

Hill Creek HOA Board Meeting Minutes
Wednesday March 4, 2015
Milton Library

The meeting began at approximately 6:55.

In attendance were board members Larry Boitano, Morten Haastrup, and Jeff Shaver; manager Lori Nicolaus; and ACC members Mike Caraballo and Melodie Shaver.

ACC Approval Process: The primary purpose of the meeting was to discuss and improve the Architecture Control Committee (ACC) approval process. The board had been concerned that some modifications are being done without approval. Their goal was to have visibility of pending and approved requests so that they can take prompt action in case of an unapproved modification. After discussion among board and ACC members, it was decided that our website would be the best place to keep track of requests. Lori agreed to log requests on the website and to update their status so that everyone can view. ACC members agreed to "Reply to All" on ACC email messages. It was decided that since Chuck W. has not replied to emails about the ACC that he is probably not interested and can be removed from the ACC email distribution list. There was some discussion about the need for 3 copies. Although there is no current use for the 3rd copy, not all board members agreed that the requirement could be changed to 2 copies. It was agreed that only one sample need be included with the 3 copies.

The agreed-upon ACC Approval Process follows:

1. ACC request arrives at PO box, or is handed to ACC member or board member.
2. Recipient of ACC request sends email to ACC@hillcreekhoa.com (which automatically sends to all ACC members, Lori, and the board) providing lot number, type of modification, and date received.
3. Lori logs request on the web.
4. Recipient gives request to any ACC member.
5. If not approved, ACC member discusses with homeowner.
6. If approved, ACC member (1st signer) signs and gives request to another ACC member. 1st signer replies to email. Lori updates status on web.
7. If not approved, 2nd ACC member discusses with 1st signer and then with homeowner.
8. If approved, ACC member (2nd signer) signs and gives one copy to homeowner. 2nd signer replies to email (reply to all). Lori updates status on web.
9. 2nd signer gives one copy to Lori, who scans for posting on web and files original.

Old Business

Banking: The Milton branch of Union Bank is closing and the board had agreed that Lori could move the HOA money to BECU. Lori visited BECU to open an account. BECU policy for Homeowners' Associations is that two board members must be on the account. The board members don't need to apply in person; they can fill out a form and give Lori a picture of their ID. They also need to sign a statement authorizing Lori to make financial transactions. Morten and Jeff agreed to be on the account and sign a statement. Lori can proceed with the arrangements.

Hill Creek HOA Board Meeting Minutes
Wednesday March 4, 2015
Milton Library

Lot 49: Lori had written to the occupants asking them to clean up their back yard or re-install their fence, and to improve the appearance of their gutters and garage door. They have cleaned up their back yard, but nothing else. Lori is to write again thanking them for cleaning the back yard and asking them to "repair or replace" the gutters and garage door.

Lot 88: There are a variety of issues with this property. We need some photos so that we can be specific about what we will ask the occupants to change.

Lot 68A: The tree that was blocking the light from the streetlight is still there, but now the light is burned out. Larry wrote an email about how the tree will make identification and repair of the light difficult for maintenance crews, and how the tree violates the CCR on utility easements. Lori is to draft a letter based on the complaints in Larry's email and send it to the board for review. The hearing for this matter can be at the April board meeting.

Lot 19: Lori had written a letter to the owner asking her to remove the blackberry vines and trim the bush that was overhanging the sidewalk. A landscaper was seen cutting the blackberry vines. Lori asked if the bush had been trimmed enough. Larry has recently written a complaint email about visibility of the hydrant being impaired. Morten will look and text Lori about it. Then Lori can draft a letter.

Lot 54: Lori had written a letter asking the owners to properly dispose of the debris in their front yard and to remove the weeds growing near their back fence to keep them from entering the neighbor's yard. Morten will ask lot 53 if there has been any improvement.

Barking Dog: Paul Candella had complained about a barking dog. Morten spoke with the people believed to be the dog's owners. Morten followed up with Paul, who reports that the dog is still barking. Morten will go to Paul's house and listen for the dog, in an effort to confirm the dog's location.

New Business

Solicitation from Collection Agency: Morten received an email from a collection agency called ADAC. They claim that associations pay nothing for their services because their fees are added to the balance owed by the delinquent homeowner. Brief discussion revealed some discomfort with bringing in an outside unknown company.

Opposition to Dues Increase: A homeowner called Jeff because she had heard that the board was planning to raise dues. She is on a fixed income and says she could not afford an increase. The board members in attendance did not think that the planned \$25 yearly increase would be a burden to people who can afford to live in this neighborhood.

Next Meeting: April 8, 7pm, location TBD

The meeting ended at approximately 7:53.

Minutes written by Lori Nicolaus