

**Poulsbo Place II Homeowners Association
Annual Homeowners and Special Board Meetings**

c/o HOA Community Solutions
P.O. Box 364
Gig Harbor, WA 98335

January 23, 2024

A copy of slides used in these meetings is attached to and is part of these minutes.

ANNUAL HOMEOWNER'S MEETING

Call To Order: The 2024 Poulsbo Place II Homeowners Association Annual Meeting was called to order by President JoAnn Schlachter at 7:00 pm.

Quorum: Four Board Members, 15 unique households, and 12 unique proxies were present. Hence, 31 of the 84 homeowners were represented, surpassing the minimum of 21 homeowners (25% of total) required for a quorum. Notice was given for the meeting in accordance with requirement. *[Slide 3]*

Minutes Approved: *[Slide 6]* The minutes of the HOA Annual Board meeting of January 24, 2023 and of the Budget Ratification Meeting of October 24, 2023 had been sent to homeowners in advance.

MOVED: Approve the minutes of the Jan. 24, 2023 Annual HOA Meeting and Oct. 24, 2023 Budget Ratification Meeting (Passed) *[Slide 6]*

Waiver of Audit: The history of waiving audits over past several years, and the reasons for that, were discussed *[Slide 7]*.

MOVED: Waive the audit for the year (Passed)

Officer, Committee Chair, and POC Reports

Landscape Committee (JoAnn Schlachter): Removal of dead trees and bushes, and the improvement of the trail through enhanced drainage and stones on the stairs, were reported *[Slide 8]*.

Treasurer: (John Ackenhusen) *[Slides 9 - 11]* Operating income for 2023 exceeded operating expense by \$2,274.32. Cash balance is \$25,458 (v. \$19,927.33 at start of year), and there were no unbudgeted operating expenses. Our Reserve Account funding falls short of the amount recommended by our Reserve Study Specialists (we have \$75,039; full reserve funding is \$84,037). The 2024 Operating Fund budget has been modified to increase our contribution to our Reserve Fund to address this shortfall. As approved by the October, 2023 Budget Ratification Meeting, the monthly assessment was increased by \$9.00 per month, to \$120 per month, to accommodate \$9,900 increase in expenses for the year (PLM Landscaping 6% price increase, increase in repair and landscape projects budget, and increase in Reserve Fund contribution).

Architectural Change Committee: (Maria Glushtsova) It was reported that new architectural guidelines were approved and documented on the HOA-CS Web Portal. There are no outstanding issues – all is well. *[Slide 12]*.

Compliance Committee: (Drew Botti) The process for compliance was reviewed, starting with quarterly inspections performed independently by HOA-CS, the ability for a homeowner to notify of a possible violation, and processes for review and appeal by the HOA Board. *[Slide 13]*.

Secretary: (John Ackenhusen) *[Slide 14]* As a reminder, all communication concerning HOA business should go to the HOACS email address, customercare@hoacommunitysolutions.com, rather than personal emails, to preserve transparency and provide a public record. We have our own web portal for

homeowners, requiring an ID and password. It provides documents including minutes of annual meetings and board meetings, and provisional minutes prior to approval. The responsibilities of our HOA management association, as limited to finance and compliance, with a bit of homeowner interaction, was reviewed.

Election of Board Members: (JoAnn Schlachter): Current Vice President Scott Wistrand was presented for a renewal of his term, to expire Feb 1, 2027, and was elected to office *[Slide 15]*.

There was no Unfinished Business and no New Business. *[Slide 16]*

Open Discussion: Past Treasurer Frank Gibbons, recognizing that we were with excess cash in the Operating fund and underfunded on the Reserve Fund, suggested that we explore moving some funds from Operating to Reserve to ameliorate the shortfall. Current Treasurer John Ackenhusen will explore this with HOA-CS. Homeowner expressed appreciation for the work of the Board, in particular the Landscape Chair and the Treasurer

President JoAnn acknowledged with gratitude the gift of resident Garry Willis to purchase and install new solar-powered lights along the trail of Poulsbo Place II.

Board members Scott and Drew noted that beside their homes, where PLM parks its landscaping trucks, ruts are being torn into the dirt from tires. It was suggested that a way be found to avoid these ruts, perhaps by installing gravel. *[Slide 17]*.

The meeting was adjourned at 7:28 pm.

