

**Brook Trails Estates  
Board of Directors Meeting  
April 25, 2011 at Bear Creek Church**

Present from the Board: Richard Babunovic, Linda Harris, David Deckert, Brent Gilbert, Julia Reiner

Meeting called to order at 7:16pm

**Declaration of quorum:**

We have quorum.

**Introduction of the Board:**

- Richard Babunovic - President
- Julia Reiner – Treasurer (Introduction)
- David Deckert – Secretary
- Brent Gilbert – Trails
- Linda Harris – Landscape, Signs.

**Approval of last year's annual minutes:**

Minutes are distributed at the meeting.

Motion to accept. Seconded. Minutes are approved as is.

**Presentation of Financial Report and 2011 Budget:**

Report for 2010 distributed.

We're over on drainfields and trails. Did not do the bridge that was budget.  
Signs were restored.

Q: Were invoices sent out?

A: No, did not send because we want to have the annual meeting first.

Motion to accept the 2010 numbers. Seconded. Accepted.

**Budget**

2011 Budget as presented.

Dipped into reserve because we did not yet bill for dues.

Office budget includes a new directory.

Trails is maintenance with carry over for bridge.

Drainfields carry over for major tree removal. We don't do that monthly because it's occasional.

Q: Landscaping?

A: It's not broken down any more. It's a contract with Signature. Entryway, islands, and some roadside. Includes the refresh of plantings (three times a year). And resbarking as required.

Q: Trails?

A: Trailwork was done late last year so we got billed in Jan. There are two elements to Trails: Monthly trimming, weeding. Normally the remainder of the budget is for the hogsfuel. Hogsfuels depends on cost, gas, and availability.

Q: How often to you bid out?

A: Landscape has been Signature. Drainfields we turned over three years ago. Trails few years ago.

Q: Has Board taken a stance on the gas pipeline

A: No, simply passed on the information.

Q: Really outside of charter. We can speak to it but not really speak for everyone.

Motion to accept as written?

Moved.

Seconded.

## **Report of Committees**

### **Trails:**

Had planned on replacing a bridge, but did not get to it this year so that carries over. This also meant the trails in that area did not get covered until late into the year. We got about 2/3rds of the trails done. Would like to have done 8 but that's a big one. Targeted to do that this year. Will try again on the bridge.

We do get calls about trees being down. If the tree comes down into your lot we can't really do it, but do call us if it blocks a trail.

Q: Estimate on the bridge?

A: No.

Q: Do you have records?

A: No, but have the one that was more recently replaced. But that was 6-8 years ago. Cost may have gone up.

Q: There's always permits and you needs lots of approval.

A: Yes.

Q: Which bridge?

A: Trail 3

Q: When

A: This summer because of dry season.

## **Landscape:**

Not a lot of new project work, it's just in maintenance. We put drought tolerant plants in all the cul de sacs so they don't require watering.

Did have the lights replaced this past summer. Bulbs last about two years.

Signs were repainted. (Thank you Isben!)

Couple of dead bushes. Contacted Signature to fix that.

## **Security:**

Has been the same officer for the whole year. Off duty King County deputy. Does a fairly light load in the winter and ask him to do more in the summer.

Some things he wanted to share:

- Close your garage doors.
- Lock your cars.
- If you have a theft, report. It helps them track.

Some highlights.

Thanks to him being in the neighborhood he was able to respond to a call and caught burglary in progress. There was also an incident of a homeowner blocking someone suspicious in the driveway, and a break-in while a older kid was home. Bottom line, if you see something going on, call the police.

Q: Please stop at the three-way stop. A lot of the runners are people who live in the neighborhood

A: If you see it consistently go ahead and drop us a note

Q: There were several accidents there before. That's why the county put in the stop signs.

## **Drain Fields:**

Routine maintenance. Erradication of some of the more invasive trees. The HOA is responsible for maintaining the top of the drainfield. This helps about 50 of our homes.

Q: If the drainfield appears to be seeping?

A: We can tell you which homeowner it is, but advise them to talk to a septic company. HOA does not own the fields.

Q: Can't find the d-box

A: We can help you find d-box sometimes. Let us know.

## **HOA Management Plan**

The letter was to give everyone an idea of what the HOA has been doing. Last year there was a request for a description of the roles for each. This is provided on the handout.

Work that is not being done because we're overloaded:

Neighborhood reviews of compliance to covenants

Special projects to improve condition of the neighborhood (e.g. new entrance design, mail boxes, tract b improvements)

Planning for snow planning as required

Welcoming committee.

Q: Is it true that we have to wait for a call?

