

Minutes for January 13th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Member Not Present: Amy Tribble.

Other Homeowners Present: none.

Guests: none.

1. Meeting opened 6:04 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the November 11th, 2013 Board Meeting Minutes. **Approved 4-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$19,626.37; Savings (Reserve): \$8,011.60. Anticipated expenses for next month: Lawn Pros - \$733.73/mo; PSE - \$39/mo; New Sign - \$200.
 - b) 2014 Dues Status - To date, 108 out of 120 homeowners have paid dues for 2014.
 - c) Lien Status: Total number of liens – 17, Number of Properties with Liens – 6. No change.
 - d) Transferred \$1,500 to Reserve on January 3rd, 2014.
4. **Architectural Control Committee (ACC) Report**
 - a) One plan submitted and approved. Front door replacement.
 - b) Observations and Violations – Courtesy notice issued for fireworks and trash burning.
 - c) Homeland security sign knocked over. Working with City of Yelm to get it reposted.
5. **Old Business**
 - a) Community Park Progress Report. The park is looking better with new signs, new grass and trees. We have not received any update from a homeowner on Red Fern Ct who offered to solicit funds for improvement from his employer for the park.
 - b) Holiday lighting contest was a huge success. A \$75 Safeway gift card was awarded to the McCalls of Red Fern Ct. Over 28 votes were received from email, Facebook, USPS Mail, and the HOA website blog.

6. **New Business**

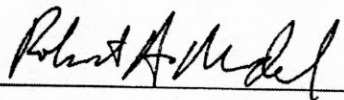
- a) Payment of annual legal retainer (\$500) completed.
- b) Non-profit corporation status renewed for another year. Payment made to Washington Secretary of State.
- c) The Homeland Security sign at the end of 105th Avenue near the trail was bent over and needs to be repaired or replaced. A motion was made and seconded to spend up to \$200 to get the sign repaired or replaced. **Approved 4-0.**


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

8. Next HOA Board meeting to be held on Monday, March 10th, 2014, 6:00 – 7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 7:03 pm.

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





Minutes for March 10th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Member Not Present: none.

Other Homeowners Present: none.

Guests: none.

1. Meeting opened 5:58 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the January 13th, 2014 Board Meeting Minutes. **Approved 5-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$21,754.82; Savings (Reserve): \$8,012.00. Anticipated expenses for next month: Lawn Pros - \$733.73/mo; PSE - \$39/mo; Insurance \$1.9K.
 - b) 2014 Dues Status - To date, 117 out of 120 homeowners have paid dues for 2014.
 - c) Lien Status: Total number of liens – 19, Number of Properties with Liens – 6. Two liens were filed March 7th, 2014 on properties with exiting liens for non-payment of dues.
 - d) 2013 Tax Return filed on January 30th, 2014 by USPS Certified Mail, Return Receipt Requested.
4. **Architectural Control Committee (ACC) Report**
 - a) No plans submitted and approved.
 - b) Observations and Violations – Two violations/fines for severe lack of yard maintenance. Courtesy notices for yard maintenance, waste/recycling bins not being put out of view, parking, and painting without ACC approval.
 - c) Proposal to fix and make more efficient our main entrance irrigation system. Our irrigation/sprinkler system at the main entrance is over 12 years old and has been patched several times already. A motion was made and properly seconded to renovate it from the ground up over a two year period at a cost not to exceed \$7K/year to conserve water and make the system more efficient, thereby saving on our water bill over time. Bids were solicited and the final approval on vendor to be made this month. **Approved 5-0.**

5. **Old Business**

- a) Our Homeland Security Sign was re-erected by the City of Yelm at a cost of \$4 (a bag of concrete) to the HOA. The City of Yelm has been extremely supportive of our efforts to keep our neighborhood well maintained. Their support has saved the HOA at least \$200 in this instance.
- b) Three welcome letters were delivered to new two (2) homeowners and one (1) renter.
- c) One homeowner has begun paying off liens. The HOA has agree to accept a payment plan over 6 months to pay off their approximately \$700 debt including dues, fees, interest, filing fees, postage and other costs.
- d) Small claims court. The HOA will initiate several actions in small claims court to recover costs from delinquent homeowners.
- e) HOALeader.com webinar on debt collection was well attended by Board Members. We received expert advice and consultation from legal/financial experts on how to best recover past due assessments and costs from delinquent homeowners.

