

Minutes for January 9th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett, Denise Smith. Board Members not present: Rebekah Cade-Jordan. Other Homeowners Present: None.

Meeting opened 6:06 pm, 10425 Brighton Street SE.

1. A motion was made and seconded to formally approve the December 5th, 2011 Board Minutes. Approved 3-0.

2. Treasurer's Report

- a) Financial Status: Checking \$3,659.68 Savings \$3,159.12.
- b) 2012 Dues Status: 45 out of 120 homeowners have paid dues as of January 9th, 2012.
- c) Lien Status: Total number of liens - 14, Number of Properties with Liens - 6.
- d) Final Notice of 2012 Dues Statements: Rob to send out email reminder to homeowners regarding payment of 2012 annual dues. Allison to send out past due notices to homeowners who have not paid annual dues on or about February 20th, 2012. Notice to include interest of 12% for 30 days past due and subject to lien.

3. Architectural Control Committee (ACC) Report

- a) New Plans: No new plans submitted.
- b) Observations: Observations have not yet been made for month of January. The ACC will make observations before the end of the month.
- c) Violations: Violation letters were not sent out in December 2011 due to the holiday schedule but they may be added to what is observed in January 2012.
- d) Proposed ACC Guidelines posted on website for 60 day comment period on November 24th, 2011. Intent is to vote on new ACC Guidelines at February 2012 Board Meeting. Comments from homeowners have been received and changes are being incorporated.

4. Old Business

- a) Responsibilities of New Board Members: Tabled for February meeting.
- b) Sale of Playground Equipment Status: Rebekah to re-post new advertisement for sale of the equipment in the common area park.

5. **New Business**

- a) Filling Vacant Board Position: Vacant board position is advertised on website. There is currently no interest.
 - b) Corrections/Changes to Homeowner Database (Alison): Alison to summarize and send to Rob for update.
 - c) Status of Consent Forms: 23 consent forms received with annual payment.
 - d) Discussion of 15131 105th Ave SE Property (Alison): Alison to resend annual dues notice.
6. Comments and Questions: A Real Estate Agent who is a homeowner requested by letter to advertise in newsletter or on the website a special offer to fellow homeowners in Nisqually Meadows. Rob will research and respond to the homeowner. Also, there were concerns regarding multiple cars parked on 105th Ave.
7. Next Board Meeting to be held on Monday, February 6th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

Meeting closed at 7:01 pm.

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

A. Braxton Denise Smith

Minutes for February 6th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett, Denise Smith and Rebekah Cade-Jordan.

Other Homeowners Present: None.

Meeting opened 6:08 pm, 10425 Brighton Street SE.

1. A motion was made and seconded to formally approve the January 9th, 2012 Board Minutes. Approved 4-0.

2. Treasurer's Report

- a) Financial Status - Checking \$11,741.38; Savings \$6,500.50. A motion was made and seconded to authorize Alison to set up an auto pay account with Puget Sound Energy for the monthly HOA electric bill. Approved 4-0.
- b) 2012 Dues Status: To date 93 out of 120 homeowners have paid dues for 2012.
- c) Lien Status: Total number of liens - 14, Number of Properties with Liens - 6. No change from last month.
- d) Final Notice of 2012 Dues Statements: Rob to send out general e-mail reminder to homeowners regarding payment of 2012 annual dues. Alison to send out past due notices to homeowners who have not paid annual dues on or about February 20th, 2012. Notice to include interest of 12% for the 30 days past due and subject to lien if not paid in full.
- e) Status of consent forms received thus far: Approximately 65 consent forms received.

3. Architectural Control Committee (ACC) Report

- a) New Plans: No new plans submitted.
- b) Observations: 28 homes with violations observed on January 28th, 2012.
- c) Violations: Rob to send out general courtesy notice via Facebook, NEHOA website, and e-mail to homeowners addressing Christmas lights, tree debris, garbage in yards, etc. Homeowners still in violation at the time of March's observations will be sent a violation letter.
- d) Proposed ACC Guidelines posted on website for 60 day comment period on November 24th, 2011. Comment period was extended one week due to the recent storm. Will be voted on at March's board meeting.

4. **Old Business**

- a) Responsibilities of New Board Members: Board members responsibilities are posted on the private area of the website and may be accessed for reference.
- b) Sale of Playground Equipment Status: Rebekah posted a new ad on February 6th, 2012. Asking price of \$350.00 OBO. The price will be lowered incrementally until a buyer is found. The structure will be completely removed and what will be put in its place is TBD.
- c) Filling of Vacant Board Position – Vacant board position is advertised on website. There is currently no interest.

