

# **HERITAGE WOODS HOMEOWNERS' ASSOCIATION**

## **2022 ANNUAL MEETING AND BUDGET RATIFICATION MINUTES**

**PREVIOUSLY SCHEDULED FOR TUESDAY, DECEMBER 20, 2022 BUT DUE TO AN ICE STORM  
RESCHEDULED FOR TUESDAY, JANUARY 31, 2023 – 6:30 P.M. TO 7:45 P.M. ON ZOOM**

LINK TO JOIN THE MEETING WAS PROVIDED BY CONDO SHIELD

HOMEOWNERS ASKED TO REFER TO THE ANNUAL MEETING PACKET THAT WAS MAILED TO THEM ON NOVEMBER 23, 2022 AND TO REVIEW THE 2023 BUDGET AND ACCESS THE PROXY FORM.

- The meeting was called to order at 6:38 p.m. on January 31, 2023 by Mary Siracuse, HOA President
- Introduction of Board Members: Mary Siracuse (President), Jamey Sing, Kristina Sing (Secretary), Melody Griffin (Treasurer), Patti Aramburu, Ryan Lamar, George Siracuse (Architectural Committee), Glenn Chouinard (Architectural Committee), Janie Smith
- Homeowner Attendance: Karen King, Thanh, Garry/Shirley/Carolyn, Michael Novia and Rena Wong, Thomas Fitchner
- Condo Shield Attendance: Dave Westcott and Scarlett Swanson

**President's Message:** Thank you for joining us this evening. We have had some major changes this year and we will discuss them tonight.

### **Property Management:**

Changed companies from Targa to Condo Shield

Main reason for the transition was that we did not get the service we were paying for and needed from Targa. Melody Griffin and Patti Aramburu were instrumental in researching and talking to three different companies. They brought their findings to the Board. The Board met with all three companies, however, Condo Shield displayed an interest in our community over the others. Condo Shield is a much better value for a less cost. They also correspond with the Board on a weekly basis with an update of what has been accomplished that week.

Both Dave Westcott and Scarlett Swanson were introduced and Dave talked at length about the services and how their system has integrated everything necessary into a TOPS system for all Homeowners to be able to use and make semi-annual HOA Dues Payments.

### **Dave Westcott from Condo Shield touched on these points:**

- ✓ Created a log of ACC violations in TOPS, easy to manage.
- ✓ Two site visits in 2022, documented violations, working with homeowners to bring knowledge of rules and regulations and bringing any issues to resolution.
- ✓ Resolved 22 issues and in resolving issue it helps keep home values up to keep a high standard in our community.
- ✓ Site visits and addressing issues with Homeowners helps keep our Community a desirable place to live.
- ✓ Working with LACS – 29 requests managed in the TOPS system.
- ✓ Condo Shield is a liaison between the Board and Homeowners and is working well. The reason is the help Board Members manage the Community and Condo Shield handle any disputes. The Board Members are not patrolling the Community – that is for Condo Shield the handle.
- ✓ There was a budgeting error with Targa, budgeting a deficit. We are now back on track.
- ✓ Prepared a detailed landscape RFP and matrix to keep track of service. This will be implemented in the Spring of 2023. Also looking into other landscape companies as Earth Tech has not been attending to all of our common areas on a regular basis.
- ✓ 57% of past due amounts since the transition. Progress is being made in Collection of past dues. Have collected 92% of all HOA Fees and Dues.
- ✓ Open AR: \$16,376 working to collect these dues.
- ✓ Scarlett Swanson to maintain day to day contact.