6. **New Business**

- a) The HOA was invited to become a member of the Yelm Area Chamber of Commerce and attend the February luncheon in which Mayor of the City of Yelm delivered his State of the City speech. A motion was made and properly seconded for the HOA to become a Non-Profit member of the Yelm Area Chamber of Commerce at a cost of \$85/year.
Approved 5-0.
- b) Our Thurston County property tax accounts were taken over this month by the City of Yelm and Thurston County at the request of the HOA Board. We have requested a refund of all previous year tax payments dating back to 2002. This is something that should have been done when control of the HOA was assumed by the homeowners from the developer but never happened.
- c) The HOA Board is requesting that the City of Yelm assume responsibility of utility/electrical payments for all City street lights at a savings of \$40/month. The City of Yelm is recognizing their responsibility and has informed the HOA Board that they will take over payments for the street lights at a time in the near future.
- d) Community Yard Sale. The planning for this year's community yard commenced and the HOA Board will poll the neighborhood via Facebook, the HOA website and personal interaction to determine what time in May/June is best to hold the event.

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

8. Next HOA Board meeting to be held on Monday, May 12th, 2014, 6:00 – 7:00 pm at 15331 105th Avenue SE. An invitation was extended to the Mayor of Yelm, Ron Harding, to make a short presentation and he has accepted. Board meetings are always open to the homeowners and invited guests. Please join us in welcoming the Mayor.

9. Meeting closed at 6:56 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 W. Smith", written over a horizontal line.



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

Minutes for May 12th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Member Not Present: Frank Symanski.

Other Homeowners Present: Lynda Newcomb.

Guests: Mayor Ron Harding, City of Yelm.

1. Meeting opened 6:01 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the March 10th, 2014 Board Meeting Minutes. **Approved 4-0.**

3. Financial Report

- a) Financial Status – Checking: \$16,472.47; Savings (Reserve): \$8,012.21. Anticipated expenses for next month: Lawn Pros - \$734/mo; Lawn Pros \$1,000 Irrigation System Payment, Yelm Water \$140.
- b) 2014 Dues Status - To date, 117 out of 120 homeowners have paid dues for 2014. No change from last month.
- c) Lien Status: Total number of liens – 16, Number of Properties with Liens – 5. Three (3) liens were released for one property on April 8th, 2014 after receiving payment in full.

4. Architectural Control Committee (ACC) Report

- a) Seven (7) plans were submitted and approved (Roofs, Front Door, Rock Garden, Fence Repair, Tree Removal/Replacement, Painting Trim).
- b) Observations and Violations – Two violations/fines continue for severe lack of yard maintenance. Courtesy notices for yard maintenance, and waste/recycling bins not being put out of view, parking, and fence disrepair.
- c) The main entrance irrigation system was upgraded and made more efficient in April at a cost of \$6,550, which was well under budget. A small portion of the system will be completed next year. Our irrigation/sprinkler system at the main entrance was over 12 years old and has been patched several times already. Several bids were solicited and the final approval was based on cost, quality and service history.

5. **Old Business**

- a) The Annual Community Yard sale was held May 2-4th, 2014 and, despite the weather, a significant number of homes were able to have a successful weekend. The HOA Board advertised the event in newspapers, several internet websites and the Yelm Chamber of Commerce reader board.
- b) One more welcome letter was delivered to a new homeowner.
- c) One homeowner has begun paying off liens and is nearly complete. The HOA has agreed to accept a payment plan over 6 months to pay off their approximately \$700 debt including dues, fees, interest, filing fees, postage and other costs.
- d) The HOA became a non-profit association member of the Yelm Area Chamber of Commerce in April 2014.
- e) A pest treatment for carpenter ants will be completed in the common area at the end of 105th Ave SE (15400 block) by the end of May.

6. **New Business**

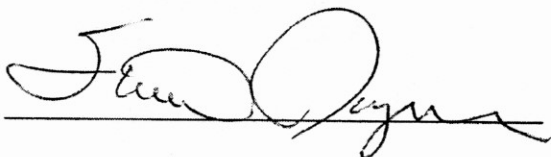
- a) City of Yelm Mayor Ron Harding gave an excellent presentation on many issues relevant to our community and answered questions from the guest and board members. The topics included the city park plans, skate park plans, Mosman Avenue realignment, speed limit in our neighborhood, possibility of recreational marijuana sales in Yelm, and emergency management planning in Yelm. Mayor Harding's presentation was well received and informative to all present at the meeting.
- b) The City of Yelm started assuming responsibility for utility/electrical payments for all City street lights at a savings of \$40/month to the HOA.

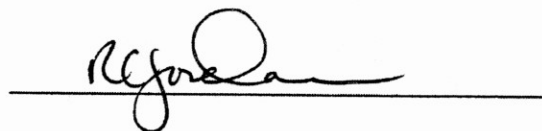
7. **Open Forum for Comments and Questions:** Open discussion continued regarding several of the topics from Mayor Harding's presentation.