A: Covenant compliance is one of the stickier parts. We try not to have neighbor talking to neighbor. We just really haven't had the capacity to work on this.

Q: In the past it has been said that the Board should not hunt for compliance issues. That it's up to the neighbors to bring it up.

Q: If the covenants aren't enforced, affects property

Q: Is Tract B ours?

A: Yes

Any questions about the Board responsibilities?

Q: Does the HOA have any responsibility to the streets?

A: No, county is 25 feet either side of the center line and the streets. We do sometimes call and request sweeping.

### **HOA Management Plan**

Want to present some options for the HOA management plan. We went to 5 management companies and had them provide cost and estimate.

Option 1: Is the status quo: full volunteer.

Option 2: Management company directed by Board. \$40-50/yr/home.

Option 3: Board is oversight only. \$100-130/year/home.

Option 4: Dissolve the HOA.

Q: I have history with various HOA management companies. Got a diversity of results. How did we find these companies?

A: They were all certified and we got a list of the smaller companies from the certification site. Most were professional and sound.

Are there questions about the options?

Q: We had a management company some years ago. It was 6000/year.

Q: Y'all have spent many years on the Board. I hear that you're looking to move on

A: Yes. Been asking for volunteers. Would like to take hand vote to give guidance to the next leadership.

Q: Can you increase dues?

A: Yes but by limited percent per year without a vote.

Q: Is the idea that with option 3 there would be time for improvements?

A: Depends on the Board.

Q: My impression is that what started as a volunteer organization has now placed high expectations on a small number of volunteers. If option 1 is your vote I hope that you're volunteering. Otherwise I think we're saying that we're willing to pay

Q: Paying \$130/yr to let a management company do the heavy lifting doesn't sound necessarily all that bad. Still would have a Board to do the more interesting things.

Q: Willing to sit on the Board for three years if I know what the requirements are. If we as an association are willing to spend money to limit the requirements.

Q: What does the Board prefer?

A: The balance of the neighborhood. Always been very participatory. Early neighbors fought a road and apartments.

Q: I volunteered long time ago and it was 20 hrs/week. Be happy to volunteer again if it's option 3.

We as the current Board don't make the decision because it needs to be owned by the new Board, however let's take a hand vote to get an idea of what direction you want to go.

Q: No one talked about the dissolution option. Just wanted to point out that this is probably the most expensive option because of drainfields, etc.

Q: Seems like everyone has being pushed in the direction of a company taking over. Want to caution that they have a way of escalating the cost and it makes it a less friendly, less family Board. We've had our battles but it's what's made this place. I think we need to find people to take the lead.

Q: My sense is that we don't want 4, but if we don't get volunteers we might fall into that. If that did happen what does it mean for islands, trails, and bridges?

A: Don't know. We consulted a lawyer said and he said a judge would have to dissolve assets. That's as far as we did research.

Q: If we had a management company, it's still the Board that makes the decisions?

A: Yes. Mostly administrative. Board hires and fires.

Q: I was on the Board when it was outside managed. He only took action when the Board said to. Charlie did not make the decisions. His costs did not go up. Can always re-bid the business.

Q: Do I understand that we are currently compensating someone?

A: No, and by bylaws we can't compensate someone in the neighborhood

Q: So we are doing option 1 now?

A: Yes. Option 1 requires enough people to make it work.

Q: How many people is that?

A: I think 6-8 active people makes it work.

Q: That would do the extra stuff?

A: That might be more. 10 or so.

Q: Just want to interject: history of the HOA in the time that I have been here. Have been coming and asking for help. Board is now saying tired of being forced into sitting into another year. If the responsibility it too much need to restructure.

Q: Been here 20 years and my wife was on the Board. Was working very different then. I think it's not just the time but what you're working on. Easier to volunteer on things that help. I suggest minimum of 6 Board. Vote on three options: dissolve, some management company, all volunteer.

Difference between option 2-3 is amount.

Q: Is the management company a year-by-year agreement?

A: Up to you, but usually.

Show of hands for

1 – 4

2 – 20

3 – 17

4 – no vote

Q: Let me understand. Option 3 does not have an active Board?

A: No, option 3 still has an active Board

Q: Option 2 and option 3 might require raising the dues?

A: I'd prefer that the new administration runs that process.

Good to hear that everyone is interested.

### **Election of Officers**

Lots of volunteers. We took a list of names and will organize a meeting in the next couple of weeks to sort out roles.

Note: Budget was approved with current dues. If the new Board wants to do a management company it may require a change.

Thanks to all of the people who have stepped up tonight.

And thanks to those who have served.

### **Adjournment**

Motioned and adjourned. 8:55pm