SPECIAL BOARD MEETING FOR ELECTION OF OFFICERS, COMMITTEE CHAIRS, & COMMITTEE MEMBERS

This meeting was called to order immediately following the previous meeting. *[Slide 17]*

MOVED: Officers, committee members, chairs, and committee members to be as shown below

- JoAnn Schlachter – President and Landscape Chair
- Scott Wistrand – Vice President
- Maria Glushtsova – Architecture Change Committee Chair
- John Ackenhusen – Secretary, Treasurer, and HOA-CS Liaison
- Drew Botti – Compliance Chair

Adjournment

The meeting was adjourned at 7:33 pm.

Attachment 1: Meeting Slides

Poulsbo Place II Homeowners Association

2024 Annual & Special Meetings

Zoom Meeting

**January 23, 2024
7:00 PM**

Slide 1

AGENDA – Annual Meeting

- Call to Order – President
- Proof of Notice of Meeting / Roll Call / Quorum (Secretary)
- Introduction of Board Members (President)
- Approve Minutes, 2023 Annual Mtg (Membership) (Secretary)
- Approve Minutes, 2024 Budget Ratification Mtg (Secretary)
- Motion to Waive Audit (Secretary)
- Officer, Committee Chair, & POC Reports
 - Landscape Committee (Chair)
 - Treasurer
 - Architectural Change (Chair)
 - Compliance (Chair)
 - HOACS POC (Secretary)
- Election of Board Member (President)
 - Board Member (Scott Wistrand)
- Old Business
- New Business
- Open Discussion: Homeowner Comments / Questions
- Adjournment of Annual Meeting

Slide 2

Pre-Meeting Announcement

Poulsbo Place II

Hello Poulsbo Place Home Owners!
Happy New Year!


Please find the attached 2024 Annual Meeting Notice and Agenda that is scheduled for Tuesday January 23rd at 7p.m.

The Association must meet quorum in order to conduct business so please be sure to **send in your proxy form even if you plan to attend, as plans can change.**


The meeting will be held virtually via the Zoom link below.

<https://bit.ly/PP12024>
Meeting ID: 843 8008 4595 Passcode: 355335

Thank you and we look forward to seeing you soon!



P.O. Box 364
Gig Harbor, WA 98335
Phone: 253-985-3812
Fax: 253-313-1219
Monday - Friday 9:00am to 4:30pm



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Poulsbo Place II Owners Association

2024 Annual Membership Meeting Agenda

Tuesday, January 23rd, 2024 @ 7:00pm via Zoom

Members may attend this meeting via the following link:
<https://bit.ly/PP12024>

Meeting ID: 843 8008 4595 Passcode: 355335

One Tap Mobile: +12532158782_84380084595#...*_355335# US (Taroma)
+12532050468_84380084595#...*_355335# US

Please plan to attend the Annual Meeting of the Poulsbo Place II Homeowners Association. Please fully complete the enclosed proxy and return **no later than January 16, 2024**. It is imperative that we meet the required quorum of members in order to conduct business at the meeting. You may designate a proxy to vote for you at the meeting or allow the Association's Secretary to be your proxy. Please return the directed proxy form even if you plan to attend the meeting. Plans often change and it is important that we meet the quorum requirement to conduct business at the meeting. If you attend the meeting after sending your proxy, your proxy will be rescinded.

We are voting to elect Scott Witstrand, a Board member whose term ends Feb 1, 2024, to a term ending Feb 1, 2027. If you are interested in becoming a part of the Poulsbo Place II Board of Directors, please feel free to nominate yourself on the ballot attached with the Proxy Form. Again, completed proxy and ballot forms should be returned via mail, fax, or email by January 16th, 2024. Please note that members are elected to the available board seat(s) and the board later internally votes to determine which director will hold each office.

Call in VIA Zoom

The Poulsbo Place II Board is requesting that homeowners who wish to be in attendance call in to this meeting via the virtual meeting platform, Zoom. We thank you in advance for your attendance.

Board Members: JoAnn Schachter (President), Scott Witstrand (Vice President), John Askenhusen (Secretary/Treasurer), Maria Glushstova (Director), Drew Botti (Director)

Annual Meeting Agenda

- Call to Order
- Proof of Notice of Meeting / Roll Call + Determination of Quorum (25% - 21 owners)
- Approval of Minutes from 2023 Annual Meeting
- Approval of Minutes from 2024 Budget Ratification Meeting
- Officer/Committee Reports
 - Waiver of Audit of 2023 FY
 - RCW 54.58.045 requires all HOA's with income exceeding \$50,000 to have an annual financial audit unless 67% of vote cast by owners, in person or by proxy, at a meeting of the Association at which quorum is present, vote each year to waive the audit.
- Election of New Board Member - seat 5 with term ending 2/1/2027
- Unfinished Business
- New Business
- Homeowner Comments
- Adjourn