8. Next HOA Board meeting to be held on Monday, June 16th, 2014, 6:00 – 7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 7:32 pm.

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





Minutes for June 16th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Members Not Present: None.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 5:55 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the May 12th, 2014 Board Meeting Minutes. **Approved 4-0.**

3. Financial Report

- a) Financial Status – Checking: \$14,733.60; Savings (Reserve): \$8,012.62. Anticipated expenses for next month: Lawn Pros - \$734/mo; Lawn Pros \$1,000 Irrigation System Payment, Yelm Water \$200.
- b) 2014 Dues Status - To date, 118 out of 120 homeowners have paid dues for 2014. One foreclosed property was brought current by the bank (Lot #117).
- c) Lien Status: Total number of liens – 16, Number of Properties with Liens – 5.

4. Architectural Control Committee (ACC) Report

- a) Two (2) plans were submitted and approved (Roof, Patio Cover/Awning).
- b) Observations and Violations – Two violations/fines continue for severe lack of yard maintenance. Courtesy notices for yard maintenance and waste/recycling bins not being put out of view.
- c) Board Member and ACC Chairperson Amy Tribble resigned effective May 24th, 2014. The responsibilities for the vacant position will be shared by the other remaining board members until the position is filled.
- d) Rebekah Jordan gave an update of the status of the park along with some ideas for further improvements. A homeowner who offered 8 months ago to obtain additional funds from the Nisqually Tribe for additional park improvements has not provided any feedback.

5. **Old Business**

- a) A pest treatment for carpenter ants was completed in the common area at the end of 105th Ave SE (15400 block) at the end of May.
- b) One homeowner is paying off liens and is nearly complete having made 5 of 6 payments. The HOA has agreed to accept a payment plan over 6 months to pay off their approximately \$640 debt including dues, fees, interest, filing fees, postage and other costs.
- c) There was a discussion of several recent incidents on Farwest Ct SE (speed too fast for conditions, alcohol & minors, and an assault).
- d) Next Yelm Area Chamber of Commerce Meeting is July 8th at 11:30 am.

6. **New Business**

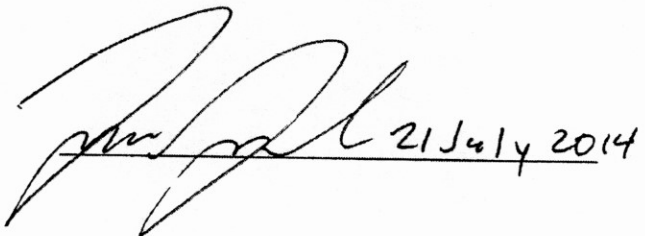
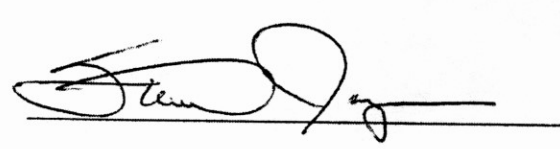
- a) Fireworks. The board discussed the upcoming Independence Day (4th of July) holiday and agreed to remind residents of the local ordinance regarding fireworks and common courtesy in the neighborhood. A notice will be posted on the Facebook group page and the HOA website blog.
- b) Best Yard of the Summer Contest. The board decided to run a contest for the best yard of summer with a 1st prize of \$50 and 2nd prize of \$25. The contest will be run the same way as last year with votes being taken in the form of Facebook, website comments and emails. Winners will be announced before Labor Day weekend. **Approved 4-0.**

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

8. Next HOA Board meeting to be held on Monday, July 21st, 2014, 6:00 – 7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:50 pm.

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

 21 July 2014 

Minutes for July 21st, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Members Not Present: None.

Other Homeowners Present: Matt Eller.

Guests: None.

1. Meeting opened 6:00 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the June 16th, 2014 Board Meeting Minutes. **Approved 4-0.**
3. **Financial Report**
 - a) Financial Status – Checking: \$13,221.70; Savings (Reserve): \$8,012.82. Anticipated expenses for next month: Lawn Pros - \$734/mo; Yelm Water \$250.
 - b) 2014 Dues Status - To date, 118 out of 120 homeowners have paid dues for 2014. No change from last month.
 - c) Lien Status: Total number of liens – 14, Number of Properties with Liens – 4. One homeowner paid off two (2) liens and is now in good standing.
4. **Architectural Control Committee (ACC) Report**
 - a) Two (2) plans were submitted and approved (Roof, House Painting).
 - b) Observations and Violations – Two violations/fines continue for severe lack of yard maintenance. Courtesy notices for yard maintenance, waste/recycling bins not being put out of view, fireworks and loose animal.
 - c) Rebekah Jordan gave an update of the status of the park along with some ideas for further improvements, including painting, curbing and obtaining a new bench/picnic table.
5. **Old Business**
 - a) A review of the fireworks complaints after the 4th of July was made along with the actions taken to help improve next year.

