

Heritage Park HOA Annual Meeting 2022 – Minutes

January 12, 2022

Establish Quorum and Call Meeting to Order

Greg Devey called the meeting to order at 7:00 PM.

A quorum was established, since the Board received 20 proxies and 20 homeowners were present at the Zoom Annual Meeting compared to the 202 homes belonging to the HOA. Homeowners present at the Annual Meeting plus proxies received were less than 51 percent of the total HOA homes.

Introductions

Greg introduced Board members Tom Tagart and David Moe plus HOA Community Solutions representative Jill Doerflinger.

Review and Approve 2021 Annual Meeting Minutes

Since the 2021 Annual Meeting Minutes were included in the meeting notice sent by U.S. mail to all homeowners, Greg dispensed with the reading of the minutes and asked for comments. No comments were received. It was moved and seconded to approve the 2021 Annual Meeting Minutes. All homeowners in attendance were in favor of approving the Minutes.

Community Updates – Board Review of HOA Accomplishments in 2021

Greg conducted a review of HOA accomplishments in 2021. Major accomplishments reviewed included:

- Bark was spread on the dirt areas at entrances into the Park.
- Repairs were made to the Park benches. Thanks to the volunteer team of homeowners Tom Tagart, Bill Garrison and John Weh for performing the repairs.
- Repaired buckling sidewalks for which the HOA is responsible and removed trees that caused the buckling.
- Per the request of homeowners at the January 2020 Annual Meeting, the Board has been creating a Budget Comparison Report each month and posting it to heritageparkhoa.net.
- Conducted required Level 3 Reserve Study for the Heritage Park HOA for Fiscal Year 2021. The Study recommends that the reserve account balance at the end of 2021 should be \$39,737. Per the current budget, the actual projected reserve account balance at the end of 2021 is \$46,920.
- Conducted Annual Backflow Testing.

- Conducted annual playground equipment inspection. Per the inspection report, there are no safety issues concerning the equipment. The Board is considering other recommendations made in the inspection report.
- Performed repairs to the gazebo.
- Thanks to homeowner Brad Chesson for maintaining the flag in the park and lowering it to half-mast at appropriate times.
- Thanks to Madeline Moe and Donna Miller for evaluating and then approving requests of individuals who want to join the Facebook site for our HOA homeowners – Heritage Park HOA Private Homeowner Group. The site currently has more than 162 homeowner members.
- Thanks to Bryan Gorder for being the webmaster for our Heritage Park HOA Internet site, which contains all of the official documents, minutes and forms for Heritage Park. Even though Bryan and his family moved to Arizona in 2021, he has agreed to continue as the webmaster for the site.
- Thanks to Chris Carder for her many years of service on the Board, acting as the Easter Bunny and so much more. Chris moved to Arizona in 2021. Thanks to Tom Tagart for agreeing to be appointed to the Board to fill the open position created when Chris moved.
- Thanks to Brad Chesson, Bruce Carmichael, Donna Miller, Thomas Williams, Tom Tagart, Aaron Johansen and Joe Major, all members of the Architectural Control Committee (ACC), for taking the time to review and approve the many homeowner Project Applications we receive each year.
- Conducted Halloween decorating contest.
- HOA Community Solutions performed quarterly neighborhood walkthroughs and informed homeowners of HOA policy violations.
- Negotiated a two-year contract with Apamila's Landcare, our landscape service provider, to lower our total costs for these services.

Community Updates – Board Review of HOA Proposed Plans for 2022

Greg conducted a review of the following proposed plans for 2022:

- Homeowners are responsible for repairing sidewalks that have buckled in front of their homes. Notification letters will be sent to homeowners with this problem.
- Paint the basketball court.
- Reconsider suggestions for adding additional playground equipment.
- Consider installing a Pickle Ball Court.
- Consider imposing a Rental Cap for Heritage Park homes.
- Add additional signage in the Park.

- Fix a drainage problem in the Park.

We plan to hold the following events, subject to the COVID-19 restrictions in place at the anticipated time of each event:

- Hold Easter Egg Hunt.
- Hold a “Meet the Neighbors” BBQ event.
- Hold a competition for best Halloween decorations.
- Hold the Neighborhood Garage Sale.

Voting (By ballot)

All ballots submitted by homeowners have been retained by Tom Tagart, who then tabulated the results. The ballots included both those nominated to fill the open three-year position on the Board and the question of whether to waive the Financial Audit.

Greg Devey was unanimously elected to fill the open three-year position on the Board.

