

MINUTES
Highland Hills Maintenance Commission
Board of Trustees Regular Meeting
Wednesday December 10, 2025

CALL TO ORDER: The meeting was called to order at 4:00 P.M.

PRELIMINARIES: An announcement was made by the President that the meeting will be electronically recorded to aid in preparation of the minutes of the meeting, that any person wishing to speak at the meeting thereby consents to such recording and that recording by anyone else violates Washington State law and Board policy 1-3. The “Rules of Order” for conduct of the HHMC Board Meeting are as specified in Board Policy 1-3.

ATTENDANCE / DETERMINATION OF A QUORUM

By consent, the Board of Trustees conducted this meeting in a hybrid process utilizing both in-person and zoom attendance to render their opinions and vote on the various matters that required action for the December 2025 Board Meeting.

Participants in this exchange were:

Trustees:

President:	Carole Pedersen	Doug Earp
Vice President:	Russell Stepp	Fritz Langenbacher via zoom
Secretary:	Duane Chamlee	Jeff Gurnee
Treasurer:	Kitty Boozari	Russ Napier
		Claire Savage

Committee Chairs: Ernylee Chamlee, Jean Gurnee

Guests: Lena Washke-Timberline Accounting, Bonnie Payton, Bob Savage, Habib Boozari, Barbara Boerigter, Norm Pedersen, Scott Alair

ADDITIONS OR CHANGES TO THE AGENDA:

President Pedersen introduced Lena Washke from Timberline Accounting. Timberline is the new accounting firm for the Highland Hills Maintenance Commission. Lena gave an introductory talk and answered questions.

AUDIENCE COMMENTS ON CURRENT LISTED AGENDA ITEMS:

None

APPROVAL OF THE MINUTES OF THE NOVEMBER 12, 2025 MEETING:

Motion to approve: M/S/C: Stepp / Savage / All Aye

AUDIENCE PARTICIPATION:

None

COMMITTEE REPORTS:

ARCHITECTURAL CONTROL: Carole Pedersen

Receive and file November 2025 ACC report from Chairman Pedersen: **All Aye**

Attachment A – Architectural Control Committee Report

No further activity for this reporting period

ROADS: Russ Napier

No activity for this reporting period

DRAINAGE: Russ Stepp

Attachment B - Drainage Report

No further activity for this reporting period

SAFETY AND AWARENESS: Fritz Langenbacher

No activity for this reporting period

TRAFFIC: Doug Earp

Attachment C – Traffic Report

No further activity for this reporting period

GOVERNMENT LIAISON: Fritz Langenbacher

No activity for this reporting period

MOWING COMMITTEE: Jeff & Jean Gurnee

No activity for this reporting period

SNOW REMOVAL: Jeff Gurnee

No activity for this reporting period

HIGHLANDER: Ernylee Chamlee

Will include an article about winterizing in the next issue

SUMMER PICNIC: Jean Gurnee

No activity for this reporting period

WELCOMING COMMITTEE: Claire Savage

No activity for this reporting period

PROPERTY TRANSACTIONS: Claire Savage

Attachment D - Property Transactions Report

No further activity for this reporting period

OTHER: ANNUAL GENERAL MEETING

Secretary Chamlee will initiate contacts for the 2026 AGM. Tentative date will be Wednesday May 13, 2026.

Attachment F – AGM Report

TREASURER’S REPORT: Kitty Boozari

Receive and file November 2025 Treasurer’s Report:

Motion to approve: M /S /C: Langenbacher / Napier / All Aye

Attachment E – Treasurer’s Report

1. Intro of Timberline Accounting
2. Audit update - Draft Audit is done. Waiting for final requested changes from Newman CPA. Deputy Treasurer Langenbacher will follow up
3. Aging report – Sale of foreclosed property, Petersen – Lien Letters returned Petersen, Voang, Salmons (returned vacant) – Status on attorney engagement
4. Callis Insurance – D&O paid
5. Last month’s CD at 1st Security reinvested – no CD’s this month
6. Tried and True being vetted by Timberline. Timberline being asked for other alternatives

Treasurer Boozari will research processes for electronic payment of Assessments

UNFINISHED BUSINESS:

No unfinished business

NEW BUSINESS:

No new business

OPEN FORUM

MEETING ADJOURNED AT 1700 Hrs – 5:00 PM

M/S/C: Napier / / All Aye

Next meeting is scheduled for 4:00 PM on Wednesday January 14, 2026

Respectfully Submitted:

Duane Chamlee
Secretary, HHMC
December 10, 2026

ATTACHMENT A – ARCHITECTURAL COMMITTEE REPORT

ACC Report for November 2025

Tree removal:

McGuire
Graber
Kolos

Construction:

Jeff and Terri Baucum. They want to build a two story home at 432 Quails Roost. The first floor will be 2193 sq. ft., the second 781 sq. ft. It will have Hardie Board and Stone Masonry siding. The roof will either be Davinci Slate or Decra (owner has not yet decided). Project approved by ACC. Environmental Deposit received. (August 2024) Excavation in progress. (September 2024) Site prep completed. Foundation work underway. (October 2024) Foundation work continuing. (November 2024) Foundation work completed. Basement concrete slab prep completed, including under slab plumbing. Basement slab poured. Basement wall install begun. (December 2024) Framing continuing. (January 2025) Basement wall and floor framing completed. Backfill completed. Main floor wall framing underway. (February 2025) Main level flooring complete. Main level framing completed. Exterior wall underlayment complete. (March 2025) Main floor wall framing complete (did not complete last month as earlier reported). Roof framing begun. (April 2025) Roof framing completed. Deck framing underway. Some cabinet work begun. (May 2025) Plumbing and HVAC rough-in underway. Electrical walk through completed. (June 2025) Roofing install underway. Drywall and siding install underway. Deck framing completed. Garage slab poured. (July 2025) Drywall installation continuing. Siding install completed. Roofing install completed. Exterior painting underway. (August 2025) Drywall install completed. Siding install completed. Flooring install and interior painting underway. Cabinets delivered. *(September 2025) Flooring install continuing. Tile install completed. Millwork (cabinets/trim) completed. Exterior painting underway.*

Castro at 622 Ravens Ridge. Ted and Susan Castro want to build a home at 622 Ravens Ridge. It will be a single story, with 2343 sq. ft. of floor space, 23ft. 8 in. in height. It will have Hardie siding. Roof will be metal standing seam, Skyline Roofing HP-24 gauge, Matte Black, 16 inches wide, LRV = 5. Project was reviewed and approved by the ACC, pending receipt of Environmental Protection Deposit. (May 2024) Environmental Deposit received, site prep underway. (June 2025) Site prep continues. (July 2025) Site prep complete. Footings formed and poured and formed. (August 2025) Foundation walls formed and braced. Passed inspection, concrete poured. *(September 2025) 28 day concrete foundation cure.*

Khoshnevis at 1272 Doe Run. Ali Khoshnevis wants to install a standing metal seam roof. The color is "Weathered Copper". Manufacturer is ASC Building Products, with 16" spacing, with an LRV of 11. This material meets all of our requirements as listed in BP 3-3. Project reviewed and approved by ACC, pending receipt of Environmental Protection Deposit. (May 2025) Work not yet started. Ali was told by contractor that "Your job is scheduled for mid to late summer. We have several other jobs ahead of you". (June 2025) No change. (July 2025) No change. (August 2025) original roofing material removed, waiting for delivery of new roofing. *(September 2025) Two days work remaining. Contractors have moved on to another job. No firm date on when they will finish the project..*

Boozari at 1232 Doe Run – Kitty and Habib Boozari want to build a general purpose/garden fence. It will be made of wood posts and galvanized steel mesh wire and will be 6 ft. in height. It will be two separate fences, one 13 ft. long, one 20 ft. long. Project approved by ACC, Environmental Protection Deposit received. Planned start date early September. (July 2025) No change. (August 2025) Landscaping underway, fence to be installed after landscaping completed. *(September 2025) Landscaping work continuing, fence install has begun.*

Julian at 62 Fawn Lane. Jim and Chris Julian of want to build a detached garage/shop. It will be 884 sq. ft. with fiber cement siding and a Decra Shake Roof, both match the materials on the home. All setbacks are complied with. Project approved by ACC, Environmental Protection Deposit received. Foundation work has begun. (August 2025) Shop excavation, concrete foundation pour completed. water drainage line for foundation installed, concrete floor and all the back fill are completed. *(September 2025) Framing begun.*

Breier of 322 Ravens Ridge. David Breier wants to build a fenced in area for general use, including outdoor space for pets to play. It will be 6 ft. high, made of unfinished cedar with black vinyl coated wire, similar to the fence that we approved for the vineyard on Quails Roost. The proposed fence meets all of our requirements. Project approved by ACC, Environmental Protection Deposit received. (August 2025) Work not yet started, contractor delayed. *(September 2025) Work should begin within next couple of weeks.*

ATTACHMENT B – DRAINAGE REPORT

HHMC Drainage Report: December 2025

Nothing new to report.

