

Bonney Lake Manor Homeowners' 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.

Quarterly Board Meeting Minutes

December 6, 2017

Starbucks inside Target

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

Topics Discussed:

1. 2018 Budget:

- Reviewed, discussed and approved the draft 2018 budget which will be presented to the Homeowners for approval at the Annual Meeting, February 28, 2018 (enclosed).

2. Annual Assessment:

- Discussed lowering the annual dues. Determined it is important to retain sufficient funds to draw upon as needed, final determination was to keep the Annual Dues at \$125.
 - Annual Assessment (dues) are to be submitted by 1/1/2018.
 - A late fee of \$25 will be assessed on 3/1/2018 and they will be subject to collections on 4/1/2018.

3. Annual Meeting:

- The Annual meeting will be held on February 28, 2018 at a **NEW LOCATION**.
- **Mountain View Middle School Commons** from 7:00-9:00 PM.

4. 2018 – 2019 Board:

- There are two Board positions opening in 2018: President & Vice President, as well as the Welcoming Committee Chairperson. Please consider these opportunities and the utilization of your time to make our community desirable to all of those living in the neighborhood. Please let the Board know of your interest. We will share with you the responsibilities, and be prepared for the nomination process at the upcoming Annual Meeting.

5. Quarterly Meetings:

- Newly elected Board will determine dates and location of 2018 meetings.

6. Christmas Decoration Contest Committee:

- Congratulations to the 4 winners! Thank you all for the Holiday spirit ☺.
 - Grand Prize Winner: Lot 35 – Patrick and Jennie Myers
 - Spirit Runner Up's: Lot 32 – Guillermo & Monica Delgado Todd, Lot 74 – Angela Kelly and Lot 60 – Tammi Ryan

7. Mailbox Committee Status:

- Report from David Orriss. Meeting scheduled with contractor on 12/11/2017 to review the project and establish the timeline. Ballot for replacement mailbox's to be forthcoming.

8. BLMHOA Rules & Regulations (R&Rs):

- Report was provided from T. Linville who assessed the existing R&Rs. He has been working to document the sources of each requirement in preparation for the Annual Meeting where we will be discussing establishing a committee to reassess the existing R&Rs for improvements.

9. Executive Session:

- Reviewed the status of homes with outstanding CC&R violations and Board actions.

Thank you for the pride you take in your homes and the effort you put forth in making our community a great place to live. Happy New Year and we look forward to meeting with you in February at the Annual Meeting.

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)

<http://www.BonneyLakeManor.com>

2018 Annual Meeting Agenda

Mountain View Middle School - Commons

Wednesday, February 28, 2018 at 7:00 PM

- ☐ Sign-in Sheets.
- ☐ Volunteers to take Minutes.
- ☐ Call the meeting to order – David Hancock
- ☐ A quorum is 23 lots. By-Laws, Pg 2, Sec. 9: 25%
- ☐ Introduction of Board of Directors: Dennis Baker, President / Finance; David Orriss Jr., Vice-President and David Hancock, Secretary.
- ☐ Meet and greet new Members.
- ☐ State of the Association – David Hancock
 - 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.
- ☐ Financial Fitness: Checking & CD account balances – Dennis Baker
- ☐ 2017 Expenses & 2018 Budget – Dennis Baker
- ☐ Mailbox Committee Update – David Orriss Jr.
- ☐ Other Committees – David Hancock
 - Architectural Review Terry Linville & Todd Sundvall
 - Welcome – Teresa Hancock
 - Community Event – David Hancock
 - Holiday Decorations – Need Volunteers.
 - Garage Sale – Need Volunteers.
 - In conjunction with Fennel Ridge HOA
 - Dave Baus, President, Fennel Ridge HOA: dave@villageconcepts.com
- ☐ New Rules & Regulations – David Hancock
- ☐ Holiday Decoration Contest Winners Awarded Lowe's Gift Certificate – Teresa Hancock
- ☐ Election of a member of the Board of Directors – David Hancock
 - 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.