5. **New Business**

Remaining storm debris clean-up strategy: Rob to call Lawn Pros for early February visit. After Lawn Pros completes the already contracted work for February an assessment will be made of the remaining storm debris in the commons area. Rob will get an estimate from Lawn Pros for cleaning up the remaining debris. A motion was made and seconded for Rob to approve cleanup work and fees for the common areas and individual property where damage was caused by commons trees for an amount not to exceed \$500.00 without further consideration/authorization. Approved 4-0.

- a) Website ad page: A motion was made and seconded to create ad page on the homeowner's website for people to pay for approved advertising space. Ads will be approved but not endorsed by the homeowner's association. Revenue will be used to mitigate the cost of running the website. Approved 4-0.
- b) Community Yard Sale: Rebekah to set up this year's community yard sale. One yard sale in May and another in August or early September. Rebekah to pick dates and propose budget. Will seek other homeowners who are interested in serving on a committee to help set up and promote these events.

6. Comments and Questions: None

7. Next Board Meeting to be held on Monday, March 5th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

Meeting closed at 7:21 pm.

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

Denise Smith A. Prackett

Minutes for March 5th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett and Denise Smith.

HOA Board Member Not Present: Rebekah Cade-Jordan.

Other Homeowners Present: None.

1. Meeting opened 6:05 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the February 6th, 2012 Board Minutes.
Approved 3-0.

3. Treasurer's Report

- a) Financial Status - Checking \$12,858.94; Savings \$6,501.02.
- b) 2012 Dues Status: To date, 102 out of 120 homeowners have paid dues for 2012.
- c) Lien Status: Total number of liens - 14, Number of Properties with Liens - 6. No change from last month.
- d) Liens will be prepared on all properties that have not paid homeowners dues for 2012 before the April board meeting.
- e) Status of consent forms received thus far: Approximately 70 consent forms for electronic communications received.
- f) 15221 105th Ave: Short sale negotiator and escrow agent have been notified of amount due on property.
- g) 10423 Brighton: Pending sale. Second notice of homeowner's dues was sent to new address.
- h) 15349 105th Ave: Verified that no double payment for the homeowner's dues was received for 2012. The homeowner was advised to follow-up with his property manager and if double paid, he would need to submit cancelled checks to verify double payment.

4. Architectural Control Committee (ACC) Report

- a) New Plans: No new plans submitted.
- b) Observations: Observations were not made in February due to the shortened month and emphasis on clean-up of the January winter storm.

- c) Storm Cleanup Ongoing: Lawn Pros is scheduled for two visits in the month of March in accordance with the contract. A motion was made and seconded that, upon completion of the scheduled visits, Rob will make an assessment and may authorize up to \$500 of clean-up work if necessary. **Approved 3-0.**
- d) Vote of ACC Guidelines, Rules and Regulations: Proposed ACC Guidelines were posted for public comment for over two months. Numerous comments were received and changes incorporated. Paragraph 2.7.2 will be updated so the homeowner is not required to contact the HOA upon receiving a violation notice but will still be required to rectify the problem within five calendar days. All other changes and updates incorporated looked good. A motion was made and seconded to approve the ACC Guidelines, Rules and Regulations. **Approved 3-0.**

5. Old Business

- a) Sale of Playground Equipment Status: The playground equipment continues to be a hazard and liability to the HOA. The Board authorized advertisement and sale at the November 7th, 2010 Board Meeting, however there has been little if any interest from a potential buyer. A motion was made and seconded that if, after confirmation with Rebekah, no offer has been made and accepted from the ads placed on the playground equipment, the Board will allow an individual who is interested in the salvage value of the equipment to completely remove the structure at no cost to the HOA. **Approved 3-0.**
- b) Filling of Vacant Board Position – Vacant board position is advertised on website. There is currently no interest.
- c) Yard Sale Update: One homeowner is interested in helping with the neighborhood annual garage sale and has been in contact with Rebekah.

6. New Business

- a) Highway Truck Noise – A homeowner has asked what can be done: Rob advised the homeowner to discuss concern with other neighbors to see if there were similar concerns and contact the City of Yelm about what can be done. The HOA Board is willing to support the homeowner about the issue if there is sufficient interest among homeowners.
- b) HOA Website Advertisement Page: An ad page is in development and there is someone who would like to buy six months of ad space.

7. Comments and Questions:

- a) Stamps: A motion was made and seconded for Allison to buy two books of stamps for the HOA. **Approved 3-0.**

b) PSE Automatic Payment: Alison set up a PSE automatic payment from the HOA bank account for the HOA's monthly electric bill. An alert will be sent to the HOA if the bill exceeds \$50 a month.

