

# Highbury Park Home Owners' Association

P.O. Box 4211

Renton, WA 98057

## Home Owners' Association Officers

### President

Loren Jones

### Vice President

(Vacant)

### Board Member at Large

David Swanberg

### Secretary

Capitola Brunk

### Treasurer

Loren Jones

### Architectural Committee

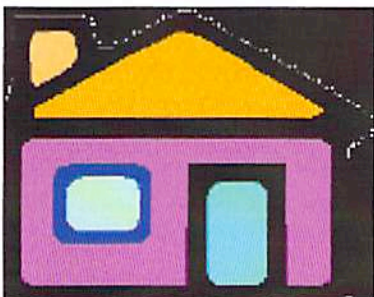
Capitola Brunk

### Welcoming Committee

Keiko Swanberg

### Webmaster

Colin Brock



### Email Address

[highburyparkhoa@gmail.com](mailto:highburyparkhoa@gmail.com)

### Website

[www.neighborhoodlink.com/  
HighburyPark/home](http://www.neighborhoodlink.com/HighburyPark/home)

## Meeting Minutes – 11/18/10 (page 1)

Board Meeting held at Starbucks – corner of Duvall & Sunset.  
Call to Order at 6:45 pm.

Present: Loren Jones, David Swanberg, Keiko Swanberg, Janet Donnelly, Capitola Brunk, Annie Hetzel, LaRinda Brown, Colin Brock.

Meeting Minutes from October 27, 2010 reviewed & approved, as written.

### Old Business:

- \*Reviewed example of HOA sign discussed last meeting (in lieu of business cards) to be laminated and posted on mailboxes / possibly other areas around neighborhood.
- \*Reviewed photos of finished weeding / re-barking roundabout on NE Ct., as approved by Board last meeting.
- \*2<sup>nd</sup> notices for past due HOA dues sent.
- \*Still need signs fixed / reinstalled at ends of neighborhood.
- \*Still need stack of plywood removed from common area.

### New Business:

- \*City of Renton Boardmanship meeting attended and handout provided outlining characteristics / responsibilities for an effective Board (attendance, support, good planning, work towards best interest of the group).
- \*Joined city neighborhood email list & will receive flyers / announcements.
- \*Lack of HOA presence @ SW end of Ferndale Ave. Board Members will attempt to be aware of any issues / concerns in this area.
- \*Several neighbors with HOA dues in arrears were visited. Feedback was that dues left unpaid because they felt lack of HOA presence and that prior requests / issues had not been adequately addressed by the Board. Discussed future remedies:
  - printing / reviewing by-laws to help empower neighbors to solve problems
  - assigning neighbors to specific tasks to get them involved
  - signage for projects completed so neighbors see HOA presence
  - thank you notes for neighbors who've made exterior upgrades



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## Meeting Minutes – 11/18/10 (page 2)

### New Business (continued):

\*Board still needs more active members. Several neighbors interested in officer roles. LaRinda Brown resigned as Treasurer. Annie Hetzel resigned as Secretary. Janet Donnelly resigned as Vice President.

Members now include: Loren Jones – President, Acting Treasurer / David Swanberg – Member at Large / Keiko Swanberg – Welcoming Committee / Capitola Brunk – Secretary, Architectural Committee / Colin Brock – Webmaster.

\*Will brainstorm ideas for welcome packets for new neighbors and discuss next meeting. Board members to report when they notice new neighbors moving in.

\*Discussed safety of cottonwood tree in common area – recommendation to thin out 2 large trunks leaning over a house. Need to notify neighbors before doing this.

\*Discussed possibility of making changes to website – may be grants available to assist.

\*Discussed possibility of using Skype for future meetings – consensus leaned towards continuation of in-person meetings and not using Skype. Splitting into larger / less frequent Board vs. smaller / more frequent Committee meetings also discussed (Committee meeting subsets for specific projects).

Meeting was adjourned at 8:00 pm.

Next Meeting: Not indicated.

Respectfully submitted  
Capitola Brunk