

Pine Forest Board Meeting - December 1, 2018

Meeting at 3 Bears Conference Room, Winthrop

Board In Attendance: Anne Fox, Heather Dean, Robin Jeffers, Jim Wurzer and by phone Bill Ellis.

Community Liaison: Steve Meyers

PF Owners: Doug Wolfe, Sheryl Wolfe, Chris Hopkins, Chris Bellas, and Quinn Loucks.

The meeting started around 1:45. It took place at 3 Bears rather than the scheduled place of Drop Zone due to a scheduling conflict.

The minutes from the September PF Board meeting were approved after minor revisions submitted by Heather Dean. It was noted that Robin Jeffers was appointed to the Board in October 2018 to replace Andy Maloy who resigned in October due to personal reasons. The Board welcomed Robin to the Board and expressed their thanks for Andy's contributions to Board business.

Minutes Executive Summary

Action Items:

- Roads: Prioritize roads work with focus on highest need. Include cost estimate by Feb 2019 – J. Wurzer and Roads Committee
- Water: Prioritize water infrastructure needs and include cost estimate by Feb 2019 – B. Ellis and Water Committee. Steve Meyers to join Committee. Follow up on needed actions identified in Doug Hale's report - S. Meyers
- Budget: Create 2019/20 draft budget proposal for Board review by March/April 2019 – H. Dean and Finance Committee
- Governance Review Condominium Law Group recommendations and information and prepare recommendations for Board – A. Fox and Governance Committee
- Fee policy review: Architecture Guidelines (R. Jeffers and Architecture Committee); Late payments (H. Dean and Finance Committee); Water Fees and Hookup Fees (B. Ellis and Water Committee)
- Signs: Investigate options for replacement of entrance sign (R. Jeffers and Architecture Committee); Speed Limit sign(s) and Trailhead Signs TBD - Steve Meyers
- Methow Trails Donations: Recommend a direction on this potential budget item in the 2019/20 draft budget (H. Dean and Finance Committee). Owners are encouraged to make treat donations to MT groomers by placing items in the mail box at the end of the new split rail fence at the top of Nighthawk. Monetary donations can be made on-line to Methow Trails.

- Insurance Policies: Review insurance policies for PFHOA – J. Fox
- Winter Alert: Remind owners that PF is a demanding place to drive in the winter and that they need to be prepared for those conditions - A. Fox
- Apple Maggot Quarantine: Provide further clarification on restrictions - A. Fox
- Lot Issues: Notify owners (Lots 127, 153-155, and 174) regarding Board actions on their lot-specific issues - A. Fox
- Chris Hopkins Payment Demands and Small Claims Court Registration of Demand: Follow up with Chris regarding Board action on his demand - A. Fo
- Garbage: Begin sharing photo documentation of garbage dumping violations - S. Meyers
- Invasive Plants: Form a new Invasive Plant Control Committee - D. Wolfe and J. Wurzer. Thank you Doug and Jim!

Community Liaison and Committee Reports

NOTE: Complete committee reports including the report from Steve Meyers, will be included in the posting of the minutes on the website under the “Governance” tab at “Minutes -Board Meetings.”

Community Liaison: Steve Meyers offered the following comments in addition to his written report: The Barrows of Lot 56 are now full-time residents. Andy Oosterhoff worked on the lower Nighthawk drainage. His equipment is still in PF but may be removed before heavy snows occur.

Roads: Jim Wurzer said the wish list of road improvements had been put together with input by the Committee members and with significant input from Andy. Anne asked the committee to prioritize the specific improvements. Jim agreed and said that, given the limits of PF’s budget, whatever is emergent would be the priority. Steve reported that Andy was waiting for the right moisture and temperature conditions to perform the fall grading. The grading has not been done so the Board, decided to not do the fall grading. There is a general sense that grading at this late date in the season is not a wise use of funds and any grading should occur in the spring. The idea of having sand in containers at specific trouble areas was discussed. This solution is not sustainable because the sand will freeze and containers would become inaccessible due to the height of snow banks as winter progresses. More frequent and affordable plowing options remain a challenge.

Jim and Steve are working with Andy to clarify his protocols for snow plowing, snow pushback, and sanding. *Winter Alert:* It is well known that PF is a demanding place to drive in the winter. Owners need to know that snow and ice tires, or studded tires, are best for winter driving conditions. All weather tires are not as effective. Jim reiterated that to drive in PF in the winter you should have snow tires and chains and be familiar with putting the latter on your car. If you

have visitors and conditions are not good, meet them in the contractor parking lot either by car or on foot. Jim and Steve will be opening up discussions with Andy regarding the snow plowing contract which ends after this winter season. The current contract was for a five-year period.

Governance: With prior Board approval, Anne met with the Condominium Law Group (CLG). Jon Fox accompanied Anne to the meeting. The gist of Anne's report is that there is a complicated hierarchy of WA State laws that govern HOA Covenants and Bylaws. This will all have to be sorted out in order to insure PF's Covenants and Bylaws reflect legal requirements. There is also a new State law that may be applicable to PF. The Governance Committee will have to review the various issues and make a recommendation to the Board.

Architecture Committee (AC): The Board discussed the poor condition of the entrance sign as well as a need for review of other signs. The AC will make recommendations about replacing the sign but the Committee will first need budget direction. It was decided not to post a sign in the area of the garbage dumpsters but instead to share photos of violation examples with owners. Other signs needing review due to their limited visibility are the speed limit sign and the trailhead/no trespassing signs. Robin stated a need to better manage the activities in PF that are permitted by the AC. A proposal was made to write a policy procedure with fee enforcement to better insure guidelines are followed. In addition a discussion occurred about the need to review all fees now in place in the AC guidelines. Anne asked if there were any guidelines for PF to follow regarding Okanogan county permits for construction in PF. Robin stated that the County has responsibility for those. No decision was made as to whether or not to amend AC guidelines to reflect a requirement that owners submit a proof of an approved County building permit.