8. Next Board Meeting to be held on Monday, April 2nd, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 7:13 pm.

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

1 Dennis Smith

Robert A. Model

Minutes for April 2nd, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett, Rebekah Cade-Jordan, and Denise Smith.

Other Homeowners Present: None.

1. Meeting opened 6:03 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the March 5th, 2012 Board Minutes. **Approved 4-0.**

3. Treasurer's Report

- a) Financial Status - Checking \$12,983.27; Savings \$6,501.58.
- b) 2012 Dues Status: To date 105 out of 120 homeowners have paid dues for 2012.
- c) Lien Status: Total number of liens - 14, Number of Properties with Liens - 6. No change from last month.
- d) Notice of Lien form and plan to file liens for unpaid dues: The Notice of Lien form was reviewed by our attorney. He recommended that we add the Thurston County Auditor's file number of the CC&R's to the notice. We were also advised that it is not necessary to send a copy, certified or otherwise, to a homeowner prior to or after filing of a lien. A motion was made and seconded to make those changes and take out verbiage in the lien document notice regarding sending mail notices to homeowner. Alison will send out a third notice (this year 2012 only) on April 6th asking that dues be paid by April 20th, 2012. Liens for unpaid dues will be filed on or about April 23rd, 2012. **Approved 4-0.**
- e) Status of consent forms received thus far: Approximately 78 consent forms received.
- f) 15221 105th Ave SE: HOA will continue to bill for items incurring after their 2009 bankruptcy based on legal advice.
- g) 10423 Brighton St SE: 2012 dues have been paid.

4. Architectural Control Committee (ACC) Report

- a) New Plans: No new plans submitted.

- b) Observations: Observations were made for March. Personal visits and e-mails have been sent out to those found in violation of the covenants. Rob to call Windermere property manager to inform that our HOA is active and covenants are enforced.
- c) Storm Cleanup Update: Storm clean-up of all HOA common areas is complete. Some individual homeowners are still responsible for cleanup on their property. Lawn Pros spent an additional five man hours and three dump runs in order to finish the storm damage cleanup of common areas. The total additional cost to the HOA was \$275. City of Yelm officials asked that we keep children from playing, riding bikes and throwing rocks/debris in retention pond areas.

5. Old Business

- a) Sale of Playground Equipment Status: Playground equipment has been removed as per Board decision.
- b) Filling of Vacant Board Position – Vacant board position is advertised on website. There is currently no interest.
- c) Yard Sale Update: Dates have been chosen and are on website. A motion was made and seconded to reimburse Rebekah for up to \$50 for paint and advertisement for the garage sale. **Approved 4-0.**
- d) Website Ad Page: The ad page is ready and we are waiting for client to approve and pay for the advertisement.
- e) Highway Truck Noise – Does not seem to be a concern for more than one homeowner. If homeowner chooses to pursue the issue of highway truck noise with the City of Yelm, the HOA will support them.

6. New Business

- a) Water: HOA Board to determine at next meeting the date to turn water back on in the common areas.
- b) Insurance books: Alison has requested that the insurance policy books be returned from Rebekah and an insurance quote be obtained to compare with current policy/annual cost. Need to inform insurance company that we no longer have playground equipment and ask for adjustment in insurance premium based on lower risk at next renewal.

7. Comments and Questions:

- a) HOA Board meeting will be changed to the second Monday in May to accommodate Rebekah's work schedule.
- b) Plans for the neighborhood common park area where the playground equipment was will be discussed at the May board meeting.
- c) HOA Post Office box is due for renewal by the end of April 2012.

8. Next HOA Board Meeting to be held on Monday, May 14th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 7:16 pm.

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

Denise Smith A. Brackett

Minutes for May 14th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett, and Denise Smith.

HOA Board Member Not Present: Rebekah Cade-Jordan.

Other Homeowners Present: None.

1. Meeting opened 6:03 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the April 2nd, 2012 Board Minutes.
Approved 3-0.

3. Treasurer's Report

- a) Financial Status - Checking \$12,087.64; Savings \$6,502.12.
- b) 2012 Dues Status: To date 110 out of 120 homeowners have paid dues for 2012.
- c) Lien Status: Ten (10) liens filed on April 24th, 2012 for 2012 delinquent dues. Total number of liens - 24, Number of Properties with Liens - 11.
- d) Filing of 2011 Tax Form 112H was completed & mailed on January 11, 2012 by Alison Brackett to the IRS. Copy of documents in file.
- e) PO Box fee was paid for another year in the amount of \$70.00.