At the Annual Meeting some homeowners felt there was a lack of clarity about what the result would be by voting for or against performing an annual financial audit for 2022. Jill Doerflinger then explained the three-step process that is taken by HOA Community Solutions and the HOA Board to ensure that all expenditures are approved and legitimate and that the amounts are reflected accurately in the year’s budget. Following this review process should eliminate the need to perform a costly formal financial audit. The homeowners in attendance and the HOA Board agreed to extend the deadline to January 14, 2022, 4:00 PM PST, for submitting a 2022 Annual Meeting Ballot for the purpose of voting about whether or not to perform an annual financial audit for 2022. Jill Doerflinger then sent out an email to all homeowners informing them of the ballot submission extension. Tom Tagart will collect all additional ballots sent to him or Jill Doerflinger and tabulate the results of the vote. On January 15, 2022, Tom announced the results of the Annual Audit vote as 6 votes to have the annual financial audit for 2022 performed and 12 votes to not perform the annual financial audit for 2022. Hence a financial audit for 2022 will not be performed.

Open Forum

The following items were discussed by homeowners in attendance, including the Board members.

- Budget Comparison Report – The Board asked homeowners if there was enough interest in this monthly report to continue generating it and posting it to heritageparkHOA.net. Some homeowners were not aware of the report and others questioned the frequency of the report. The discussion concluded with the agreement that Jill Doerflinger should produce a quarterly financial report for the Board so that the Board can extract a quarterly budget comparison report and post it to heritageparkHOA.net. Once the report is posted, Jill will send to homeowners an email indicating that the quarterly budget comparison report is ready for viewing.

- Signage in the Park – This signage needs to be installed on the newly repaired benches. One homeowner suggested that the signage be placed on the front of the bench backs instead of on the rear of the bench backs. This signage may also include recommendations from the Playground Equipment Inspection Report.
- Speed Limit Signs, Stop Signs and Speed Bumps in the Neighborhood – Several homeowners discussed the possible need for such devices to control the speed of vehicles in the Heritage Park neighborhood. It was mentioned that vehicles often speed down the long hill on 52nd Place. The first step in considering installing speed limit signs, stop signs or speed bumps is to learn about the City of Tacoma regulations concerning these items. The next step would be to determine who would install such an item and determine any cost to the HOA for such an installation. A homeowner expressed the thought that possibly the Tacoma Police Department or some other City of Tacoma agency could perform a traffic study to determine the feasibility of installing any of these items. The Board will review the City of Tacoma regulations concerning these items.
- Tree Removal and Buckling Sidewalks – It was pointed out that a homeowner, with a buckling sidewalk running along the front of the homeowner’s property, is responsible for repairing the sidewalk and is liable for any injury caused by the buckling sidewalk. Some concern was expressed about the cost of both sidewalk repairs and any required tree removal/tree replacement. The City of Tacoma web site provides a list of recommended trees that should not send out roots to buckle sidewalks. Section 3.9.2 of the March 2021 version of the Heritage Park HOA Community Policies and Architectural Standards provides detailed instructions on how to prepare an Architectural Control Committee (ACC) Project Application for tree removal. Approval of the project application is on a case-by-case basis.
- Reserve Study – A question was raised about how often a reserve study must be performed. Since a reserve study must be performed each year, it is more cost effective to enter into a three-year agreement with a firm to conduct the yearly reserve study. Year 1 is a Level 2 study and years two and three are Level 3 studies. The Level 3 study conducted in 2021 is the last of the Level 3 studies performed by our current vendor. The HOA will have to enter into a new reserve study agreement with a firm in 2022.
- Pickle Ball Court – In 2021, the Board requested a tentative bid for the cost of installing a Pickle Ball Court. Meeting attendees expressed several thoughts about the matter. It would take away from the green space in the park. Should a fence be installed around the court – the current thinking is that no fence would be installed. Users of the court would bring their own equipment – the HOA would not be acquiring and loaning out equipment. Could the court be overlaid over the basketball court? Since there is no public pickle ball court in the vicinity, would we have a problem with outsiders coming to the neighborhood to use the court? The Board will consider all of these factors, including the cost, before making any decision to move forward with the court.
- Rental Cap for Heritage Park Homes – It is not desirable for a community such as Heritage Park to have a large number of rental properties with absentee owners. The idea would be to put a cap, such as a percent of the 202 HOA homes, on the number of homes that could be rented at

any one time. HOA Community Solutions can give us some guidance about how to put such a cap in place. One homeowner suggested that possibly a percent of any rental amount would be put into the HOA reserves, or that after two years of rental a percent of the rental amount would be put into the HOA reserves. After legal consultations, the Board would submit a Rental Cap plan to homeowners for a vote.

Adjournment

Greg Devey adjourned the General Meeting at 8:03 PM.

Call Meeting to Order

Greg Devey called the Budget Ratification Meeting to order at 8:04 PM.

Review and ratify the 2022 Budget

Greg led the review of the proposed 2022 budget. There was no discussion from the meeting attendees. Homeowners present at the Annual Meeting plus proxies received were less than 51% of the 2021 Heritage Park homeowners. Hence the budget was approved by law.

Adjournment

Greg adjourned the Budget Ratification Meeting at 8:07 PM.