## **2022 Accomplishments:**

- ✓ There was a change in Officer's mid-year due to the resignation of our Previous President
  - Mary Siracuse volunteered to be interim President until the end of 2022.
  - Volunteers for President and Members-At-Large are opening up
- ✓ Tree Removal Project continues into 2023 – The project was approved at the 2021 Annual Meeting
- ✓ Tree Removal began in the Fall of 2022 with Infinity Tree Service removing and grinding the dead trees on the North side of the North Entrance, as well as along Military Road and at the entrance of S 284<sup>th</sup> Pl.
- ✓ Tree Removal will begin again in Spring of 2023 with Infinity Tree Service scheduled to give a quote to remove 20 more dead trees. The trees have damaged the Heritage Woods irrigation system and need to be removed.
- ✓ Established tree maintenance procedure for neighborhood – Refer to Appendix A & B in the Rules and Regulations.
- ✓ Heritage Woods Website was transferred from Previous President to current President to update. All documents have been added to the website to make it easier for Homeowners to find the documents needed for Architectural approval.
- ✓ Flyer Boxes were added to Mailbox for communication and updates for Homeowners.
- ✓ Landscape and Architectural Committee was reinstated with George Siracuse and Glenn Chouinard volunteering
- ✓ Homeowners encouraged to continued to call 911 for issues in our neighborhood as well as in the Heritage Woods Park
- ✓ Review of current landscape company for common areas is headed up by Jamey Sing
  - Sent out a new RFP for landscaping companies: looking for consistent and quality maintenance
  - Existing company has not increased fees but also did not provide consistent and quality service
  - Trees roots have grown through the existing sprinkler system. This will be addressed in the next one to two years with the new landscape company
- ✓ Star Lake Property:
  - Project closed with commune property to be cleaned up. Long process. Email from Quantum Development on 1/19/23 stated they were beginning to remove tires and garbage.

## **2023 Projects:**

- ✓ Continue work at the entrances with tree removal and sprinkler repair
- ✓ Continue with research of Landscape Companies for common areas
- ✓ Community beautification effort. Look for information this Spring for Community involvement

## **Financial Report:**

2023 Operating Budget/Ratification includes a 5% increase in dues – Report given by Patti Aramburu in replace of Melody Griffin)  
Balances as of 12/31/22

Operation Cash Account: \$7,732.31

Reserve Account: \$27,992.62

Total Current Assets: \$35,724.93

- ✓ Dues for 2023 will be increased to \$388.00 annually (a 5% increase). This is due to an increase in our operating budget, landscaping, front entrances tree removal and irrigation repairs. The tree removal and irrigation repairs were projected in 2021 to be a 5 year project which began in 2022. Remember – this is an aging neighborhood more than 20 years old.
- ✓ The previous Board did not increase dues for over 10 years
- ✓ The proposed 2023 budget was included in the Annual Meeting packet mailed to all Homeowners by Condo Shield for pre-meeting review. All questions were to be submitted to Lisa Barnes at Condo Shield prior to the Heritage Woods HOA Annual Meeting originally scheduled for December 16, 2022, however, due to an ice storm was rescheduled to occur over ZOOM on January 31, 2023.
- ✓ The Proposed 2023 Operating Budget was ratified and approved via vote by attending Homeowners.
- ✓ Motion to approve Operating Budget and Seconded – all were in favor – the motion carried and approved.
- ✓ Motion to approve 2022 Annual Meeting Minutes – Motion to accept, Seconded – all were in favor the motion carried and approved.

Next Board Meeting is scheduled for Tuesday, March 7, 2023 from 7:00 to 8:00 p.m.

Asked for volunteers for Board Meetings and nominees:

At first board meeting we will elect positions

President – Mary Siracuse resigning – leaving President position open

Vice President – Open

Secretary – Kristina Sing

Treasurer – Melody Griffin

Members at Large:

- Jamey Sing
- Ryan Lamar
- Patty Aramburu
- Janie Smith
- Glenn Chouinard
- George Siracuse

### **Homeowners Forum – Questions and Comments**

- Process for violations
  - Yes - you will be notified if there is a violation
  - Scarlett (Condo Shield) will be a site walk and compare conditions with governing documents, snap photo, uploaded into TOPS1, automatically send violation letters and follow-up to ensure closure. Violations reported to the Board for info.
  - As a neighbor you can report a concern to Condo Shield: Log into TOPS app, snap photo and send via TOPS or send via email to Scarlett's email (or Lisa), they will process and review. If there is no issue, they will reply with an explanation. If you want to be anonymous, you can send directly via email
  - Every homeowner has access to TOPS1. Available in multiple languages. Pay dues. Governing documents are stored here including meeting minutes.
- The “State of Federal Way” is coming up on Feb 16th, 2023
  - Mayor to address citizens, police will be in attendance
  - Performing Arts Center Adjourned: 7:18PM Minutes taken by Kristina Sing. Please review and notify me of any changes

Annual Meeting of Heritage Woods Community Adjourned at 7:18 p.m. on January 31, 2023

Minutes taken by Kristina Sing. Please review and notify me of any changes.