Ditch and Basin Mowing

Ditch and Basin mowing is completed for 2025.

Ditch Restoration Projects – Post Fox Hollow Watermain Break

There was a recent 10-inch watermain break between 1265 and 1185 Fox Hollow Rd. The PUD needed to drain the line completely prior to repairing the break. The resulting water flow overwhelmed our drainage system in the area and was further compounded by a driveway culvert that was not in alignment with the drainage ditch. The ditch was overflowed by the flow and went across Fox Hollow causing erosion on the gravel driveways across the street. We have inspected the area and there will need to be some drainage ditch restoration needed.

Ditch Inspection

We will be inspecting the drainage ditches after the second mowing to determine areas that need maintenance. A budget will be developed for the next fiscal year for any areas that are identified to need maintenance. Ongoing.

Culvert Maintenance

All the culverts have been visually inspected and there is more evaluation that needs to be done to determine scope and the priority. We will most likely need to hire a contractor that does culvert inspection to help with this effort.

New Business

1. The resident at 412 Doe Run was concerned about “ponding” of water at the outlet side of the Ravens Ridge replaced culvert located at the Ravens Ridge – Doe Run intersection. The water is ponding in this location and Jamestown Construction has been contacted to address the issue. We are still waiting for Jamestown Excavating to repair Ravens Ridge Road patch and resolve the ponding issue.
2. 1232, 1272 & 1312 Doe Run. 20 Covey Lane: There is no formal drainage on the northside of Doe Run from Qualis Roost to past Covey Run. These four addresses listed have contacted us regarding drainage issues with their property that is caused by the run-off from the centerline of Doe Run Rd north. Obviously, the original developer decided it was not needed but unfortunately is causing issues along this area. We need to determine an approach to this drainage concerns. *Interestingly, we have a similar problem along Doe Run just west of Quails Roost. At this location there is an old 12-inch culvert left over from when the roads were logging roads. We plan on blocking the end of the culvert to eliminate drainage across the road. We are currently looking for a contractor to do the work. We will investigate if this is a similar issue at this location.*

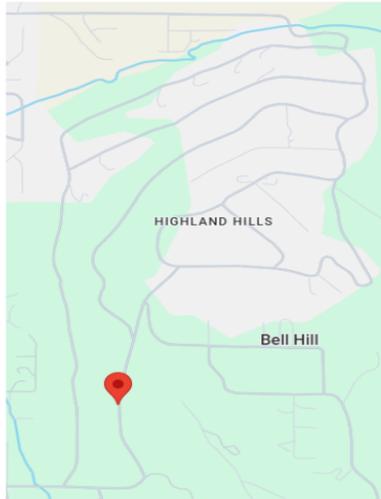
Annual Basin Inspection

Raven Engineering, Steve Miller has been contracted to do the 2025 Annual Basin Inspection. *The Annual Drainage Inspection report has been drafted and submitted to the HHMC Drainage Committee for review. We contacted the City of Sequim to determine the appropriated department to submit the report. As of today, we have not heard back from the City.*

ATTACHMENT C – TRAFFIC REPORT

HHMC Radar Sign Report: November 2025

This report is for uphill traffic (northbound) in the vicinity of 1850 Doe Run Rd, from Sunday 10/5 through Saturday 11/8.