Water: There was an extensive discussion of the history of fees for water hookup and new construction. There is an inconsistent history of fee assessment due, in part, to changes in personnel over several years. The Water Committee will review the current fee structure to come up with a realistic fee based on costs to PFHOA, including purchase and ownership of meters by PFHOA. Bill, as Water committee chair, will identify and prioritize water infrastructure needs to be included in the 2019/20 budget. One particular need mentioned was replacement of the water line on Summer Road. It is the original line.

Trails and Recreation: In her written report, Christina Schuetz raised the issue of who, if anyone, should provide a donation to Methow Trails for their work to groom the access trail for PF owners to connect to Sun Mt. trails. In the 2019/20 draft budget, Heather will propose whether or not PF should make a donation on behalf of PFHOA. Treats are always welcome gifts to groomers and can be placed in the mailbox at the top of Nighthawk.

Finance: PF is in good financial standing to date as reported by Heather. PF is in good financial standing to date as reported by Heather. As of the December 1, 2018 we had about \$133,000 in cash on hand, including \$10,000 in our rebuilding reserve fund.

Heather raised a number of issues that need to be addressed:

- 1) Lien charges and how to cover costs should payment be made as a lien is being registered.
- 2) Offsetting the loss of revenue that occurs with combination of lots.

3) Inconsistent policies regarding dues payments and late fee enforcement.

Timber Thinning Report: While thinning of private lots is expected to break even or maybe have budget surplus, this year's thinning of common areas is anticipated to have about a \$4800 shortfall. The Board voted unanimously to cover this shortfall by redirecting the approved 2018/2019 budget's \$5000 line item for developing a pullout along middle Summer Road since use of that area for a landing this year has created a de facto pullout. The Board also voted to redirect funds from the approved \$3000 line item for ladder fuel reduction, if needed. Saul will burn slash once there is enough snow coverage. Once all revenues are received from the Oroville mill a thinning report summary, with comparisons to previous years' thinning projects, will be sent to owners. The Board decided to hold a meeting in February to discuss a thinning project for 2019.

Lot Issues

1) The owners of Lots 153 (Steiner/Leatham) and 155 (Nuffort) own Lot 154 jointly and want to split it equally and merge the halves with their developed lots. The Covenants do not directly address this action. They only speak to splitting up of an individual lot by its owner, not one lot between two owners. The Board observed that this request would end up with the same outcome of two lots with a combined two houses on six acres and the same loss in dues and water fee revenue that would occur if one of the owners merged the entire vacant lot with their own developed lot. Although there was general agreement to approve the request, Anne asked for a delay in decision making to insure Covenants were not violated.

2) A second lot issue discussed is the right of way (row) between Lot 173 and Lot 174. A survey conducted prior to the recent sale of Lot 173 revealed that the platted boundary lines are substantially different from the actual road location between the two lots. The owner of Lot 174 (Noland) has asked the Board to address this discrepancy. Anne will follow up with Steve Noland to work through a solution to the issue, if necessary.

3) A third issue is access to Lot 127 (Hardy) via Short Leaf road. Short Leaf is a platted road right-of-way and provides the best access (less ground disturbance than would occur from South Blackjack) to Lot 127. The Board agreed Gregg Hardy has the right to build a driveway to access his proposed home site using the existing Short Leaf access road. Anne will follow up to inform Gregg of this decision.

4) Maintenance of the water pump on Lot 144 (Burkholder) also came up. People are trying to find the written description of responsibility for the maintenance of it. It has not been found as of yet.

Small Claims Court Demand by Chris Hopkins

The Board went into Executive Session to discuss the small claims court suit by Chris Hopkins (Lot 48) for monetary damages against PF arising from 2015 and 2016 forest health work, as well as specific overdue fees. The minutes record the following action with regard to Chris' action: In November 2018 Chris Hopkins filed with Okanogan County Small Claims demand for reimbursement of dues and punitive damages related to the forest health projects, including

ladder fuel reduction, conducted in 2015 and 2016. He states that HOA monies were, per his interpretation of the PFHOA Declaration of Covenants, Conditions and Restrictions, wrongly diverted to maintenance of private properties for the completion of the 2015 and 2016 projects. The total demand amount is \$4680.00.

The Board discussed in Executive Session the process to deal with dues and fees in arrears.

Landowner Comments

Input was invited from the attending landowners. Chris Bellas wanted to thank Andy Oosterhof for the good work he has done with PF roads. Chris hopes that we can continue to utilize Andy for snow removal in the new contract. Doug and Sheryl Wolfe said that sometimes N Blackjack does not get plowed beyond Sugar Pine. Doug Wolfe said people are driving very fast on N Blackjack. The Roads Committee, with assistance from Steve Meyers, will investigate additional and/or more visible posting of the 15 MPH road signs. Doug Wolfe is concerned about the proliferation of weeds in PF. He volunteered to head a Weeds Committee. Jim will join the effort. Sheryl Wolfe suggested owners be allowed to comment at the start of board meetings so that those who do not want to sit through the entire meeting can leave after making comments. The Board will discuss this option further.

The Board adjourned at 5PM

Minutes submitted by Jim Wurzer, Secretary