

SHAWNEE RIDGE HOMEOWNER'S ASSOCIATION

www.shawneeridgehoa.com

c/o JCHiggins and Associates

PO Box 731029

Puyallup, WA 98373

NOTICE OF ANNUAL MEMBERSHIP MEETING

The annual membership meeting of the Shawnee Ridge Homeowners Association will be held **promptly at 6:00 PM on December 2, 2025** at the **South Hill Library; 15420 Meridian E, Puyallup WA 98375** for the purpose of electing board members, ratifying the 2026 budget and conducting other business defined in the agenda. There are two (2) seats open on the Board for election this year with two-year terms. Please consider running for one of these open seats at the meeting. Nominations will be taken from the floor at the meeting.

To conduct business, other than ratifying the budget, we must have a quorum of at least 23 Lots represented at this meeting. If there is a chance you may not be attending, please fill out and sign the "Proxy" below and give it to a neighbor or one of the board members who will be attending so that your vote may be counted.

PROXY

I, _____ being the Owner of the home located at _____, Puyallup, in the Shawnee Ridge HOA do hereby authorize and appoint _____ to be my proxy to represent me on the issues to be discussed at the annual membership meeting to be held on December 2, 2025 and to vote on my behalf on the issues submitted for vote at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed.

This proxy shall remain in full force and effect until the completion of this annual meeting.

Date: _____

Signature: _____

If used, this Proxy is to be delivered to an officer or management no later than start of the meeting (You may mail this to the PO Box above or hand it in at the sign in table for this meeting).

Office: (253) 841-0111

Fax: (253) 840-3281

Website: www.jc-higgins.com

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ANNUAL MEMBERSHIP MEETING

AGENDA

5:40pm - Sign-in for Meeting

6:00pm - Call Meeting to Order – Verify Quorum of 23 Lots Represented

6:00pm - 6:05pm - Introduction of Board Members

6:05pm - Approval of Minutes of December 2024 Membership Meeting

6:05pm – 6:20pm - President's Report

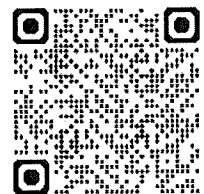
6:20pm – 6:30pm - Financial Report & Budget Ratification

6:30pm – 6:50pm - Election of Two (2) Directors for 2-Year Terms

6:50pm – 7:00pm - Open Forum

7:00pm - Adjourn Meeting

Copies of the governing documents, meeting and compliance check schedules, ACC forms and other information are available on the HOA's website at www.shawneeridgehoa.com. You may also scan the QR code. Please consider subscribing to the website to receive notifications via email.



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Shawnee Ridge Homeowners Association

Minutes of December 3, 2024 Membership Meeting (Draft)

Call to Order and Roll Call

The meeting held at the Pierce County Library-South Hill Branch, was called to order Board President Brendan Jeffreys at 6:10pm.

Board Members Attending: Brendan Jeffreys, Elvin Lerew, Blake Boling, and Brian Spindor

Board Members Absent: None

Lorne Martin represented JCHiggins & Associates (JCHA).

Announcement of Quorum: A quorum of 25 Lots was represented in person or by proxy.

Approval of Minutes The minutes of the January 10, 2024 membership meeting were reviewed and approved.

President's Report

Brendan Jeffreys presented the Presidents Report.

The community had many things to celebrate in 2024. The overall appearance of the homes in the neighborhood are in excellent condition. All the HOA dues have been paid. The responsiveness of the community to the reminder letters has been good. The Board has increased transparency by posting the meetings and compliance checks on the website. Homeowners can sign up for email updates through the website.

The Board has set the following dates for Board Meetings the first Tuesday of each month in 2025: January 7th, February 4th, March 4th, April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th, and December 2nd. Homeowners are welcome to attend any of these meetings. However, if there are no agenda items for a particular month, the meeting may be canceled. So, please contact Lorne Martin to confirm the meeting is still on.

In addition, there are four compliance visits scheduled for the following dates: February 18th, April 22nd, June 24th, and August 26th. All these dates will be posted on the Shawnee Ridge website www.shawneeridgehoa.com.

Please remember to submit an ACC Application for all exterior changes to your property. It is a requirement of the CC&R's and when applications are not submitted it can be difficult and costly for the homeowner to bring the change into compliance.

Some of the maintenance items to keep in mind this year include house painting, fence staining, moss on roofs, landscaping maintenance including irrigation sprinklers, some of which still are turned on.

Financial Report / 2025 Budget Ratification

Lorne Martin presented a summary of the Year-to-Date 2024 Financials through November and reviewed the 2025 Budget. As the budget was not rejected by a majority of the votes in the Association (34 Lots), the budget was ratified per state RCW 64.38.025 & 64.90.525.

Election of Directors

There are three Board Seats open for election this year for two-year terms. Brendan Jeffreys, Blake Boling, Carl Wainwright, Michael Bench, and Brian Pinkstaff were nominated from the floor at the meeting. Ballots were cast and counted. Brendan Jeffreys and Blake Boling received most of the votes and there was a tie for the third seat between Carl Wainwright and Michael Bench. Carl Wainwright withdrew, and Michael Bench was elected to the third seat.

Open Forum

There was brief discussion regarding dogs needing to be on leashes when outside the owner's property and possibly adding associated signage regarding the leashing requirement. The lack of streetlights was mentioned and a request for approval of a darker semi-transparent stain for fences.

Adjournment

The meeting was adjourned at 7:00 p.m.

Respectfully submitted by,

Lorne Martin – JCHiggins & Associates

Shawnee Ridge Homeowner's Association				
2026 Budget				
	Actual	Ant. Actual	Budgeted	
	2024	2025	2026	Notes
INCOME				
Assessment (Dues) Income	\$ 13,400.00	\$ 14,740.00	\$ 23,450.00	
EXPENSES				
Insurance Expenses	\$ 2,410.00	\$ 2,410.00	\$ 2,600.00	Policy Premium
ADMINISTRATIVE				
Accounting	\$ 150.00	\$ 150.00	\$ 150.00	Tax Return Preparation
Corporate Report	\$ 20.00	\$ 20.00	\$ 20.00	Secretary of State
Legal	\$ 4,430.00	\$ 18,500.00	\$ 10,350.00	Legal Advice / Services
Management Agreement	\$ 5,114.00	\$ 5,114.00	\$ 5,330.00	Management Services
Mgmt Added Services	\$ 581.00	\$ 780.00	\$ 780.00	Additional 8 meetings/year
Supplies	\$ 531.00	\$ 492.00	\$ 550.00	E.g. Community Mailings
Website	\$ -	\$ -	\$ 240.00	Domain Registration/ Hosting
Misc. Admin/ Comm Events	\$ 314.00	\$ 354.00	\$ 1,000.00	Social Activities/Misc Admin
UTILITIES				
Electricity	\$ 1,589.00	\$ 2,025.00	\$ 2,075.00	Street Lights
REPAIR/MAINTENANCE				
Miscellaneous Maintenance	\$ -	\$ -	\$ 355.00	Unanticipated Maintenance
RESERVES	\$ 1,000.00	\$ -	\$ -	
TOTALS	\$ 16,139.00	\$ 29,845.00	\$ 23,450.00	
Annual Dues Assessment:	\$ 200.00	\$ 220.00	\$ 350.00	Due January 1, 2026