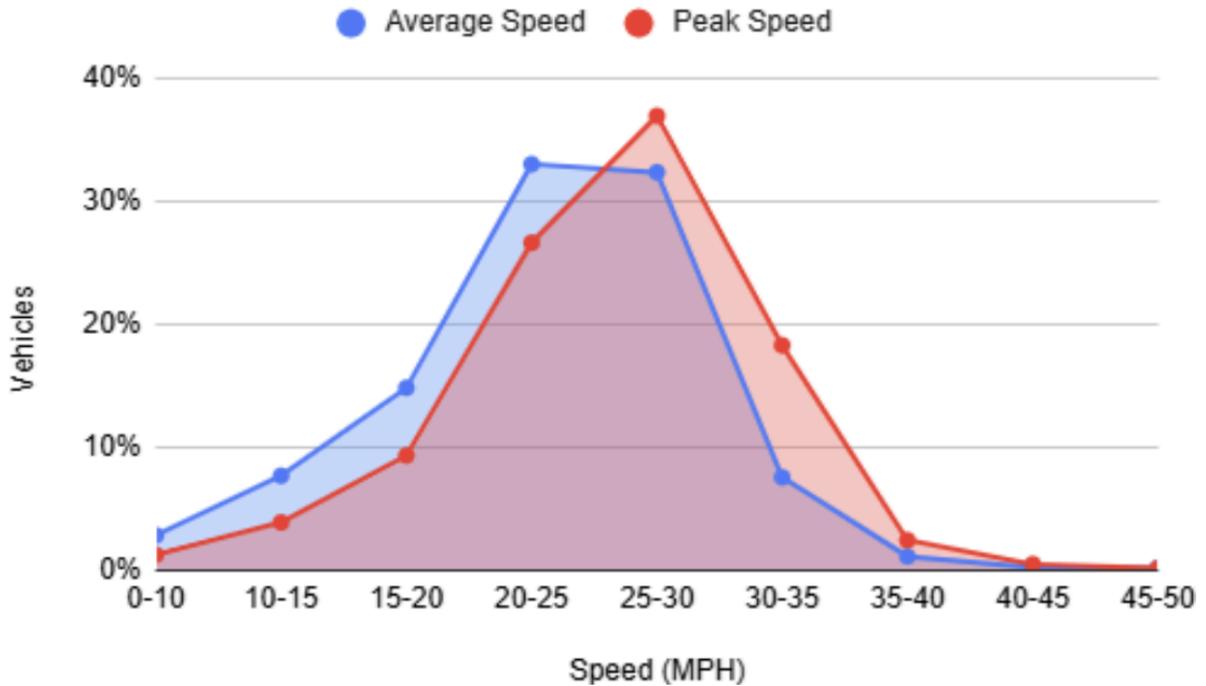
1850 Doe Run Rd, Northbound
10/5/25 - 11/8/25 35 days

	Averages		
	Daily	Weekdays (25)	Weekends (10)
# Vehicles	152	173	99
Avr Speed	20.5	20.4	20.7
# Speeders	49	55	34
% Speeders	32%	32%	34%
Peak Speed	59	59	48

Daily average traffic count and speeds

There appears to be a 23% jump in average weekday traffic, but looking at the daily data it appears to be related to several late night spikes overnight 10/28 and again 11/5-7. While this could be isolated data corruption, which we’ve seen twice before from the radar sign, I think its more likely related to the PUD water line break and subsequent pump station work around these times.

Overall, ignoring the apparent data anomalies, the traffic and speeding levels appears about the same as the last two months at this location.



Vehicle count x Speed

Note: Average vs Peak speed

The radar sign tracks the speed of each vehicle as it approaches. When it passes it records it's average speed and peak speed. The "average speed" shown above is the average speed of all 132 vehicles' average speed. The "peak speed" is the highest speed recorded for the period.

Below is a new chart to help visualize how much the vehicle speeds differ, and how they are distributed, grouped into 5 MPH ranges from 5 to 50 MPH. For example, while a total of about 1100 vehicles passed going between 20 and 25MPH, less than 100 (63 actually) passed going 35-40. The blue line is based on each vehicle's average speed, while red represents their peak speed.

If you have any questions about these reports or the radar sign I would be very happy to answer them. Please feel free to email me at earp.doug@gmail.com.

ATTACHMENT D – PROPERTY TRANSACTIONS REPORT

HIGHLAND HILLS PROPERTY TRANSACTIONS
12/10/25

For Sale:		For Rent:	
Residences	4	Residences	1
Lots:	13 (1 contingent)		
Total:	17	Total	1

DOE RUN

Contingent	L	P7,L2 (Rochelle Miller)	\$ 89,000	1.50 ac.
For Sale	R	412, P9,L2 (Augustini)	\$1,499,950.	1.01 ac.
For Sale	L	P12,L4 (Salmons) Across from 21 & 51 Elk Pass		1.66 ac.
For Rent	R	1890, P45,L3 (Petsch)	\$2,900/month	

ELK PASS

For Sale	L	P12,L3 (Salmons) Next to 51	\$ _____?	1.14 ac.
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FAWN LANE

For Sale	R	283, P37,L4-A (McAlear)	\$1,250,000	1.00 ac.
Conditional Sale:	L	P37,L4-B (McAlear)	\$ [See Note]	1.00 ac.

NOTE: Lot for sale only to Buyer of 283 who also wants to purchase Lot next to it. Seller will give a special deal for Lot to that Buyer.