Slide 3

Proxy Form

The Association must meet quorum in order to conduct business so please be sure to **send in your proxy form even if you plan to attend, as plans can change.**

POULSBO PLACE II OWNERS ASSOCIATION

2024 Directed Proxy Form

A quorum of owners (25%) is required to attend in order for the Association to conduct official business at the Annual Meeting on January 23rd, 2024 @ 7:00pm. You may be counted in the quorum by attending in person or by designating a proxy to attend and vote in your place. Please complete and return the proxy form today, even if you plan to attend, as plans do change. If you attend the meeting, your proxy form will be rescinded, and you will be entitled to vote in person. PLEASE TAKE A MOMENT TO COMPLETE THE FORM NOW and return the Proxy below postmarked no later than January 16th, 2024. YOUR DESIGNATED PROXY MUST BE IN ATTENDANCE AT THE MEETING. THE PROXY MUST BE RECEIVED PRIOR TO THE MEETING.

Said proxy is herein specifically authorized to vote upon all matters as may properly come before the meeting, or any adjournments thereof, as directed below. If no direction is given, my proxy may vote on my behalf.

I, the undersigned, do hereby appoint the following as my proxy. PLEASE CHECK ONE (1):

- _____
(Name of person who will be present at meeting. Must not be owner's or spouse's name)
- If no name is provided above, a Board Member will vote your proxy

Administrative Issues: PLEASE VOTE YES OR NO ON EACH OF THE FOLLOWING:

- Yes No Approve 2023 Annual Meeting Minutes
- Yes No Approve 2024 Budget Ratification Meeting Minutes
- Yes No Waiver of Audit of 2023 Fiscal Year (Yes = Waive the Audit. No = Perform the Audit)

Election of the Board Member PLEASE FILL IN AND/OR CHECK ONE (1) OF THE FOLLOWING:

- Scott Witstrand
- _____ (write in name)

Number of Owners (Please Print) _____

Signature (electronic & digital signatures are acceptable) _____ Date _____

Printed Name _____

Address _____

Witness Signature (if required) _____ Date _____

This proxy is irrevocable except by actual notice by the undersigned to the Secretary of the Association or to the officer presiding over the Poulsbo Place II Owners Association Annual Meeting that this proxy is revoked. Unless sooner terminated, this proxy shall automatically terminate upon the final adjournment of the meeting for which it is given. TO BE EFFECTIVE THE PROXY MUST BE SIGNED AND DATED. If the grantor owns more than one unit/house within Poulsbo Place II Owners Association, this directed proxy will apply to all units/houses.

You may return this proxy via US Mail, fax, or email to:

Poulsbo Place II Owners Association
P.O. Box 364, Gig Harbor, WA 98335
email: info@hoacommunitysolutions.com | FAX: (253) 313-1219

Slide 4

Introduction of Board Members

- **JoAnn Schlachter** – President, Landscape Chair (Term ending 2/1/2025)
- **Scott Wistrand**- Vice President (Term ending 2/1/2024)
- **John Ackenhusen** – Secretary, Treasurer & HOA-CS Contact (Term ending 2/1/2026)
- **Maria Glushtsova** – Architectural Change (Term ending 2/1/2025)
- **Drew Botti** – Compliance Chair (Term ending 2/1/25)

Slide 5

Approval of Minutes of Past Meeting

Annual Meeting (January 24, 2023)

Poulsbo Place II Homeowners Association
Annual Homeowners and Special Board Meetings
c/o HOA Community Solutions
P.O. Box 364
Gig Harbor, WA 98335

January 24, 2023

A copy of slides used in this meeting is attached to and is part of these minutes.

ANNUAL HOMEOWNER'S MEETING

Call To Order: The 2023 Poulsbo Place II Homeowners Association Annual Meeting was called to order by Vice President Frank Gibbons.

Quorum: Four Board Members, 6 unique households, and 19 unique proxies were present. Hence, 29 of the 84 homeowners were represented, surpassing the minimum of 21 homeowners (25% of total) required for a quorum. Notice was given for the meeting in accordance with requirement. (Slide 3)

Minutes Approved: (Slide 5) The minutes of the HOA Annual Board meeting of January 13, 2022 and of the Budget Ratification Meeting of November 11, 2022 had been sent to homeowners in advance.

