

**Arbor Village HOA Board Meeting  
Windermere Conference Room  
13106 240th St. #200, Kent, WA  
Tuesday, October 11, 2016, 6:00 PM**

Minutes

Board Members Present: Debbie Sampson, President/Treasurer; Steven Ishikawa, Vice President; Jill Miller, Secretary

Also Present: Lynn Sutherland, Manager, WPM South

Call to Order:

The meeting was called to order by the President at 6:01 pm, quorum established

Approval of Minutes:

Minutes of the September 15, 2016 Board meeting were reviewed and approved

Financials:

The Board reviewed the September Financials and noted the cash position as of 9/30/16

Delinquencies:

Delinquencies were reviewed and the Manager was directed to take specific actions including:

- final letter to be sent to a homeowner with a one week limit for compliance before legal action

Unfinished Business:

The Board directed the Manager to have the revised Fence Standard with diagram and the Work Solicitation Letter mailed along with the Arbor Village Newsletter.

HOA financial statement audit tabled until 2017

New Business:

Board approved an increase in annual dues in the amount of \$10. Dues for 2017 will be \$176.

Board adopted and approved a 2017 budget

Next Meeting:

Annual - December 8, 2016 at 7:00 pm at Covington Library

Adjournment:

Meeting was adjourned at 8:10 pm

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Minutes submitted by Jill Miller, Secretary for Arbor Village HOA