

Columbia Park HOA Board and Officers Meeting

Meeting Minutes

October 26, 2016

Opening

The regular meeting of the Columbia Park HOA Board and Officers Meeting was called to order at 7:05pm on October 26, 2016 in Dave Hackett's house by Arun Subhas, President.

Present

Arun Subhas, Ernest Kandilige, Jon Erlandson, Carrie Lewis, and David Hackett

Approval of Agenda

The agenda was unanimously approved as distributed.

Open Issues

1. We discussed the outcome of the termination of PSCG as HOA management firm. The contract was concluded between CPHOA and PSCG last week. We reviewed the documents we received from Puget Sound Condo Group, including electronic files and check deposit records.
2. We confirmed that we have updated the WA Secretary of State LLC registration for Columbia Park HOA (Nellis Estates), and removed PSCG as agents.
3. We confirmed that our CPHOA insurance policy has been changed over to remove PSCG.
4. We noted that two bills are still outstanding and unresolved with PSCG. The Bank confirms we sent PSCG a check for \$750 and a check for \$390.48 and those checks were cashed; however, PSCG has no record of having received either of those two payments.
5. We have a CPHOA account at Chase Bank which continues.
6. We have closed the new account at Wells Fargo Bank that PSCG opened under our name, and have confirmed that PSCG is removed from that account. Along the way we discovered that the Wells Fargo Bank may be a more attractive bank for the CPHOA, so we might open a new account and move to Wells Fargo.
7. The board discussed the need to send a letter to the HOA announcing a meeting solely to explain developments with PSCG and take Q&A. Dave will write this letter; Ernest will send it out. The letter is to include the following
 - a. Announce a summary of the reason for the special HOA meeting to review the termination of PSCG as our HOA management firm.
 - b. Announce where dues are to be mailed
 - c. Announce the meeting date, time and location

- d. Mention that the next annual meeting will be scheduled soon to take place early in Q1 2017.
 - e. If any member is interested in serving our HOA Board, please let us know in advance for election during the annual meeting
8. The board discussed a process to deal with member non-payment of dues. We decided to send mailed notice of late dues and give members 30 days after notice to pay their dues, after which we will take additional action to recover funds, including personal visits and a final step of imposing a lien on the house. Arun will write the dues letters for each member owing dues, and Ernest will send them out.

New Business

- 1. It was noted that over the past few months safety issues have improved in our HOA: Traffic speeds are lower, and fewer cars are parking on the streets.

Adjournment

Meeting was adjourned at 8:15pm by Arun Subhas, President.

Minutes submitted by: David Hackett, Board Member and acting secretary