4. Architectural Control Committee (ACC) Report

- a) New Plans: Three plans were submitted and approved.
- b) Observations: Observations were made for May. 14 properties found with observations. Personal visits and e-mails have been sent out to those found in violation of the covenants. The list has significantly decreased in part to personal contact with homeowners/tenants and emails.

5. Old Business

- a) Playground Equipment: Due to little feedback regarding playground site renovation, the common area park will be left as is until there is sufficient interest or feedback.
- b) Filling of Vacant Board Position – Vacant board position is advertised on website. There is currently no interest. We will need to actively recruit to fill vacant positions.

- c) Website Ad Page: The ad page is up and running on the website. The first ad was paid for and the funds generated will be used to mitigate the cost of running the website.

6. **New Business**

- a) Common area water turn on date: A motion was made and seconded for Rob to put in a service order with City of Yelm to turn on our irrigation lines. **Approved 3-0.**
- b) Insurance policy books: Rebekah still has not returned the insurance policy books.
- c) Resignation of Rebekah Cade-Jordan as Vice President of HOA Board: Rebekah submitted a resignation letter on May 14th, 2012 and it will be effective on June 3rd, 2012. Rob to send e-mail to Rebekah accepting her resignation as stated in her letter. Rebekah will be reimbursed up to \$50.00 for community yard sale expenses as previously approved. Also to be included in e-mail is another request that the insurance policy books be returned to Alison by June 3rd, 2012. Rebekah will be removed from TwinStar account, UPS Store account and the PO Box on the effective date of her resignation.
- d) 15216 105th Ave SE: Change of ownership from Flagstar Bank to Dept of Housing & Urban Development (HUD). HOA records for this property have been updated.

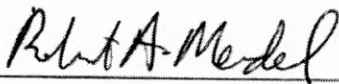
7. Comments and Questions:

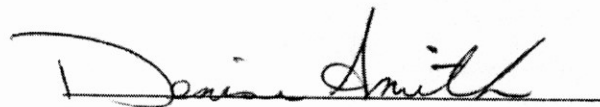
- a) Edits to Notice of Liens documents discussed and Rob to complete and update accordingly for records.
- b) Attorney Fees: We were notified by our attorney's office that rates have increased from \$225.00 per hour to \$250.00 per hour effective January 1st, 2012. Rob requested a change in billing to Net 30 days from Net 15 days.

8. Next Board Meeting to be held on Monday, June 4th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 6:48 pm.

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





Minutes for June 4th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett, and Denise Smith.

HOA Board Members Not Present: none.

Other Homeowners Present: Staci Dilg and Frank Symanski.

1. Meeting opened 6:04 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the May 14th, 2012 Board Minutes. **Approved 3-0.**

3. Treasurer's Report

- a) Financial Status - Checking \$11,099.99; Savings \$6,502.68.
- b) 2012 Dues Status: To date 110 out of 120 homeowners have paid dues for 2012. No change from previous month.
- c) Lien Status: Total number of liens - 24, Number of Properties with Liens - 11. No change from previous month.

4. Architectural Control Committee (ACC) Report

- a) New Plans: No new plans submitted.
- b) Observations: Next ACC observations will be made in mid-June.

5. Old Business

- a) Filling of Vacant Board Positions – After confirming their interest and qualifications as homeowners, a motion was made and seconded to vote on adding Staci Dilg and Frank Symanski as members of the board for the remainder of the 2012 term. **Approved 3-0.**
- b) Status of return of Insurance Policy Books: Still not returned by Rebekah.
- c) Common area water turned on by City of Yelm about May 18th, 2012: Water turned on in the front area only. LawnPros made an inspection of the neighborhoods irrigation system. One zone needs repairs. Rob to address irrigation system repairs. LawnPros will use parts from irrigation areas not in use. If we need additional parts LawnPros will supply us with an estimate.

6. New Business

- a) Fourth of July issues: HOA will send out a reminder to all residents via website, Facebook, and e-mail reminding residents to be follow city ordinances regarding fireworks and to clean up all debris.
- b) Lawn care for vacant lots: Vacant homes to be noted during the next observations. Notices will be sent to current legal owner regarding lawn care.
- c) Retention Pond Area on 105th Ave near Farwest Ct: Will discuss issues regarding planting of some new trees in the retention area at a future meeting.

