

# Bonney Lake Manor Home Owners Association

*Our goal is to serve, protect and promote the community interests of Bonney Lake Manor through volunteer efforts to identify and evaluate needs, disseminate information, and take appropriate action to support Bonney Lake Manor residents with the common goal of improving the quality of life and protecting home values in our community.*

## Newsletter

April 23, 2017

### Greetings,

Thank you to those that attended the BLMHOA meeting which was held on March 1, 2017. The following topics were addressed.

### Annual HOA Meeting Agenda

Meet and Greet New Members.	Mailbox Committee Update.
Introduction of Board of Directors.	Other Committees: Architectural Review, Garage Sale, Welcome, Rules & Regs.
State of the Association.	Community Event.
Financial Fitness.	Holiday Decoration Contest Winners Awarded.
2016 Actual Costs.	Election of the Board of Directors.
2017 Budget.	For the Good of the Association.

*For detailed description, please review the Annual Meeting Minutes which are attached.*

**The Initial 2017 Board Meeting** was held March 11<sup>th</sup> at the Starbucks in the Bonney Lake Target store. The Board reviewed each member's responsibilities and scheduled the remaining Board meetings for the year. See the enclosed minutes for details and the upcoming dates as being a member of the Association, you are welcome and encouraged to attend.

### Just a Reminder:

As we drowned our rain record, setting an all-time high for our wettest rainy season ever in our community – I look forward to upcoming weather to get out in the yard and begin pruning, and Spring projects!

- If you are planning to paint, construct a fence, build a patio, establish additional designated parking, etc....please be sure to submit your plans to the Bonney Lake Manor Architectural Board.
  - Plans should be submitted to the Board. The Board will provide them to the Architectural Review Committee (ARC). The ARC will provide their review assessment to the Board. The Board will contact the member.
  
- It is a good time to get started on our “Yards”...if yours is like mine there is an abundance of moss this year and our community wide standards call for our yards to be routinely mowed to maintain a neat and clean appearance. Yards shall be primarily grass (turf) with minimal weeds.
  
- Our BLMHOA Garage sale will be upcoming this June, what a great way to purge and make a little money at the same time! As we normally do, we will align the sale with Fennel Ridge to get a good draw of shoppers. The sale is in coordination at this time and tentatively planned for the weekend of June 10-11<sup>th</sup>.

**We encourage you to go outside on a nice day and do a self-appraisal of what is needed to be done on your property to not only ensure compliance to the CCRs but to help maintain our community at a standard that helps grow our home values, as this is the largest investment that many of us have. If you want one of us to help with a walk-through of the CCRs – just give us an e-mail. Thank you for your participation in our community.**

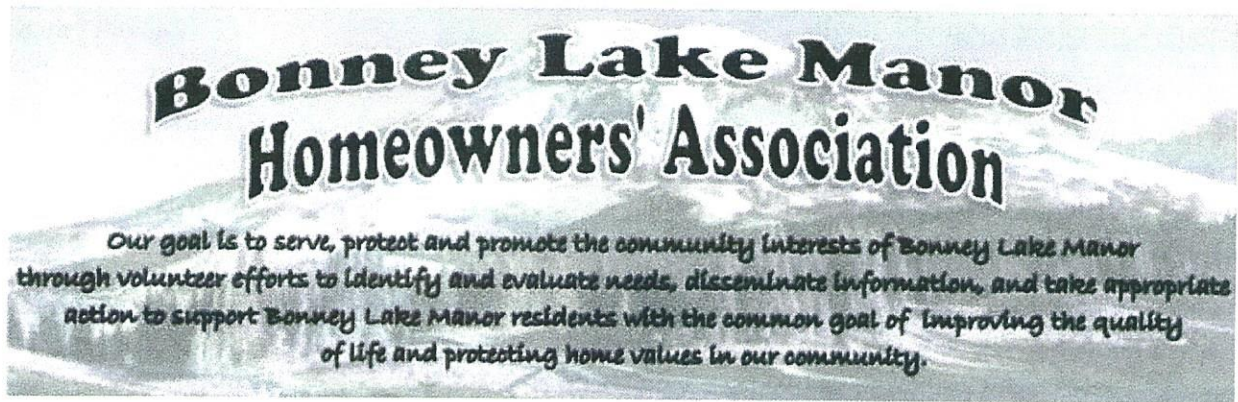
Warmest regards,

**Dennis Baker, President**

**David Orriss, Vice President**

**David Hancock, Secretary**

Bonney Lake Manor HOA Board of Directors  
HOABoard@BonneyLakeManor.com  
PO Box 8101, Bonney Lake, WA 98391  
(or use the HOA mailbox on 193rd)



## Annual Meeting Minutes

---

March 1, 2017

Bonney Lake High School, Lecture Hall A

David Hobley requested permission to live stream the meeting on Facebook. Permission was granted by Dennis Baker.

