawyer \$500-850; Office supplies \$100 (file cabinet, folders, paper, envelopes, etc).
 - b) 2016 Dues Status - 119 out of 120 homeowners have paid dues for 2016 so far.
 - c) Lien Status: Total number of liens – 0, Number of Properties with Liens – 0. No change from last month.
4. **Architectural Control Committee (ACC) Report**
 - a) Five (5) ACC plan were submitted and approved since the last Board meeting. The plans were for patio cover & sun room, exterior painting, fence repair, tree removal, and a fence removal.
 - b) Observations and Violations – The last ACC observations and violations were made January 19th, 2016 by Rebecca Eller and Rob Mendel. There were 11 properties with observations for fence damage, yard maintenance, Christmas decorations, bins, etc.
 - c) Fines. No lots with ongoing fines in progress.
5. **Old Business**
 - a) Vote of ACC Guidelines, Rules and Regulations: Proposed ACC Guidelines were posted for public comment to the general membership for over fifty (50) days. Numerous comments were received and changes incorporated. The major updates

reflect changes to the City of Yelm ordinances regarding raising chickens, the recent use of Unmanned Aircraft Systems (UAS), parking on lawns, and the amount of ACC fines. A motion was made and seconded to approve the updated ACC Guidelines, Rules and Regulations. **Approved 5-0.**

- b) Our annual insurance premium of \$2,138 was paid and the policy renewed for another year. The premium went down slightly from last year due to good customer discount. Our HOALeader.com membership was also renewed.
- c) Three new homeowners were identified. A welcome packet was personally delivered to them.

6. **New Business**

- a) The Board was recently contacted by a former homeowner who is claiming that he overpaid the HOA to release the liens and encumbrances on his property. After consultation with the HOA's legal counsel, the Board decided to make a settlement offer to the former homeowner rather than expend time and resources responding to him through the court system. **Approved 5-0.**
- b) Rob Mendel announced that he intends to leave the Board in the Summer after over five (5) years of service on the HOA Board (President, Vice President, Secretary and ACC Chairperson). He intends to remain active on the ACC and will assist the Board during the transition and recruitment of a new Board member.

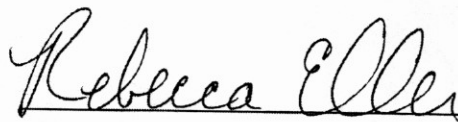
7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Monday, May 23rd, 2016, 6-7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 7:15 pm.

Minutes approved by proper vote of the HOA Board as indicated by the signatures below.





Minutes for May 23rd, 2016 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski, Rebekah Jordan, Steve Jasper and Rebecca Eller.

HOA Board Members Not Present: None.

Other Homeowners Present: Maurice Novak.

Guests: None.

1. Meeting opened 6:01 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the March 28th, 2016 Board Meeting Minutes. **Approved 5-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$26,501.47; Savings (Reserve): \$10,028.82. Anticipated expenses for next month: Lawn Pros \$734/mo; Community Yard Sale ~\$100; Yelm Water ~\$275.
 - b) 2016 Dues Status - 120 out of 120 homeowners have paid dues for 2016.
 - c) Lien Status: Total number of liens – 0, Number of Properties with Liens – 0. No change from last month.
4. **Architectural Control Committee (ACC) Report**
 - a) Four (4) ACC plans were submitted and approved since the last Board meeting. The plans were for three roof replacements and one fence installation.
 - b) Observations and Violations – The last ACC observations and violations were made April 4th, 2016 by Rebecca Eller and Rebekah Jordan. There were 26 properties with observations for fence damage, yard maintenance, moss, shingle damage, bins, etc.
 - c) Fines. One lot has an ongoing fine in progress for lack of yard maintenance.
5. **Old Business**
 - a) Community Yard Sale. A status on the preparation and planning for the community yard sale was given by Rebecca Eller. The yard sale is scheduled for June 3 – 5th, 2016 and the advertising has been scheduled and supplies purchased.

- b) Four new homeowners were identified. A welcome packet was personally delivered by a board member to each of them.
- c) The Board was recently contacted by a former homeowner claimed that he overpaid the HOA to release the liens and encumbrances on his property. After consultation with the HOA's legal counsel, the Board made a settlement offer to the former homeowner which was accepted and the matter resolved.