- b) Our Second Annual Best Yard of the Summer contest was announced this month. Prizes will be a \$50 gift card for first place and a \$25 gift card for second place. Board members and ACC members not eligible to win but may vote. The contest will be run the same way as last year with votes being taken in the form of Facebook, website comments and email.
- c) Next Yelm Area Chamber of Commerce Meeting is August 12th at 11:30 am.

6. **New Business**

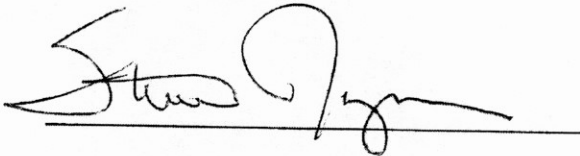
- a) Next Annual Meeting. The board discussed setting the date, time and place for the next annual meeting in October. Will look at locking in Saturday, October 18th, 2014 at the same place as last year. Yelm Prairie Hotel Bald Hills Conference Room. **Approved 4-0.**
- b) Board Member Nominations and Annual Meeting Notice. The Board will actively seek homeowners in good standing who would like to fill the vacant Board position or be put on the ballot for a position on the Board of Directors at the next annual meeting. The Board will also make sure that at least 30 days notice (via email/letter as appropriate) is given prior to the annual meeting. **Approved 4-0.**

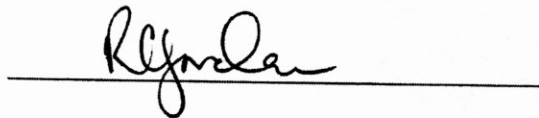
7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Monday, August 25th, 2014, 6:00 – 7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:46 pm.

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





Minutes for August 25th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Members Not Present: Frank Symanski.

Other Homeowners Present: None.

Guests: None.

1. Meeting opened 5:57 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the July 21st, 2014 Board Meeting Minutes. **Approved 3-0.**

3. Financial Report

- a) Financial Status – Checking: \$10,632.23; Savings (Reserve): \$8,013.13. Anticipated expenses for next month: Lawn Pros - \$734/mo; Yelm Water \$330.
- b) 2014 Dues Status - To date, 118 out of 120 homeowners have paid dues for 2014. No change from last month.
- c) Lien Status: Total number of liens – 14, Number of Properties with Liens – 4. No change from last month.

4. Architectural Control Committee (ACC) Report

- a) Four (4) plans were submitted and approved (House Painting, Shed, Lattice, Front Door).
- b) Observations and Violations – One violation with fine continues for severe lack of yard maintenance and other issues. Fourteen (14) courtesy notices for yard maintenance, waste/recycling bins not being put out of view. Three (3) violation notices for waste/recycling bins not being put out of view. Most have been remedied by the homeowner or property manager.
- c) The Board discussed ACC Chairperson responsibilities during the current vacancy and determined that they would be split by Board members until the vacancy was filled. Rebekah Jordan offered to help on the ACC until the vacancy was filled. A plan was established to keep the current response time below 48 hours for homeowner requests.

5. **Old Business**

- a) The seeking nominations notice was posted to the mailboxes, emailed to the homeowners, and posted to our Facebook page. All of the current Board members agreed to remain on the ballot and there was one confirmed interest from another homeowner (Aric Bowman) to be added to the ballot.
- b) Our Second Annual Best Yard of the Summer contest was announced last month. Board members and ACC members not eligible to win but may vote. There have been about 15 votes so far and the winner will be announced shortly after Labor Day.
- c) Two new residents were identified and welcome packets personally delivered to them.

6. **New Business**

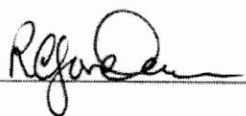
- a) Next Annual Meeting. The date, time and place for the next annual meeting in October was secured by payment. Saturday, October 18th, 2014 at the same place as last year. Yelm Prairie Hotel Bald Hills Conference Room, 9:30 – 11:00 am.
- b) The Board considered and approved the proposed 2015 Budget. The budget was based on the expense history for last year and previous years. A motion was made and properly seconded to approve the 2015 Budget. **Approved 3-0.**
- c) \$8 Incentive Rebate. The idea for an incentive rebate was proposed to encourage better communication through social media and receiving timely annual payments. The idea was previously discussed with our legal counsel who opined that it was proper and did not conflict our CC&Rs. A motion was made and properly seconded to offer a modest \$8 rebate to homeowners who make timely payment, consent to receive email and join our Facebook group page. **Approved 3-0.**

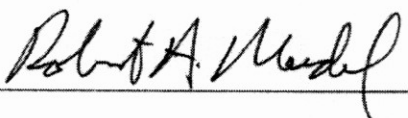
7. **Open Forum for Comments and Questions:** None.

