

## **Emerald Highland Homeowners Association**

P.O. Box 3783

Sequim, WA 98382

### **Board of Directors Meeting Minutes**

April 6, 2011

**1.** President Don Klinger called the meeting to order at 1:00 PM. Board members attending were Jim Davis, Carol Farquhar, Bonnie Long, Sue Nelson, Charlotte Rockwell, Monty Sampson, and Betty Switzer. Ruth Stockdill attended by teleconference.

#### **2. Committee Reports:**

**A Secretary** - The minutes from the January 11, 2011 EHHA Board Meeting were approved by board member email on Jan 31 and were posted on the EHHA website

**B. Treasurer's Report** – The General Account has a balance of \$13,960.05. The Contingency Fund is now at \$68,106.53 There are still 31 outstanding dues payments of \$100 each. A second notice will be sent out next week.

#### **C. Architectural Committee:**

(1). A deck revision and expansion was approved and is underway on Lot 109 (51 Sapphire Place).

(2). Lot 34 (1350 S. Sequim Ave) is still under construction by the owners and there is a need to check on a new completion date.

(3). On Lot 130 there has been no response to recent emails and his last email in February he was still working with the City on plans for continuation of construction, garage door installation, and the possibility being listed for sale. Don added that since then the Board checked with the city and there had been no further contact.

#### **3. Old Business: –**

**A. Fence update.** The city's proposal that they would assume maintenance responsibility for the two fences encircling the holding ponds if a 6 ft chain link fence was attached to the current wooden poles was discussed. This proposal was based on their determination that both holding areas have been designated as wetlands and, as such, any addition or changes to structures are governed by current zoning requirements. Monty said that current guidelines would require a 25 foot setback for new fencing, which could affect current homeowner property lines. Don said that an on-site meeting with a city representative on March 7<sup>th</sup> determined that the issue of part of the upper pond fence being on lot 130 property would have to be resolved between the property owner and the city and was not a Homeowners Association issue. After discussion, Sue made a motion that the Association continue to maintain the fence and that a working

group of Sue, Monty and Mr. Long develop maintenance standards to be used by a contractor for repair and maintenance of the fence. Don seconded the motion. Jim asked for discussion before voting on the motion. He recommended that the city be approached again to get a clear definition of wetland to determine if the entire area enclosed by the fence is indeed wetland. He said that this distinction could affect the upgrading or replacement of the fence. Sue moved to amend her motion to include arranging a meeting with the city to clarify this issue. Don seconded the amended motion and it was passed unanimously.

**B. Backflow Testing.** A listing of those homeowners who elected to arrange annual backflow testing by the Association was forwarded to DC Backflow Services on March 12<sup>th</sup>. DC Backflow acknowledged receipt of the list and said that they would begin testing shortly.

**C. Entrance Landscaping.** Comments have been received that it is still difficult to see on-coming traffic around the bushes when exiting Emerald Highlands without pulling forward to the edge of Miller Rd. The landscaper has said that he has trimmed the bushes back as much as possible without damaging the plant. Removal of the bush(s) may be the only possible option.

#### **4. New Business: –**

**A. Mowing.** Charlotte is preparing the annual letter to the owners of vacant lots informing them of their options of mowing their lot(s), arranging for mowing themselves or having the Association arrange for mowing and billing the owner. She asked if we wanted to follow city code guidelines concerning lot appearance and vegetation growth. After discussion it was decided that we would use city standards, that we would include the standards in the letter and that the lots would be monitored by the CC&R committee. The city code compliance officer would also be notified of lots in non-compliance for appropriate action.

**B.** Sue asked about Mapping Your Neighborhood (MYN), a program directed by Bob Mills and the CERT group. Sue reminded those board members that their lower Coral Drive area has not been mapped. What is needed are the locations of fire hydrants, propane tanks and other special needs. CERT will come up with a map and Bob will give a 90-minute talk and instructions on the scale and location of key elements. Possible MYN hosts for other unmapped areas were discussed.

**5.** The next Board meeting will be at 111 Amethyst Dr. on Wednesday, July 19 at 1 PM.

**6.** Don moved and Sue seconded that the meeting be adjourned.