



Homeowners Association

2218 Hickory Drive

Anacortes, WA 98221

Meeting Time: 5:00 pm Location: Harry Chandler's Home

Board Members Present: Harry Chandler
Fred House
Steve Cox
Denise Tibbles
Paul Dofton

Guests: Tom Johnson

Approval of minutes for Board Meeting of December 10, 2002

The minutes were approved and are posted on the website.

Treasurer's Report:

The checkbook balance as of 12/31/02 is \$1, 678.72.

Old Business

Fence Painting at Lot #35

This item is closed until the annual meeting where the fence issue will be discussed again among the residents.

[Item Closed Temporarily]

Fence Standard and Enforcement

The owner of Lot #16 (PII) is the only other homeowner who has yet to comply with the Board adopted fence standard. The Board intends to place the general fence issue as a discussion item on the agenda for the annual membership meeting in Jan 2003.

[Ongoing Item]

Entrance Improvement & Maintenance

Paul presented a draft document, for use as an overhead transparency, which summarized the past years common areas improvements. Paul will edit and revise and Fred will print. Paul also made revisions to the maintenance contract and will send it to four local companies to bid for the 2003 contract.

[Action Item: P. Dofton and Fred House]

Retention Pond Maintenance

Mosquito control pellets have arrived and will be used next spring in our retention ponds. **[Item closed until spring]**

Common Area Encroachment Lot #1 (PI)

Harry visited the owner of Lot #1 (PI) and he is still progressing with the compliance to the Board's directive of removing his personal landscaped items which encroached into the common area north of his lot. He expects to have the job completed, weather permitting, by February of 2003. The Board will continue to review the work in progress and inspect the work when advised by the owner. **[Ongoing Action Item: All members]**

Board Member Elections

No further volunteers have come forward to fill the one remaining vacant spot for the next two-year term. The letter announcing the Annual Meeting will also request volunteers. Paul will ask a few selected homeowners. **[Action Item: Paul Dofton]**

Website Bulletin Board Contractor Info

The Board favored only including positive reports on the bulletin board. No action was taken and this subject will be an agenda item for discussion at the annual meeting.

[Action Item: All Board members]

Annual Meeting

Harry presented, for review by all, draft proposals for the overhead transparencies for the annual meeting. Harry will edit and revise and Fred will prepare overhead projector transparencies for the meeting. **[Action Item: Harry Chandler and Fred House]**

Year 2003 Budget

Fred presented a revised final financial statement for Board approval. Fred will prepare an overhead transparency for the annual meeting. **[Action Item: Fred House]**

Website Hosting

Fred contacted Pioneer Internet Services in Oak Harbor and setup an account. All files for the Parkside website were transferred to the host server and the new URL address is www.parkside98221.com. An email notice of this change will be sent to all Parkside homeowners with a working email address along with a reminder of the annual meeting on January 17th by Steve Cox. Fred has volunteered his talents as Webmaster free of charge to keep the site updated throughout the year. **[Item: Steve Cox and Fred House]**

Power Outage / Chronic Accident Letter

Steve Cox volunteered to draft a letter to City Hall and/or PSE asking what can be done about the frequent accidents/power outages that seem to occur at the same location on Havecost. Steve will continue to attempt to write the letter and stated he will contact the city to inquire about the feasibility of having some reflective material positioned in the curb area just North of the Parkside entrance. **[Action Item: Steve Cox]**

Email Address Verification

Steve pointed out that the email verification was progressing with the majority of the membership responding. Steve will remind the membership, via email on January 17th, of the upcoming annual meeting. **[Action Item: Steve Cox]**.

New Business

Lot #39 Storage Shed

A concern was received regarding the "storage shed" that recently appeared on Lot #39. Harry contacted the new owner and explained the CCRE&R requirements. The owner will review the requirements and submit the appropriate plans for Board review. Harry suggested that the owner call him if he had any questions. **[Ongoing Action Item: Harry Chandler and All members]**

Welcome packets to new residents

Harry voiced a concern about the effectiveness of getting welcoming packets to the new owners. It appears that we cannot always count on the title companies to accomplish this task. Harry suggested that the new board review this issue. Fred pointed out that the Secretary usually is the first to receive the information when a sale is in the closing stages. There is no way to know whether or not the title companies are passing the information onto the new owners. The Board will review the procedure to keep new homeowners welcomed and informed. **[Ongoing Action Item: All members]**

Standard Operating Procedure (SOP) manual

Fred suggested that the Board consider creating a "pass down log" that would contain specific procedures and documentation outlining each Board members job description.

[Ongoing Action Item: All members]

Next meeting at 7:00 pm, January 21, 2003 (Tuesday), at Village Pizza.

Meeting adjourned at 6:10 PM.