FOX HOLLOW

For Sale	L	P6,L4 (Crosby) Next to 72	\$ 98,500	1.04 ac.
For Sale	L	913, P52,L3 (Simon)	\$ 210,000	1.00 ac.
For Sale	L	1051, P51,LL4 (Ellis)	\$ 165,000	1.04 ac.
For Sale	L	P69,L2 (Newman) Next to Witt	\$ 195,000	1.00 ac.
For Sale	L	P77,L1 (Mannisto) 1 st right acr fr 1145	\$ _____?	1.13 ac.
For Sale	R	1610, P73,L4 (Nelson)	\$ 699,000	1.25 ac.

OWLS NEST

For Sale	L	P59,L2 (Howard) Next to 543	\$ 150,000	1.00 ac.
For Sale	L	P59,L3 (Howard) Next to 423	\$ 150,000	1.00 ac.
For Sale	L	P65,L4A (Hayman) Next to 232	\$ _____?	1.00 ac.

QUAILS ROOST

For Sale	R	113, P27,L3 (Ramos)	\$ 849,500	1.06 ac.
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RAVENS RIDGE

For Sale	L	P61,L3 (Lehtola) Across from 403	\$ 160,000	1.25 ac.
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ATTACHMENT E – TREASURER REPORT

Balance Sheet

Highland Hills Maintenance Commission

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	AS OF NOVEMBER 30, 2025	AS OF OCTOBER 31, 2025 (PP)	CHANGE (PP)	% CHANGE (PP)
Assets				
Current Assets				
Bank Accounts				
108 First Security				
110 First Security Checking	76,450.83	86,251.54	-9,800.71	-11.36 %
111 1st Security 11 Month CD - 7060 (Emergency Reserve)	56,378.21	56,198.59	179.62	0.32 %
112 First Security CD #3200 3.88% 10-24-25 (Drainage Reserve)	58,232.14	58,051.15	180.99	0.31 %
114 1st Security business non profit savings	\$0.00	\$0.00	\$0.00	
114.1 1st Security Savings Non-Committed Funds	20,977.12	20,947.93	29.19	0.14 %
114.6 1st Security Savings Construction Deposits	21,000.00	21,000.00	0.00	0.0 %
Total for 114 1st Security business non profit savings	\$41,977.12	\$41,947.93	\$29.19	0.07 %
Total for 108 First Security	\$233,038.30	\$242,449.21	-\$9,410.91	-3.88 %
160 Edward Jones				
161 EJ 89623961 Overlay Reserve	\$0.00	\$0.00	\$0.00	
161.10 EJ Overlay Reserve CD - Morgan Stanley 4.09% 05-17-2027	126,000.00	126,000.00	0.00	0.0 %
161.12 EJ Overlay CD - Buy Bank Amer 5.00% 5-18-2025	127,000.00	127,000.00	0.00	0.0 %
161.13 EJ Overlay Reserve CD - State Bk India 4.95% 06-25-26	225,000.00	225,000.00	0.00	0.0 %
161.16 EJ Overlay Reserve - Bk Hapoalim 3.80% Due 09-18-29	76,000.00	76,000.00	0.00	0.0 %
161.17 EJ Overlay Reserve CD Bank of Hapoalim BM NY 4.05% Mat 10-30-2026	144,000.00	144,000.00	0.00	0.0 %
161.18 EJ Overlay Reserve CD 3.70% 3-02-2026	85,000.00	85,000.00	0.00	0.0 %
161.1 EJ Overlay Reserve Insured Deposit Account	14,997.01	8,417.22	6,579.79	78.17 %
161.2 EJ Overlay Reserve CD UBS Bank 4.01% due 04/02/2030	75,000.00	75,000.00	0.00	0.0 %
161.4 EJ Overlay Reserve CD 4.30% due 04/01/2027	13,000.00	13,000.00	0.00	0.0 %
161.5 EJ Overlay Reserve CD Morgan Stanley 4.05% 01-09-2026	203,000.00	203,000.00	0.00	0.0 %
161.6 EJ Overlay Reserve CD American Express 3.90% 10/30/2029	131,000.00	131,000.00	0.00	0.0 %
161.7 EJ Overlay Reserve CD JP Morgan Chase 4.00% 07/15/26	100,000.00	100,000.00	0.00	0.0 %
161.99 Unrealized Gain/Loss (EJ)	6,684.59	8,748.30	-2,063.71	-23.59 %
Total for 161 EJ 89623961 Overlay Reserve	\$1,326,681.60	\$1,322,165.52	\$4,516.08	0.34 %
162 EJ Emergency Reserve 89623962				
162.1 EJ Emergency Reserve Insured Deposit Account	\$0.00	\$0.00	\$0.00	
162.3 Washington St Bk Iowa 5.00% 10-09-25	4,266.58	4,266.58	0.00	0.0 %
162.4 Charles Schwab Bk 4.20% Mat 10-23-25	14,000.00	14,000.00	0.00	0.0 %
162.6 EJ Emergency Reserves CD 3.80% 9-15-2026	90,000.00	90,000.00	0.00	0.0 %
162.99 Unrealized Gain/Loss (EJ)	58,000.00	58,000.00	0.00	0.0 %
	-245.67	-27.06	-218.61	-807.87 %
Total for 162 EJ Emergency Reserve 89623962	\$166,020.91	\$166,239.52	-\$218.61	-0.13 %
163 EJ Drainage Reserve 89623963				
163.1 EJ Drainage Reserve Insured Deposit Account	\$0.00	\$0.00	\$0.00	
163.4 EJ Drainage Reserve CD Ally Bk 3.90% due 09-20-2027	328.63	307.92	20.71	6.73 %
163.5 EJ Drainage Reserve CD UBS Bank 4.01% Due 05/02/2025	13,000.00	13,000.00	0.00	0.0 %
	6,000.00	6,000.00	0.00	0.0 %
163.6 EJ Drainage Reserve CD - Goldman Sachs 3.70% 03-02-	18,000.00	18,000.00	0.00	0.0 %