6. **New Business**

- a) ACC Observations for House Painting. Last year the ACC sent out courtesy notices to owners of homes whose homes required painting. The requested deadline was Labor Day 2016. The ACC will conduct another review of homes for painting and send out another round notices to all owners who have not yet addressed the issue.
- b) Rob Mendel announced that he intends to leave the Board at the conclusion of the Annual Meeting in October 2016 after over five (5) years of service on the HOA Board (President, Vice President, Secretary and ACC Chairperson). He intends to remain active on the ACC, managing social media, and will assist the Board during the transition and recruitment of a new Board member. Anyone interested in filling a position on the Board, should contact the Board no later than 30 days prior to the Annual Meeting and request their name be placed on the ballot for consideration.

7. **Open Forum for Comments and Questions:** A homeowner attended the Board meeting and inquired about the process for making a fence improvement and contacting the owner of the rental next door to share the cost of the improvement.

8. Next HOA Board meeting to be held on Monday, June 27th, 2016, 6-7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:52 pm.

Minutes approved by proper vote of the HOA Board as indicated by the signatures below.





Minutes for June 27th, 2016 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Rebekah Jordan, and Steve Jasper.

HOA Board Members Not Present: Frank Symanski and Rebecca Eller.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 5:59 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the May 23rd, 2016 Board Meeting Minutes. **Approved 3-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$26,121.16; Savings (Reserve): \$10,029.08. Anticipated expenses for next month: Lawn Pros \$734/mo; Yelm Water ~\$275.
 - b) 2016 Dues Status - 120 out of 120 homeowners have paid dues for 2016.
 - c) Lien Status: Total number of liens – 0, Number of Properties with Liens – 0. No change from last month.
4. **Architectural Control Committee (ACC) Report**
 - a) Two (2) ACC plans were submitted and approved since the last Board meeting. The plans were for one tree removal and one window AC unit.
 - b) Observations and Violations – The last ACC observations and violations were made April 4th, 2016 by Rebecca Eller and Rebekah Jordan. There were 26 properties with observations for fence damage, yard maintenance, moss, shingle damage, bins, etc.
 - c) Fines. One lot (Lot #11) was fined \$140.70 for lack of yard maintenance. The fine was paid in full and deposited into the HOA checking account.
5. **Old Business**
 - a) Community Yard Sale. The yard sale was held June 3 – 5th, 2016. The participation seemed down from previous years, perhaps due to the extreme hot weather.
 - b) Two new homeowners were identified. A welcome packet was personally delivered by a board member to each of them.

6. **New Business**

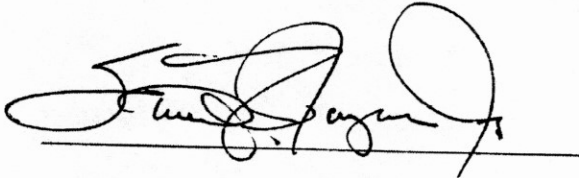
- a) ACC Observations for House Painting. Last year the ACC sent out courtesy notices to owners of homes whose homes required painting. The requested deadline was Labor Day 2016. The ACC will conduct another review of homes for painting and send out another round notices to all owners who have not yet addressed the issue.
- b) The Board established the date and location for this year's Annual Meeting. It will be held on Saturday, October 15th, 2016 at the Yelm Prairie Hotel. **Approved 3-0.**
- c) The Board decided to seek nominations for next year's Board of Directors through email, flyers, Facebook and the HOA website blog. The message will be posted/transmitted no later than August 1st, 2016 in order to give homeowners at least 30 days to submit their names if interested. **Approved 3-0.**

7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Monday, August 15th, 2016, 6-7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:27 pm.

Minutes approved by proper vote of the HOA Board as indicated by the signatures below.



A handwritten signature in black ink, appearing to read "John P. ...", written over a horizontal line.



A handwritten signature in black ink, appearing to read "Rebecca Ellis", written over a horizontal line.

Minutes for August 15th, 2016 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski (via cellphone), Rebekah Jordan, Steve Jasper, and Rebecca Eller.