The meeting was called to order at 7:08 PM by Dennis Baker.

Dennis Baker introduced the 2016 Board of Directors: Dennis Baker, President / Finance; David Orriss Jr., Vice-President.

David Hobley informed the meeting attendees that four Facebook accounts were viewing the meeting. A discussion took place on whether or not the viewers should be counted as attending the meeting and entered into the drawing for a chance to win the Association paying their 2017 Assessment. It was decided that a member must be present and signed in to represent their Lot.

Meet and greet new Members: Eric Hansen, Jerod Havard, Guiiermo & Monica Todd and Heather & Preston Brank introduce themselves.

Introductions of all other meeting attendees.

Dennis provided the State of the Association.

- Purpose of the HOA:
  - Establish and maintain a sense of community.
  - Maintenance, administration and control of the common elements.
  - Enforcement of the CC&Rs and Rules & Regulations.

Caught up on dues. More attention to the enforcement of the CC&Rs and Rules & Regulations. More attention needs to be made on establishing and maintaining community.

Dennis addressed the Financial Fitness of the Association with a 2016 Expenses, Income & Balance handout.

There is enough money in checking for ordinary expenses and the mailbox project. The CD holds \$20,000 for reserve fund. Upcoming projects: Common Areas facelift. Would like to consult with a landscape architect. Would like to lower maintenance cost. Thinking about a rain garden. Want to eliminate wild black berry bushes.

Dennis provided the 2016 Expenses & 2017 Budget handout for discussion. Anthony John questioned the cost for the landscaping. Dennis listed the duties of the common area maintenance company and that the Board has not renewed their contract from 2015. The company is working on a month to month basis until the Board investigates the alternative. Anthony John volunteered to spearhead efforts of the investigation. Dennis created a Landscape Maintenance Committee for this purpose, to be chaired by Anthony.

A question was asked for what the insurance is for. It is to protect the Association from liability of the Board.

A question was asked for what the PSE cost is from. It is for the electricity to light the most southerly entrance marquee.

A question was asked about the cost of the attorney. The attorney cost is for consultation and collection services rendered. A discussion ensued regarding the Board's process for member notification of the due date for the assessment. The first notification is via the first newsletter mailed to the Membership in mid-January. A late fee charged letter is mailed to the Member in early April, followed by a reminder in the spring newsletter. At this point, a collection letter is mailed to the Member from the attorney. Then the Attorney files a lien and mails a notice to the Member. Lastly, the Attorney forecloses on the lien and mails a summons to the Member. This process takes approximately one year.

It was suggested that the Board use electronic notification and a certified letter from the Board prior to the attorney. Dennis explained that using the USPS is the official means of communication from the Board and using one method simplifies the process. He explained that the fees generated by the attorney are recouped when the member brings their account into good standing. He suggested that those that prefer electronic notification set a reoccurring annual reminder in their electronic calendar to be reminded that the assessment is due on March 1<sup>st</sup> and past due March 31<sup>st</sup> every year.

Dennis mentioned that he is in the process of revising the Rules & Regulations. A question was asked if the membership gets to vote on the revised Rules & Regulations. Dennis provided that an amendment to the CC&Rs requires a two-thirds approval vote of the membership, but that the Board may revise the Rules & Regulations without consent of the Members and that there are provisions in the CC&R's for the Membership to revise them also.

A question regarding the mailbox project was asked. Dennis requested that David Orriss Jr. provide the Mailbox Committee update at this time to facilitate the budget discussion. David said that the Committee is in the process of finishing the specifications, it will then go to the Architectural Review Committee for recommendations, then to the Board for approval and then to the contractors for bidding purposes. The Committee's goal is to have the project completed in mid-2017.

A question arose regarding the line item for Cluster Mailboxes with a budget of \$20,000 - \$30,000. David Orriss Jr. explained that that was left over from the previous committee and that his anticipated cost was approximately \$15,500 prior to the detailed specifications, which will increase the cost.

A motion was made to strike out the word "Cluster" in the line item and to strike out the \$30,000 in that line item and the \$39,938 for the 2017 Budget Total. The motion was seconded. Twenty-three Lots voted to approve the budget as revised.

David Orriss Jr. provided information regarding the BonneyLakeManor.com website.

Dennis acknowledged Terry Linville and Todd Sundvall for their service on the Architectural Review Committee. Dennis is also a member of the Committee.