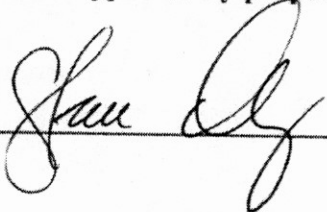
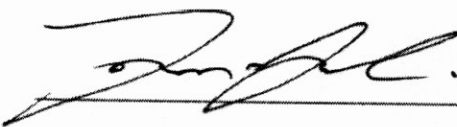
7. Comments and Questions

- a) Street Lights: Questions were asked regarding why the homeowners have to pay for the street lights on the city streets. Rob to ask City of Yelm.
- b) Homeowner raised concerns via email regarding dog living at the rental property on the corner of Brighton and 105th. Homeowner is concerned about the dog breaking the fence. Homeowner would like to discuss the issue with the current owner of the home where the dog resides. HOA will put homeowner in touch with the property manager.
- c) Homes in need of painting: Concerns were raised regarding the amount of time a homeowner has to repaint their home once a notice has been received. It was suggested that the HOA give an extended time (different than the usual time frame for violations) so the homeowner has the opportunity to save the finances required and plan for favorable weather. Houses in need of painting to be identified. Will be discussed at a future meeting.
- d) Neighborhood sign: Plants are blocking the word "Meadows" on the sign in front of the neighborhood. A note will be put on the next bill to LawnPros. Will discuss at next meeting if it is not addressed.
- e) Account Updates: Rebekah has been removed from credit union, post office box and website accounts. Alison is primary responsible person and Rob is an authorized signer on the credit union account.
- f) Insurance: Alison to inform insurance broker that we no longer have playground equipment and to have them research new insurance options and provided estimates from several companies. Will be discussed at August meeting.

8. Next Board Meeting to be held on Monday, July 9th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 7:08 pm.

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

Minutes for July 9th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski, Alison Brackett, Denise Smith, and Staci Dilg.

HOA Board Members Not Present: none.

Other Homeowners Present: none.

1. Meeting opened 6:06 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the June 4th, 2012 Board Minutes. **Approved 5-0.**
3. **Treasurer's Report**
 - a) Financial Status - Checking \$10,328.59; Savings \$6,503.22.
 - b) 2012 Dues Status: To date 110 out of 120 homeowners have paid dues for 2012. No change from previous month.
 - c) Lien Status: Total number of liens - 24, Number of Properties with Liens - 11. No change from previous month.
4. **Architectural Control Committee (ACC) Report**
 - a) New Plans: 2 submitted, 2 approved.
 - b) Observations and Violations: Observations were conducted on June 24th, 2012. 15 homes with notable observations. Courtesy and violation notices will be sent out as appropriate.
 - c) Observations will be made in August to identify homes in need of painting. Homeowners will receive a year notice to provide them time to plan financially and for favorable weather.
 - d) Blue Tarp in Farwest Court: Complaint was made regarding the blue tarp on outdoor structure in the backyard of a home located in Farwest Court. Blue tarp can be seen from the road and trail. Rob to send e-mail to homeowner asking that plans be submitted for a permanent structure.
 - e) Rob to send out a friendly reminder via Facebook and blog regarding keeping garbage cans out of view from the road.

5. Old Business

- a) Status of return of Insurance Policy Books: Still not returned by Rebekah.
- b) Lawn care for vacant lots: Vacant homes to be identified. Notices to legal current owner will be sent out if lawn care is in violation of neighborhood covenants.
- c) Fourth of July Fireworks message: Message was put out on Facebook and blog.

6. New Business

- a) Retention Pond Grass Areas: Rob met with Lawn Pros to address the overgrowth of the grass in the retention ponds. New crew members were not familiar with the contract regarding the upkeep of the retention ponds. Lawn Pros is scheduled to come out on Tuesday July 10th, 2012. Lawn Pros waived fees for the work done on the neighborhood irrigation system to compensate for their oversight.
- b) Barking Dogs: Rob to send out a reminder to residents via Facebook and blog to be courteous and keep dogs quiet. When the weather is warm neighbors have their windows open and barking dogs can be a nuisance.
- c) Seeking Nominations for Next Term: Frank as the Vice President to be chairperson for the nominee committee. Will start in August informing homeowners of HOA yearly meeting and encouraging them to run for positions in the HOA board.