HOA Board Members Not Present: None.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 5:59 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the June 27th, 2016 Board Meeting Minutes and the October 17th, 2015 Annual Meeting Minutes. **Approved 5-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$24,255.24; Savings (Reserve): \$10,029.33. Anticipated expenses for next month: Lawn Pros \$734/mo; LawnPros Tree Trimming ~\$1,100; Yelm Water ~\$275.
 - b) 2016 Dues Status - 120 out of 120 homeowners have paid dues for 2016.
 - c) Lien Status: Total number of liens – 0, Number of Properties with Liens – 0. No change from last month.
4. **Architectural Control Committee (ACC) Report**
 - a) Five (5) ACC plans were submitted and approved since the last Board meeting. The plans were for three house paintings, one tree removal, and one roof.
 - b) Observations and Violations – The last ACC observations and violations were made July 18th, 2016 by Rebecca Eller and Rebekah Jordan. There were 21 properties with observations for fence damage, yard maintenance, moss, shingle damage, bins, etc.
 - c) Fines. No fines in progress.
5. **Old Business**
 - a) ACC Observations for House Painting. Last year, the ACC sent out courtesy notices to owners of homes whose homes required painting. The requested deadline was Labor Day 2016. The ACC will conduct another review of homes for painting and send out another round notices to all owners who have not yet addressed the issue.

- b) The Board sought nominations for next year's Board of Directors through email, flyers, Facebook and the HOA website blog. The message was posted/transmitted on August 1st, 2016 in order to give homeowners at least 30 days to submit their names if interested.
- c) One set of new homeowners were identified. A welcome packet was personally delivered by a board member to them.

6. **New Business**

- a) The Board considered and approved the proposed 2017 Budget. The budget was based on the expense history for last year and previous years. A motion was made and properly seconded to approve the 2017 Budget. **Approved 5-0.** The 2017 Budget will be posted to the HOA website and made part of the document package for homeowners who attend the Annual Meeting.
- b) The Board established the date and location for this year's Annual Meeting. It will be held on Saturday, October 15th, 2016 at the same place as last year, Yelm Prairie Hotel Bald Hills Conference Room, 9:30 – 11:00 am. **Approved 5-0.**
- c) The Board decided to send out a landscaping crew to cut back and remove tree limbs that are overhanging the sidewalk easement throughout our development. Many of the tree limbs are interfering with people walking on the sidewalks and are presenting a safety hazard. The crew has been instructed to cut enough branches back to allow at least a 6-8 foot walking clearance. **Approved 5-0.**

7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Saturday, October 15th, 2016, 11:00 am at the Yelm Prairie Hotel after the Annual Meeting.

9. Meeting closed at 6:45 pm.

Minutes approved by proper vote of the HOA Board as indicated by the signatures below.

Minutes for October 15th, 2016 Nisqually Estates Homeowner's Association (HOA) Executive Session Board Meeting


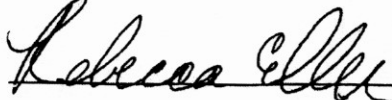
Board Members Present: Rebekah Jordan, Rebecca Eller, Angie Ellenbecker, Steve Jasper, Frank Symanki

Board Members Not Present: None

Other Homeowners Present: Rob Mendel

1. Meeting opened: **11:15 am at Yelm Prairie Hotel**
2. A motion was made and seconded to formally approve have Angie Ellenbecker become a board member. **Approved 4-0**
3. **New Business**
 - a. Transition of Board Roles:
 - i. Rebekah Jordan President
 - ii. Rebecca Eller - Treasurer
 - iii. Frank Symanski - Vice President
 - iv. Angie Ellenbecker - Secretary
 - v. Steven Jasper - ACC
 - b. Need Transition Bank account, post office box, UPS account out of Rob Mendel's name
 - c. Chamber of Commerce
 - d. Lawn Pro update
4. Next HOA Meeting will be held November 7th 6:30 at 10420 Red Fern Ct
5. Meeting Closed at 11:37

Minutes approved by proper vote of HOA Board as indicated by Signatures below

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November 7th, 2016 Nisqually Estates Homeowner's Association (HOA) Board Meeting Minutes

Board Members Present: Rebekah Jordan, Rebecca Eller, Angie Ellenbecker, Steve Jasper, Frank Symanski via phone in

Board Members Not Present:

Other Homeowners Present: Rob Mendel, Melissa Worthington, Kathy Howell, Amanda & Tyler Davis, Luke Lisa

Guests: None.

