

**Arbor Village HOA Board Meeting  
Windermere Conference Room  
13106 240th St. #200, Kent, WA  
Thursday, September 15, 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 6:15 pm, quorum established

Approval of Minutes:

Minutes of the June 8, 2016 Board meeting were reviewed and approved.

Board members reviewed notes of a July 14, 2016 work session held for review of fencing standards

Financials:

The Board reviewed the August Financials and noted the cash position as of 8/31/16

Delinquencies:

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

- two accounts to be sent to the attorney for collection
- one last-chance letter to be sent to a homeowner before legal action is to be taken
- relief of violation fines for one homeowner whose account is now current and violations have stopped

Board approved write off of transfer fee charge on the FNMA account, Lot 2-81, in the amount of \$150

Unfinished Business:

HOA Brick Pillar maintenance tabled to 2017

The Board will direct the Manager to have the fence standard diagram re-drawn and will engage Chantelle Mitchell for this project. The Board has approved payment to Chantelle of \$100 for the diagram.

Board reviewed and made final edits to both the Work Solicitation Letter and Fence Standard Letter, which will include updated fence options. Manager was directed to mail both letters to homeowners after edits made

New Business:

Questions came up about whether an HOA financial statements audit should be planned, the benefits of periodic audits, and what the cost would be. The board directed the manager to obtain an audit proposal for next board meeting

The Manager reported that the Arbor Village HOA neighborhood sweep for lawn maintenance violations resulted in issuance of 46 violation letters, with copies sent to 10 relevant tenants

Board approved ACC requests for the following:

Roof replacement, Lot 2-52

House paint colors, Lot 2-28

House paint colors, Lot 2-49

Next Meeting:

Budget work session, October 11, 2016

Annual -TBD

Adjournment:

Meeting was adjourned at 8:28 pm