

# Southfork Estates HOA Board Meeting Minutes

**January 17, 2007**

## **Topics of Discussion:**

- Annual meeting
- Neighborhood drainfield and alarm reporting
- Website
- Budget and financial standing
- Necessity for increase in annual homeowners dues
- Items to include in annual newsletter
- Outstanding and delinquent homeowners dues
- Procedure for handling homeowners incomplete projects
- Mudslide in ditch along hillside

## **Decisions Made:**

- Set date for Annual Homeowners Meeting for Saturday, March 31<sup>st</sup> at Orting High School Commons
- Reporting procedure needs to be implemented for the homeowners when a drainfield alarm goes off so the Board can monitor the frequency of occurrence and perhaps the problem can be narrowed down to a specific drainfield, and, if possible, fixed.
- Does the Board want to maintain the website as a way to communicate with the homeowners? How often do homeowners visit the site? Is the annual fee being well spent?
- Checking balance: \$4,200, Savings balance: \$14,400. Upcoming bills: PSE @ \$230; \$116 insurance; \$500 Rainforest Landscaping – all three are monthly bills.
- All members agreed that the annual dues need to be increased to \$259.00 as allowed in the bylaws to build up the emergency reserve account.
- Topics to discuss in newsletter:
  - Septic issues and Pierce County LOSS program
  - Budget, monthly bills and dues increase
  - List of Projects to be voted on at annual meeting
    - Right-of-way weed & gravel
    - Replacement of missing or dying shrubs and plants
  - Dues billing to be included with Annual meeting minutes to save on cost of mailing
  - Common fence staining
  - Ask homeowners if they have or have access to an excavator to help clean out the ditch where mudslide occurred.
- Proceed with filing or renewal of liens on homeowners who are delinquent.
- Board has received complaints from homeowners regarding incomplete home improvement projects. It was decided that the Board would submit, in writing, a request for a plan of action that is to be submitted by homeowners, in writing to the Board, laying out a timeline and plan for project completion.

## **Action Items:**

- Sarah to contact Orting High School and set up date & time for annual meeting.
- Wendy will contact Provac and set up meeting for drainfield inspection.
- Pat will check into cost of other website hosts.
- Wendy will type up newsletter which will include topics stated above and will be sent out in early March, before Annual Meeting.
- Pat will contact attorneys to go forward with lien filings.

- Wendy will contact homeowner(s) regarding home improvement projects and request plan of action.
- Wendy to contact Isidro of Rainforest Landscaping and request bid for shrub and tree replacement, expansion of irrigation system

**Future Business:**

- Mailing of newsletter
- Agenda for Annual Meeting
- Next meeting scheduled for February 12, 2007.