1. Meeting opened: **6:00 at 10420 Red Fern Ct SE**
2. A motion was made and seconded to formally approve **10/15/16** Board meeting minutes and the 10/12/16 General Membership meeting minutes . **Approved 5:0**

3. Financial Report

Financial Status (Account Balances and Anticipated Expenses)

- i. Savings (Reserve) **\$10,185.10** Checking **\$21,500.06** as of 10/06/16 .

Bring last banking statement

- ii. Major anticipated expenses:

1. Lawn Pros \$733.73/mo
2. Yelm Water ~\$290, I think we are done with this for the year??
3. Any other expenses upcoming in the checking account?

- b. Annual Billing Sent 11/1/2016 email, paper statement, and property management

- c. 2017 Dues Status (# of lots paid out of 120): **1** out of **120** as of 11/06/16

- d. Lien status (Total # of Liens, # of Properties with Liens): 0 liens on 0 lots, no change

4. Architectural Control Committee - ACC Report

- a. Plans submitted: new garage door x2;
- b. Request for roof approval on Red Fern, approved
- c. Observations and Violations: last observations on August 20th, 2016
- d. Fines: No fines in progress.
- e. Verbal complaint about too many vehicles in street. If hazmat situation they can be reported to City. There are renters in the house in question.
- f. New Committee Member Interest - personal email invites sent 11/2/2016
- g. Yelm Chamber of Commerce - \$250 a Year,

- h. HOA Leader.com - Contact them to add new members
 - i. Kathy Fields
 - ii. Vickie Lemke
 - iii. Nick Thompson
 - iv. Jamie Dover: unable to attend this meeting. Still interested
 - v. Melissa Worthington
 - vi. Amanda Davis
 - vii. Motion made by Steve and seconded by Rebecca Eller. **Voted approved 5-0 Melissa, Kathy, and Amanda onto committee**

5. **Old Business**

- a. ACC House Painting Notices Update: Rebecca Eller - Tabled for next time
- b. Outgoing Mailbox Project from Annual Meeting, Replacing mailboxes? Look at Tacoma Terra.

6. **New Business**

- a. Progress of turning over HOA to new board
 - i. Banking at TwinStar - Done
 - ii. UPS Store Account - Done 11/4/2016
 - iii. Website - not Done: Rob has concerns about turning this over to HOA
 - iv. State Farm Insurance
 - v. Attorneys - bill in mail, turn over in December, usually \$650 a year
 - vi. Facebook - not Done: haven't spoken to Rob about this yet
 - vii. Post Office - Done
 - viii. Email Accounts - Done
 - ix. File Cabinet - Done
 - x. other?
- b. Park Committee Interest: Email invites sent 11/2/2016
 - i. Luke & Vicki Lisa
 - ii. Melissa Worthington
 - iii. Tessa Novac
 - iv. Rebecca Eller
 - v. Tonight about set up committee, thank you
- c. Dog Doo Stations- need to look into cost and upkeep. Looking at this from a health and safety issue.
- d. Homeowner Lot #111 Rigel asking for dispensation on HOA Dues for security light. Homeowner association paid for the lights and an electrician to install. If they want to turn off the light. Motion no reduction on HOA: First by Steve, seconded by Rebecca Eller, Vote 5:0

7. **Open Forum for Comments and Questions:**

- a. Speed in neighborhood. Speed bumps maybe? Let's look at some ideas. Possible curve ins, Your speed signs that are solar powered. White stop lines repainted. Contact department of public works.
- b. Is there a time limit on noise? Check with city.

- c. Christmas Contest- Should be do this? \$75.00 gift card first place, \$50 for second. Voting is by written notice. Anyone can vote and when. Motion first: Steve, Second Frank, **Vote: 5:0**
- d. HOA Gifting For needy family Vicky leading and working with Rob.

8. Next HOA Meeting will be held

Proposal: Monday, January 23th, 2017 @ 6:30 PM, 10415 Red Fern CT SE This is MLK day

9. Meeting Closed at 7:36pm.

Minutes approved by proper vote of HOA Board as indicated by Signatures below

Angri Ellen pm
[Signature]