7. Comments and Questions

- a) Compression Brakes and Street Lights: Frank to ask the city of Yelm about the possibility of getting a "No Compression Brakes" sign in front of the neighborhood. Also, Frank to inquire about who pays for the street lights in the neighborhood.
- b) HOALeader.com: Rob to renew the HOA membership to HOALeader.com after it expires in September/October. The website has proven to be a valuable resource for many of the questions and concerns that are raised in the neighborhood.
- c) WA Secretary of State: Due to the filling of the vacant positions on the HOA board an update will be made to our registration on the WA Secretary of State website. Our non-profit corporation status is still current and valid.
- d) Rob to send out a thank you to residents via Facebook and blog stating that we appreciate those who let the HOA know about reasonable projects requiring extended time for storage units and trailer parking.

8. Next Board Meeting to be held on Monday, August 6th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 7:10 pm.

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

Robert A. Mendel

Denise Smith

Minutes for August 6th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Alison Brackett and Denise Smith.

HOA Board Members Not Present: Staci Dilg and Frank Symanski.

Other Homeowners Present: None.

1. Meeting opened 6:04 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the July 9th, 2012 Board Minutes.
Approved 3-0.

3. Treasurer's Report

- a) Insurance Update: Quotes were received from two additional insurance companies. Rob to meet with Josh Painter from Nicholson Insurance to make corrections to our current policy and get an updated quote. A motion was made and seconded for Rob to contact Josh Painter from Nicholson Insurance. Board to renew updated insurance policy with Philadelphia. Alison to make full payment on current policy. **Approved 3-0.**
- b) Financial Status: Checking \$9,528.24; Savings \$6,053.78.
- c) 2012 Dues Status: To date 110 out of 120 homeowners have paid dues for 2012. No change from previous month.
- d) Lien Status: Total number of liens - 24, Number of Properties with Liens - 11. No change from previous month.

4. Architectural Control Committee (ACC) Report

- a) New Plans - 2 submitted, 2 approved.
- b) Observations and Violations - Scheduled for August with emphasis on home painting. The ACC will provide a courtesy one year notice for homes in need of painting with the intent that homeowners will have time to plan and save money for painting their home.

5. Old Business

- a) Lawn Care for vacant lots – Contact made with bank property managers for house numbers 10412 and 10415. Work done on 10412. Rob to contact banks again.

- b) Tree Trimming – LawnPros cut back the trees growing over the sidewalks. The ACC will continue to monitor tree trimming.

6. **New Business**

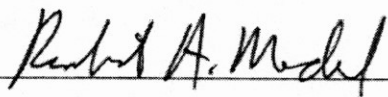
- a) 2013 Budget and Proposed Dues Increase – A motion was made and seconded to approve the budget for 2013. Increases were made for City of Yelm water, County Treasurer/Auditor, bank fees, office supplies, USPS and miscellaneous expenses. Dues to increase no more than the allowable 5% from \$145.25 (2012) to \$152.50 (2013), rounded down to the nearest quarter. **Approved 3-0.**
- b) Seeking Nominations for Next Term – Rob to meet with Frank to discuss advertising for nominations for next term. Advertising to be done on mail boxes, e-mail and Facebook. Nomination requests must be submitted to the Board by August 24th, 2012 in order to be included on the printed ballot.
- c) Annual Homeowners Meeting – Tentative date for Annual Homeowners Meeting is October 13th 2012. Meeting location – Frank to check Emmanuel Lutheran Church. Rob to check Masonic Temple, Rosemont Retirement Home and Yelm Prairie Hotel. Location to be decided by August 24th, 2012.

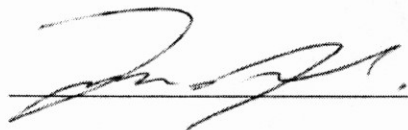
7. **Comments and Questions:** None.

8. Next Board Meeting to be held on Monday, September 10th, 2012, 6:00-7:00 pm at 10425 Brighton St SE.

9. Meeting closed at 6:48pm.

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





Minutes for September 10th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski, Staci Dilg, Alison Brackett and Denise Smith.

HOA Board Members Not Present: none.

Other Homeowners Present: none.

1. Meeting opened 6:03 pm, 10425 Brighton Street SE.
2. A motion was made and seconded to formally approve the August 6th, 2012 Board Minutes. **Approved 5-0.**

3. Treasurer's Report

- a) Financial Status - Checking \$5,958.23; Savings \$6,504.34.
- b) 2012 Dues Status - To date 110 out of 120 homeowners have paid dues for 2012. No change from previous month.
- c) Lien Status: Total number of liens - 24, Number of Properties with Liens - 11. No change from previous month.

4. Architectural Control Committee (ACC) Report

- a) New Plans - 3 submitted, 3 approved.
- b) Observations and Violations - Conducted on August 26th, 2012 with emphasis on home painting. The ACC will send emails and letters to homeowners who need to repaint with the intent of giving them a year to plan, save money and submit their ACC design review requests.