Dennis acknowledged Teresa Hancock for her service on the Welcoming Committee. A question was asked as to how Teresa welcomes new members. Guiermo Todd described the basket that they received that included a \$40 gift certificate to Lowe's and a CD with the CC&R's, Rules & Regulations and the Architectural Addendums. Cary Baker volunteered to assist Teresa on the Committee.

Dennis will Chair the Community Event Committee. He will put together a team to plan and organize a social event, such as a bar-be-que to tentatively take place in August.

Dennis described what he has been doing as the judge for the holiday decorations contest and asked if anyone was interested in chairing a committee for that purpose. Heather Branks graciously volunteered to serve as Chairperson.

Dennis explained a missed opportunity with last year's garage sale when he received the President of Fennell Ridge's inquiry email approximately two months after it had been sent. He thanked Briana McGinnity for her efforts to spearhead the sale. He suggested that we plan ahead and be proactive in contacting Fennel Ridge to synchronize the date and efforts. He asked for a volunteer to chair the Committee. No one volunteered.

Dennis announced the winners of the Holiday Decoration Contest. The Todd's were present to receive their gift certificate. The rest will be mailed to the recipient.

Election for a new member of the Board of Directors. Dennis Baker read the following:

- The Directors have the responsibility for general supervision of the Association's affairs and the specific supervision of the officer's activities, administrative policy decisions, programs, financial decisions, by-laws, and organizational changes.
- The Directors are required to discharge the duties of their respective positions in good faith and with the degree of diligence and skill that an ordinary prudent person would exercise under like circumstances.
- All Directors owe a duty of "undivided loyalty and honesty" to the corporation.
- The Directors must be knowledgeable about the Declaration, By-Laws, Corporate Charter and other Association documents.
- When making a business decision, a Director must act in Good Faith pursuant to a free, honest exercise of judgement not influenced by personal or other considerations, except for the welfare of the corporation.

Dennis called for hands of all members interested in being on the Board of Directors for one-year to fill a vacant seat. No member volunteered. He announced that David Hancock volunteered his service prior to the meeting and nominated him. The nomination was seconded and approved in a unanimous vote from the membership in attendance.

Dennis provided the following for the Good of the Association:

- Membership to the Association is mandatory.
- Pay your dues on time.
- Read the CC&Rs and the Rules & Regulations.
- Care about your neighbors.

Dennis conducted a past Board Member thank you.

The drawing was conducted for the Association to pay an attending member's 2017 assessment. David Orriss Jr. pulled Teresa Weed's ticket from the hat.

The meeting was adjourned at approximately 8:50 PM.

Twenty-five (25) Lots were represented at the meeting, which is a quorum.

# Bonney Lake Manor Home Owners Association

*Our goal is to serve, protect and promote the community interests of Bonney Lake Manor through volunteer efforts to identify and evaluate needs, disseminate information, and take appropriate action to support Bonney Lake Manor residents with the common goal of improving the quality of life and protecting home values in our community.*

## Board Meeting / March 11, 2017

**Attendees:** Dennis Baker, David Orriss, David Hancock and Terry Linville

### Topics Discussed:

- **Roles:**
  - D. Baker, President: to retain Finance role (banking & bill paying), formal record retention (Google Drive)
  - D. Orriss, Vice President: focus on Mailbox committee, BLMHOA Website, Homeowner compliance (homes on East side of 192<sup>nd</sup>)
  - D. Hancock, Secretary: focus on Newsletters, Homeowner compliance (homes on West side of 192<sup>nd</sup>)
  
- **Website:**
  - **D. Orriss reported it was up and running at this time.**
  
- **Homeowner Meetings:**
  - It was brought to the Board's attention that according to the BY LAWS the initial meeting is to take place no later than 60 days after the close of the Association's fiscal year (December 31, 20XX) and ALL meetings are to be publicized to the BLMHOA members.
    - Board Meetings are scheduled as follows; June 7, 2017 / September 6, 2017 / and December 6, 2017
    - Meeting location is the Starbucks located in the Bonney Lake Target
    - Meeting time: Begin at 7:00 PM
    - NEXT ANNUAL MEETING: February 28, 2018 at the BLHS from 7:00-9:00 PM

- **BLMHOA CCRs Rules & Regulations:**

- Discussed proposed changes to the rules & regulations. D. Baker proposed changes to the R&Rs through screening of other Homeowner Association requirements and known problems BLMHOA has faced over time.
- T. Linville offered to help align the existing R&Rs with additional content for clarity to help blend the two documents.
- We will reconvene when the document is drafted.