



## Meeting Minutes

Brook Trails Estates Homeowners' Association

Board Meeting

June 21, 2011 7:00pm

Present: Richard Babunovic, Alan Mayes, Marc Luedke, Craig Weaver, Eva Weaver, Fred Wills, Ron Worline

### List of Board Members

President:	Al Mayes
VP:	Mark Luedke
Treasurer:	Julia Reiner
Secretary:	Eva Weaver
Drain Fields:	Craig Weaver
Architectural Control Committee:	Mary Ann Lynch, Steven Meyers and Ron Worline
Trails and Bridges:	Gary Becker
Welcoming:	John and Lisa Brennan
Security:	Debra Kerth
Landscaping:	Unfilled Position
Directory:	Marc Luedke and Julia Reiner
Web Page:	David Deckert

Meeting called to order 7:05pm

### Summary

This meeting approved the minutes from the May 17, 2011 Board Meeting. The Board reviewed the Brook Trails Homeowners' Association (HOA) financial report. They also discussed updating the list of homeowners to ensure that all lots receive dues statements to prepare for the new Brook Trails Homeowners' Directory. They discussed general trail maintenance and replacing the bridge on trail #3. They also discussed bylaw and covenant issues for yard maintenance and fencing.

### Approval of Previous Board Meeting Minutes

Minutes of the May 17, 2011 meeting were distributed. Minor correction in spelling noted. Motion to accept as corrected. Seconded. Minutes were approved as corrected.

### New Business

**A. Soliciting Proposals for Management Companies** — We discussed soliciting bids from 4 or 5 firms for handling a range of homeowners association management activities. Price comparisons are tricky due to wide variations in the types of services offered. The Board

discussed criteria for evaluating a suitable firm. The Board may use Facebook to allow members to comment on the finalists.

**B. New Homeowners' Directory** — The Board is considering how best to compile new information. The directory has not been updated since 2007. Strategies include dividing the task of knocking on doors among the Board members. Sometimes, like the census, this direct approach works best. The King County real property directories are another source. Asking for emails is an option but has privacy concerns. The final directory format may be a CD or selectively posted on the website. The directory will be published this year.

**C. Bridge Replacement** — The bridge on trail #3 needs replacement. Reserve funds from 2010 will be used for construction. A Civil Engineer will evaluate and draft a proposal, which will probably use steel beams. The subcommittee chair will tour the area with the engineer and report to the Board at a future meeting.

**D. Improved Communication of Dues Statements** — As of the date of this meeting, dues statements have not been received from 32 lots. For some of the lots, owner information is incorrect. The Board will update this information.

**E. Financial Report** — Al Mayes presented a one-page, detailed financial report broken into categories of Cash, Income and Expenses. The budget is essentially the same as that for 2010. All expense categories are on target. The Board approved the budget. The report is available on request to the board.

## **F. Subcommittees**

- Trails and Bridges: Signature, the landscaping contractor, sometimes has to be encouraged to cut vegetation the full length of the trails. Fertimulch is applied to the cul-de-sacs in summer. ACTION ITEM: Gary, Please check with Signature on this?
- Drainfields: Only 2 drainfield lots have “D” boxes clearly marked.

Security: Several security items to report this month. First, there was a bear sighting near the entrance to Brook Trails. Second, according to the King County Sheriff's Office, there were two vehicle prowls in the neighborhood in the 18800 block of NE 146<sup>th</sup> on May 23. Two unlocked vehicles had minimal property taken. Vehicle prowls are a continuing trend in unincorporated Redmond and Woodinville happening to mostly unlocked vehicles. Third, a residential burglary was interrupted when the homeowner walked in on the suspects. The homeowner just happened to come home after only being gone about 30 minutes in the morning hours and found one suspect in the house. They entered from a rear door left unlocked. ACTION ITEM: How much would it cost us to add additional coverage to go up to 17 hrs a month instead of 12?

- Website: We expected to move the website to a new service in near future. Dave Deckert will continue his role as web keeper.

- Architectural Control Committee: Discussed request to add a 3-car garage that matches the house style and appears to be in compliance with all bylaws.
- Landscaping: We heard from the Reeds that they will not be able to handle this committee. Linda Harris has agreed to carry on until we find a replacement.

### **G. General Discussion**

The Board had a general discussion of the lack of maintenance in the 5 homes currently in foreclosure. The covenants provide little guidance on how to force solutions. The bylaws give a lot of leeway to the Board. Enforcement of some landscaping issues is a difficult because of existing precedents throughout Brook Trails.

**H. Next Meeting.** The Board decided to hold the next meeting electronically. Alan Mayes will be sending out an E mail in mid to late July to discuss any issues.