

***Minutes of Board of Directors Meeting
March 18, 2003***

DIRECTORS PRESENT: George-ann Kealoha, Sharon Morris, Ann Pitcaithley, Brian Ross, and Lynn Wellner

DIRECTOR ABSENT: Lisa Daly

OTHERS PRESENT: Lyn Erickson, Administrative Assistant, and Owner Darlene Brothers

CALL TO ORDER AND DETERMINATION OF QUORUM

Pursuant to notice of meeting scheduled for March 13 and postponed until March 18, 2003, President Ann Pitcaithley called the meeting to order at her residence at 7:05 p.m. and determined that a quorum was present.

APPROVAL OF MINUTES

The minutes of the October 10, 2002 board meeting were accepted.

TREASURER'S REPORT

Due to the absence of Treasurer Lisa Daly, Administrative Assistant Lyn Erickson presented the treasurer's report, a copy of which is attached to these minutes. The treasurer's report was accepted.

DESIGN REVIEW COMMITTEE REPORT

Chairman Lynn Wellner gave a detailed report and read a letter she wrote to Steve Rose saying that his services were no longer needed on the committee. Lynn said that Tal Shibley painted his house without approval and the board agreed that he should be fined \$100. She read the revised cover sheet of the Design Review Committee Rules, which was accepted by the board, along with her report. The cover sheet will be sent to all owners with the notice of the annual meeting.

GRIEVANCE COMMITTEE REPORT AND ADOPTION OF NEW PROCEDURES

Darlene Brothers explained the proposed procedures, grievance form, form letters, and rules. Discussion ensued and some changes were made.

Motion: *To adopt the grievance procedures, grievance form, form letters, and rules attached to these minutes*. Seconded and carried unanimously (Morris/Ross).*

ADMINISTRATIVE ASSISTANT'S REPORT

Lyn Erickson reported that the Real Property Tax Office told her that the Association has an exemption for roadway and waterway and does not have to pay any property tax. She will ask for this in writing. She reviewed some answers to her questions from Roen Hirose, CPA.

UNFINISHED BUSINESS

Removal of trees in retention basin – Brian Ross recommended that we keep the retention basin cleaned out on a regular basis. He estimated this would cost between \$800 and \$900 a year. There was discussion, and it was decided that Lisa Daly (if she is willing) and Lynn Wellner would work on getting an estimate to have it cleaned. Brian estimated a cost of \$4,000 to clean out the retention basin after a major storm.

Funding for reserves, retention basin, and contingency fund – Brian Ross recommended that we continue adding \$100 per month to our reserves, retention basin, and contingency accounts. Brian and Sharon will continue to work on obtaining these figures for the next meeting.

NEW BUSINESS

Payment of general excise tax on late fees beginning January 1, 2002

Motion: That we pay general excise tax on late fees beginning January 1, 2002, rather than July 1, 2002, as previously adopted by the board, at the recommendation of our CPA, Roen Hirose. Seconded and carried unanimously (Kealoha/Ross).

Annual meeting – There was discussion on the annual meeting. Board members volunteered to bring refreshments and to collect proxies door-to-door, if necessary, to ensure a quorum. There were suggestions for board nominees. Lynn and Sharon volunteered to help with check-in and proxies at the meeting.

OTHER BUSINESS

There was discussion on trees with invasive roots. Ann is working with the County Arborist on trimming the County street trees.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:15 p.m. The next board meeting will be after the annual meeting on April 24, 2003.

Minutes prepared by: /s/ Lyn Erickson
Lyn Erickson, Admin. Asst.

Approved by: /s/ Ann Pitcaithley
Ann Pitcaithley, President

Date: March ____, 2003

* Grievance Procedures available elsewhere