8. Next HOA Board meeting to be held on Saturday, October 18th, 2014, 11:00 am (right after the Annual Meeting) at the Prairie Hotel, Bald Hills Conference Room, 700 Prairie Park Lane, Yelm, WA 98597.

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 18th, 2014 Nisqually Estates Homeowner's Association
[HOA] Board Meeting**

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

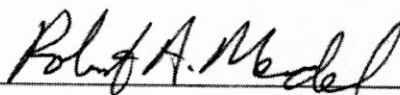
HOA Board Members Not Present: None.

Other Homeowners Present: Rebecca Eller.

1. Meeting opened at 10:49 am, Yelm Prairie Hotel, Bald Hills Conference Room.
2. A homeowner in good standing, Rebecca Eller, expressed her desire to serve on the HOA Board as ACC Chairperson. A motion was made and seconded for Rebecca Eller to fill the vacant ACC Chairperson position on the HOA Board. **Approved 4-0.**
3. A motion was made and seconded for the other board members to retain their current Board positions/titles. **Approved 5-0.**
4. Comments and Questions: None.
5. Next Board Meeting to be held on Monday, November 17th, 2014, 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.
7. Meeting closed at 11:02 am.

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





Minutes for November 17th, 2014 Nisqually Estates Homeowner's Association [HOA] Board Meeting

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

HOA Board Members Not Present: None.

Other Homeowners Present: Aric Bowman.

Guests: None.

1. Meeting opened 6:01 pm at 15331 105th Avenue SE.
2. A motion was made and seconded to formally approve the October 18th, 2014 Board Meeting Minutes. **Approved 5-0.**

3. Financial Report

- a) Financial Status – Checking: \$9,345.62; Savings (Reserve): \$8,013.65. Anticipated expenses for next month: Lawn Pros - \$734/mo; Postage and Office supplies - \$100.
- b) 2014 Dues Status - To date, 118 out of 120 homeowners have paid dues for 2014. No change from last month.
- c) Lien Status: Total number of liens – 15, Number of Properties with Liens – 4. One lien added for overdue ACC fines.

4. Architectural Control Committee (ACC) Report

- a) Three (3) plans were submitted and approved (Front Door, House Painting x2).
- b) Observations and Violations – Observations were made by Rebecca Eller and Rob Mendel on November 5th, 2014. One violation with fine continues for severe lack of yard maintenance and other issues. Fourteen (14) courtesy notices for yard maintenance, waste/recycling bins not being put out of view, leaning flagpoles and moss on roof. Two (2) violation notices for waste/recycling bins not being put out of view and trailer parking. Most have been remedied by the homeowner or property manager.
- c) An interested homeowner, Aric Bowman, volunteered to serve on the ACC. A motion was made by Rob Mendel and properly seconded to add Aric Bowman to the ACC. **Approved 5-0.**

5. **Old Business**

- a) The 2015 HOA Dues annual billing statements (\$168 per lot) were sent out November 15th, 2014 with an \$8 incentive rebate offer. The idea for an incentive rebate was proposed to encourage better communication through social media and to receive timely payments. The idea was previously discussed with our legal counsel who opined that it was proper and did not conflict our CC&Rs. The offer includes a modest \$8 rebate to homeowners who make timely payment, consent to receive email and join our Facebook group page.
- b) Two new residents were identified and welcome packets personally delivered to them.

6. **New Business**

- a) Corporation Status. Rob Mendel renewed the non-profit corporation status of the Nisqually Estates HOA with the WA Secretary of State for 2014-2015.
- b) The Board decided to continue the tradition of providing an incentive for keeping the neighborhood looking nice with a new Best Holiday Lighting Contest. Prizes are to be awarded for First (\$75 gift card) and Second (\$50 gift card) places with the winners announced just before December 25th, 2014. **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 foot walking clearance. **Approved 5-0.**

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

8. The next HOA Board meeting is scheduled to be held on Monday, January 12th, 2015, 6:00 – 7:00 pm at 15331 105th Avenue SE.

9. Meeting closed at 6:58 pm.

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