5. Old Business

- a) Lawn Care for vacant lots – Rob has contacted Bank of America again regarding the lawn care for house number 10415.
- b) Result of Seeking Nomination notices – no interest from homeowners.

- c) Compression Break Sign on WA 507 – Frank is researching and pursuing the possibility of having the city place a sign restricting the use of compression brakes in front of the neighborhood to reduce noise levels.

6. **New Business**

- a) Insurance Update (Refund) – Rob has been working with Nicholson Insurance to receive a refund for unnecessary coverage for a water feature since 2003. Our renewed policy will not include the water feature coverage for a savings of \$750.00 a year.
- b) Annual Board Meeting Procedures – All meeting and nomination notices have been completed in accordance with By-laws. Annual meeting will be set up and ran same as last year.
- c) Remaining Funding of Annual Meeting – A motion was made and seconded to provide funds for up to 100 stamps as well as any necessary office and meeting supplies.
Approved 5-0.

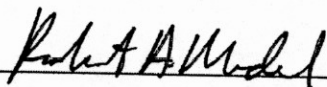
7. **Comments and Questions**


The Board discussed recent e-mails and roles of board members. Alison Brackett's verbal resignation was accepted by the Board. A motion was made and properly seconded to remove Alison from the TwinStar Credit Union account and add Rob Mendel as the responsible person and Frank Symanski as an authorized signer. **Approved 5-0.**

8. Next Board Meeting to be held on Monday, October 8th, 2012, 6:00-7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 7:18pm.

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





Minutes for October 8th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski and Staci Dilg.

HOA Board Members Not Present: none.

Other Homeowners Present: none.

1. Meeting opened 6:03 pm, 15331 105th Avenue SE.

2. A motion was made and seconded to formally approve the September 10th, 2012 Board Meeting Minutes. **Approved 3-0.**

3. Treasurer's Report

- a) Financial Status - Checking \$3,602.35; Savings \$6,504.88.
- b) 2012 Dues Status - To date 111 out of 120 homeowners have paid dues for 2012. One homeowner caught up on 2012 dues with interest and fees.
- c) Lien Status: Total number of liens - 21, Number of Properties with Liens - 10. Three liens were released on one property after receiving payment in full.

4. Architectural Control Committee (ACC) Report

- a) New Plans – no new plans were submitted.
- b) Observations and Violations – monthly observations will resume after the annual meeting.
- c) Political signs and yard signs – a query was received from a homeowner via email concerning homes with political yard signs and advertising signs. The Board noted the CC&Rs regarding signage. Frank will research Yelm ordinances before we provide a response on the issue.

5. Old Business

- a) Resignations – Due to the recent resignations of Alison and Denise, the remaining Board members will have to share the responsibilities and duties of Secretary and Treasurer until those positions are filled.

- b) Insurance Update (Refund) – Rob has been working with Nicholson Insurance to receive a refund for unnecessary endorsement for a water feature since 2003. Our renewed policy will not include the water feature endorsement for a savings of \$750.00 a year. The decision of Philadelphia Insurance was to refund our overpayment for this year and the previous year (in which we discovered the error) but not go back all the way to 2003. The total refund will be about \$1500.

6. **New Business**

- a) Annual Board Meeting Final Preparation – Annual meeting will be set up and ran same as last year. The Board discussed roles during the meeting and the plan if a quorum was not achieved.
- b) Transition of Board – In the event a quorum is reached, a new Board will be elected. In the event a quorum is not reached, the current Board remains in place until the next special or annual meeting in which a quorum is achieved. However, if a quorum is not reached and there are homeowners in good standing who want to serve on the Board, the Board may exercise its authority to fill vacant Board positions.

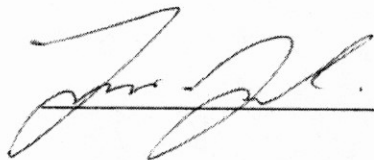
7. **Comments and Questions**

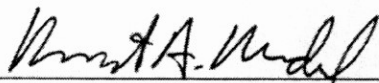
None.

8. Next Board Meeting to be held on Monday, November 12th, 2012, 6:00-7:00 pm at 15331 105th Avenue SE. The Board will be in recess during the month of December unless there is an emergent reason to hold a meeting.

9. Meeting closed at 7:03 pm.

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





**Minutes for October 13th, 2012 Nisqually Estates Homeowner's Association
[HOA] Board Meeting**

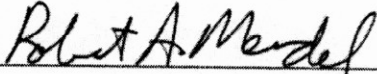
HOA Board Members Present: Rob Mendel, Frank Symanski and Staci Dilg.