MOVED: Approve the minutes of the Jan. 13, 2022 Annual HOA Meeting and Nov. 15 Budget Ratification Meeting (Passed)

Waiver of Audit: The history of waiving audits over past several years, and the reasons for that, were discussed (Slide 6).

MOVED: Waive the audit for 2023 (Passed)

Officer, Committee Chair, and POC Reports

Landscape Committee (JoAnn Schlachter): His Hands Landscaping has changed its name to Pacific Landscaping. The dedicated email given for landscaping issues (PP2.Landscaping@pacificlandscaping.com) is no longer operative with the change of name. Homeowners should forward landscaping requests to poulsbohoa@board@gmail.com, which is the Board email. Reports on dead bushes in the common area, comprehensive erosion mitigation on the trail, dying trees coming to life, and the postponement of mulching were discussed (Slide 7)

Treasurer: (Frank Gibbons) (Slides 8 - 10) Operating income for 2022 exceeded operating expense by \$8,284.26. Cash balance is \$19,927.33, and there were no unbudgeted operating expenses. Our Reserve Account funding slightly exceeds the amount recommended by our Reserve Study Specialists (we have \$77,197.14; full reserve funding is \$76,632). We expended \$19,371 toward maintaining the trail and correcting erosion damage, which included drawing from 2023 reserves for this item in the amount of \$8896.53 – this is because the contractor was in midst of repairing the trail in several areas and it was more efficient to continue and complete it now than wait until next year. The 2023 budget approved at the Budget Ratification Meeting was reviewed. A suggestion was made and accepted to include the extra funds spent on trail erosion mitigation as a note to the appropriate line items of the reserve budget.

Architectural Change Committee: (Maria Glushtsova) New Chair was introduced. Forms for requesting architectural change are on the HOA-CS web portal, and there are no outstanding issues – all is well. (Slide 11)

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Attachment 1

Budget Ratification Meeting (October 24, 2023)

Poulsbo Place II Homeowner's Association
P.O. Box 364 - Gig Harbor, WA 98335

2024 BUDGET RATIFICATION MEETING

Call to Order: The Poulsbo Place II Homeowners Association 2024 Budget Ratification Meeting was called to order at 5:33 pm, October 24, 2023, via Zoom virtual meeting.

Board Members Present: JoAnn Schlachter, John Ackenhusen, Drew Botti, Scott Wistrand

Homeowners Present: Marcia Carruthers, Ruthie Ackenhusen, Mel Morgan, Deb Morgan, Nancy Teske, Carol Robbins (S. Sieberson advised prior to meeting of his budget approval)

There were no objections to the budget. The budget is ratified.

Meeting adjourned at 6:05 pm.

John G. Ackenhusen
Secretary/Treasurer, PPII Homeowners Association

SUMMARY OF PROPOSED OPERATION BUDGET JAN 2024

- Increase in assessment – to \$120/month (been \$111/month for past 2 yrs)
- An increase in expense by \$1,000/yr corresponds to an increase in assessment by \$1/month (\$1/month x 84 homeowners x 12 months/yr = \$1,008/yr)
- Expenses increased by \$9,900 next year (\$9.90/HO-month):
 - Increase in PLM monthly fee (landscaping contractors) by 6% (\$4,100/yr)
 - Increase in projects (General Repairs, Landscape Misc, Contingency) by \$4,500/yr (PLM suggested \$18,500 in projects – we chose subset)
 - Increase in Reserve Fund contribution (long-term repairs) by \$1,300/yr (per CEDCORE independent experts)
- An increase in assessment of \$9.00/month is proposed.
- Budget has income exceeding expense by \$930 (Contingency)

SUMMARY OF PROPOSED RESERVE BUDGET JAN 2024

- Contribution to Reserve Account increases over last year (from \$14,004/yr to \$15,338/yr)
- Increase is recommended CEDCORE, the independent contractor that performs our annual reserve study
- Includes for 2024: Mulch application (\$15,532)

Slide 6

Waiver of Audit

- **Required when income exceeds \$50,000 unless waived by a 67% majority of the votes cast by owners at a meeting at which a quorum is present**
- **Cost estimates run \$2,500-\$3,500**
- **Customarily waived**
- **Poulsbo Place II finances are not complex & open to inspection by any owner**
- **Two-party approval for all checks (HOA-CS and Treasurer, plus one more for reserve expenditures); all funds come to HOA-CS, not Board member**

MOTION: Waive the audit for this year

Slide 7

Landscape Committee Report

- **Removal of dead trees/bushes**
- **Stones, both sets of stairs on trails**
- **Trail drain improvements**
- **Irrigation winterization inspection**
- **Mulch in spring**
- **Homeowners' questions, requests**

Slide 8

2024 Poulsbo Place II Annual Meeting

TREASURER'S REPORT

2023 SUMMARY

- Operating Account (for normal expenses)
 - Revenue in excess of expenses: \$2,274.32
 - Cash Balance: \$25,458 (was \$19,927 at start of year)
 - No unbudgeted expenses

Slide 9

2024 Poulsbo Place II Annual Meeting

TREASURER'S REPORT (cont.)