Note: The Board of Directors may form a Nomination Committee. By-Laws, Pg 3, Sec. 4.

- ☐ For the Good of the Association – David Hancock
- ☐ Past Board Member Thank You – David Hancock
- ☐ Annual Meeting Adjourned.
- ☐ New Board of Directors Schedule First Organization Meeting – David Hancock

Bylaws: Article 3; Section 8 - Organization Meetings

The first meeting of the Board of Directors following each annual meeting of the membership shall be held within ten days thereafter at such time and place as shall be fixed by the Board.

Tentative Meeting: Saturday, March 3rd, 9 AM at the Target Starbucks

Agenda:

1. Meet and greet.
2. Dennis pass on the financial responsibilities.
3. Review, revise and approve annual meeting minutes.
4. Create a Plan of Action.
5. Items of interest.

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2017 Expenses, Income & Balance

<u>Date</u>	<u>Expenses</u>	<u>Income</u>	<u>Balance</u>
January 18th	-\$491.63	+\$00.00	\$33,337.38
February 15th	-\$434.03	+\$5,193.00	\$38,096.35
March 15th	-\$4,928.82	+\$1,375.00	\$34,542.53
April 17th	-\$2,653.32	+\$5,250.00	\$37,139.21
May 15th	-\$1,890.57	+\$1,400.00	\$36,612.61
June 15th	-\$336.15	+\$2,450.00	\$38,468.04
July 18th	-\$1,024.24	+\$00.00	\$37,443.80
August 15th	-\$437.93	+\$00.00	\$37,005.87
September 18th	-\$1,569.36	+\$00.00	\$35,436.51
October 17th	-\$161.86	+\$00.00	\$35,274.65
November 15th	-\$554.94	+\$813.00	\$35,532.71
December 15th	-\$Pending	+\$Pending	\$Pending

2017 Certificate of Deposit (CD)

December 9, 2017 \$20,484.63

Note: 0.25% Annual Percentage Rate (APR) compounded daily.

	2016 Budget - Proposed	2016 Actual	2017 Budget - Proposed	2017 Actual	2018 Budget - Proposed
<i>Landscaping</i>	\$3,500.00	\$3,264.00	\$3,300.00	\$3,264.00	\$3,300
<i>Landscape Improvements*</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000
<i>Office Supplies</i>	\$50.00	\$124.43	\$130.00	\$0.00	\$0.00
<i>Gifts/Prizes</i>	\$325.00	\$325.00	\$325.00	\$100.00	\$100.00
<i>Annual Meeting</i>	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00
<i>Insurance</i>	\$1,300.00	\$1,222.00	\$1,222.00	\$1,288.00	\$1,300.00
<i>Attorney Fees</i>	\$500.00	\$3,910.00	\$3,500.00	\$6,622.17	\$3,500.00
<i>Post Office Box</i>	\$90.00	\$82.00	\$82.00	\$90.00	\$90.00
<i>Mail</i>	\$50.00	\$226.33	\$250.00	\$555.09	\$600.00
<i>Taxes</i>	\$150.00	\$150.00	\$150.00	\$250.00	\$250.00
<i>Garage Sale Ads</i>	\$0.00	\$0.00	\$30.00	\$33.65	\$50.00
<i>Secretary of State</i>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
<i>Puget Sound Energy</i>	\$150.00	\$130.00	\$130.00	\$128.88	\$130.00
<i>Website</i>	\$0.00	\$120.00	\$179.00	\$203.88	\$210.00
<i>Community Events</i>	\$400.00	\$0.00	\$400.00	\$305.93	\$400.00
<i>HOA Dues Drawing</i>	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
<i>Mailboxes</i>	\$20,000 - \$30,000	\$0.00	\$20,000 - \$30,000	\$0.00	\$15,000
<i>Welcome Committee</i>				\$174.33	\$350.00
Total	\$26,630 - \$36,630	\$10,193.76	\$29,938 - \$39,938	\$13,255.93	\$30,520