HOA Board Members Not Present: none.

Other Homeowners Present: Amy Tribble.

1. Meeting opened at 11:20 am, Yelm Prairie Hotel, Bald Hills Conference Room.
2. A homeowner in good standing, Amy Tribble, expressed her desire to serve on the HOA Board and Architectural Control Committee. A motion was made and seconded for Amy Tribble to fill the vacant Secretary position on the HOA Board and to serve as an ACC committee member. **Approved 3-0.**
3. Comments and Questions: None.
4. Next Board Meeting to be held on Monday, November 12th, 2012, 6:00-7:00 pm at 15331 105th Avenue SE. The Board will be in recess during the month of December unless there is an emergent reason to hold a meeting.
5. Meeting closed at 11:22 am.

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





Minutes for November 12th, 2012 Nisqually Estates Homeowner's Association [HOA] Board Meeting

HOA Board Members Present: Rob Mendel, Frank Symanski, Staci Dilg and Amy Tribble.

HOA Board Members Not Present: none.

Other Homeowners Present: none.

1. Meeting opened 5:56 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the October 13th, 2012 Board Meeting Minutes. **Approved 4-0.**
3. **Financial Report**
 - a) Financial Status – Checking \$4,968.95; Savings \$6,505.44
 - b) 2012 Dues Status - To date 112 out of 120 homeowners have paid dues for 2012. One homeowner caught up on 2012 dues with interest and fees.
 - c) Lien Status: Total number of liens – 16, Number of Properties with Liens – 9. Five liens were released on one property after receiving payment in full.
4. **Architectural Control Committee (ACC) Report**
 - a) New Plans – no new plans were submitted.
 - b) Observations and Violations – 1 violation and 2 fines. Fines were issued on a homeowner for not moving trailer in required time limit. Formal monthly observations will begin once new schedule has been agreed upon.
 - c) Political signs and yard signs – No longer an issue; however, more research into local laws may be required for next election season. Political signs in HOA common areas were removed in October.
5. **Old Business**
 - a) Review of Annual meeting held on October 13th, 2012. There were not enough homeowners present or by proxy to establish a quorum, but a full agenda was covered including information updates with questions/answers followed by the award of several door prizes.

- b) Lien payment received and deposited- \$1,679.49
- c) Insurance refund received and deposited- \$1,438.00
- d) Annual renewal of Non-profit Corporation Status paid- \$10.00
- e) Annual renewal of law firm legal representation agreement paid- \$500.00; legal counsel may be used for telephone consultation, but issues that require further research will be charged at the attorney's hourly rate. Also included is registered agent service and more.
- f) Water lines for sprinklers in common areas were shut-off and winterized in September for winter; final bill from the City of Yelm received in October and paid in full, leaving a zero account balance.

6. **New Business**

- a) Annual Billing - HOA annual statements will be mailed the week of Thanksgiving. Board members will meet to address and stamp billing statements for those homeowners who have not consented to receive them by email.
- b) New HOA information signs were placed on every mailbox.
- c) New homeowners were welcomed to neighborhood with both emails and personal greeting. They signed consent forms to receive future HOA emails and notifications.
- d) Community Park ideas will still be solicited until February 2013. This will give Board members time to formalize ideas while waiting for better weather to complete plans.
- e) A motion was made and seconded to renew the annual subscription (\$99.00) to HOAleader.com, a resource for the Board on HOA leadership and management.
Approved 4-0.

7. **Comments and Questions**

- a) Frank presented an idea to create a running list of potential ideas for future annual meetings. Ideas or questions can be posted on HOA website by either HOA Board members or homeowners and then voted on at the next annual meeting.
- b) In fairness to the homeowners who pay dues on time, the procedure this year for dues collection will be consistently applied to all. Email and regular billing will both go out no later than November 20th, 2012 and payment is due by January 1st, 2013. Dues will be considered late if not received by January 15th, 2013. Interest will start to accrue from January 15th, 2013 and if no payment is received by February 15th, 2013 a lien may be filed. Homeowners who contact the Board *prior* to the January 1st, 2013 due date with financial difficulties, may, at the option of the Board, be given one 30-day extension.

8. Next Board meeting to be held on Monday, January 7th, 2013, 6:00-7:00 pm at 15331 105th Avenue SE. The Board will be in recess during the month of December unless there is an emergent reason to hold a meeting.

9. Meeting closed at 6:45 pm.

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

Robert A. Mendel

John A. [Signature]