2023 SUMMARY (cont.)

- Reserve Account (for major maintenance)
 - Cash Balance- \$75,039 (was \$77,137 at year start)
 - Recommended fully funded balance: \$84,037
 - Contributions to Reserve Account have been increased for 2024 to achieve fully-funded balance.
 - Mulching is the Reserve Expense anticipated for 2024 (postponed from 2023 due to trail mitigation expenses)

Slide 10

2024 Poulsbo Place II Annual Meeting
TREASURER'S REPORT (cont.)

2024 Budget

- Ratified on 23 October 2023
- Assessment increased from \$111 to \$120 per month per lot
- FYI: increasing expense by \$1,000/yr corresponds to an increase in assessment by \$1/month per homeowner
- Expenses increased by \$9,900 next year (\$9.90/HO-month)
 - Increase in PLM Landscaper monthly fee by 6% (\$4,100/yr)
 - Increase in projects (General Repairs, Landscape Misc, Contingency) by \$4,500 / yr (PLM suggested \$18,500 in projects – We chose a subset)
 - Increase in Reserve Account contribution by \$1,300/yr (per CEDCORE independent experts)
- An increase of \$9.00 / month was made to assessment
- Budget has income exceeding expense by \$930 (contingency)
- Major assumption: audit is waived (\$2,500 - \$3,500 impact)
- Biannual mulching moved from 2023 to 2024 to allow reserve account balance to recover from heavy erosion spending
- Potential additional reserve account spending may be needed to correct drainage issues

Slide 11

Architectural Change Committee Report

- **New Architectural Guidelines were passed at the Board Meeting on Apr. 18**
- **Rules & Regulations were updated to refer to Architectural Guidelines and Architectural Guidelines have been posted on the HOA-CS Web Portal**
- **Status: All is well**
- **Use the ACC form on the HOA-CS Web Portal to propose external changes, such as paint or construction.**

Slide 12

Compliance Committee Report

1. Monitors maintaining attractive surroundings through compliance with PPII Rules & Regulations
2. Initial compliance inspections performed by HOA-CS every quarter, who sends out notices of violation with request for remediation
3. Special issues can be reported to HOA-CS for Board review and possible violation notice
4. Appeals / disputes of violation findings are addressed to the Board / Compliance Chair
5. Failure to mitigate can result in escalating periodic fines

Slide 13

SECRETARY'S REPORT

- Homeowner / Board Communication – use customercare@hoacommunitysolutions.com not Board Member personal email (WA law)
- HOACS Web Portal

What Does HOA Community Solutions Do for Us?

- PPII Manager is Randi Kibbie randi@hoacommunitysolutions.com
- Quarterly Site Inspections for CC&R and Rules compliance
- Manage our finances
- Contract and Statement of Work (SOW) are on the web portal

Slide 14

Election of Board Members

- **Scott Wistrand – Vice President (Term ending 2/1/2024) – elect for another 3 year term (ends 2/1/2027)**

Slide 15

Open Discussion

Homeowner Comments and Questions

- Procedure to be recognized
 - Use “Raise Hand” button (or actually raise hand) and turn on your video and sound.
- Please limit questions and comments to two minutes per person
- Once everyone has had an opportunity to speak, we will go around the group one more time.

Thank you to all the Home Owners for remembering that we are all in this together and that there is no substitute for being a good neighbor.

Adjournment

Thank You For Coming!

Slide 16

AGENDA

Special Meeting

- Call to Order – President**
- Election of Officers -- President**
- Selection of Committee Members & Assignment of Committee Chairs - President**
- Adjournment of Special Meeting**

Proposed:

- JoAnn Schlachter - President and Landscape Chair
- Scott Wistrand – Vice President
- John Ackenhusen – Secretary/Treasurer and HOA-CS Liaison
- Maria Glushtsova - Architectural Change Committee Chair
- Drew Botti – Compliance Chair

Slide 17