Balance Sheet

Highland Hills Maintenance Commission

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	AS OF NOVEMBER 30, 2025	AS OF OCTOBER 31, 2025 (PP)	CHANGE (PP)	% CHANGE (PP)
2026				
163.99 Unrealized Gain/Loss (EJ)	25.00	94.87	-69.87	-73.65 %



Balance Sheet
Highland Hills Maintenance Commission
As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	AS OF NOVEMBER 30, 2025	AS OF OCTOBER 31, 2025 (PP)	CHANGE (PP)	% CHANGE (PP)
Total for 163 EJ Drainage Reserve 89623963	\$37,353.63	\$37,402.79	-\$49.16	-0.13 %
164 EJ Striping Reserve 5658	\$0.00	\$0.00	\$0.00	
164.1 EJ Striping Reserve Insured Deposit Account	698.67	698.67	0.00	0.0 %
164.3 EJ Striping Reserves CD Goldman Sach 3.75% 9-9-2030	49,000.00	49,000.00	0.00	0.0 %
164.99 Unrealized Gain/Loss	-192.46	84.64	-277.10	-327.39 %
Total for 164 EJ Striping Reserve 5658	\$49,506.21	\$49,783.31	-\$277.10	-0.56 %
Total for 160 Edward Jones	\$1,579,562.35	\$1,575,591.14	\$3,971.21	0.25 %
Total for Bank Accounts	\$1,812,600.65	\$1,818,040.35	-\$5,439.70	-0.3 %
Accounts Receivable				
Other Current Assets				
130 Undeposited Funds	0.00	425.00	-425.00	-100.0 %
Total for Other Current Assets	\$0.00	\$425.00	-\$425.00	-100.0 %
Total for Current Assets	\$1,812,600.65	\$1,818,465.35	-\$5,864.70	-0.32 %
Total for Assets	\$1,812,600.65	\$1,818,465.35	-\$5,864.70	-0.32 %
Liabilities and Equity				
Liabilities				
Current Liabilities				
Other Current Liabilities				
216 Prepaid Fines-Late Chg-Ot	0.00	835.77	-835.77	-100.0 %
220 Construction Deposits Rec.	21,000.00	15,000.00	6,000.00	40.0 %
Total for Other Current Liabilities	\$21,000.00	\$15,835.77	\$5,164.23	32.61 %
Total for Current Liabilities	\$21,000.00	\$15,835.77	\$5,164.23	32.61 %
Long-term Liabilities				
250 Reserve Accounts				
250.1 Emergency Reserve Funds	222,399.12	222,438.11	-38.99	-0.02 %
250.2 Striping Reserve Funds	49,506.21	49,783.31	-277.10	-0.56 %
250.3 Overlay Reserve Funds	1,326,681.60	1,322,165.52	4,516.08	0.34 %
250.4 Drainage Reserve Funds	95,585.77	95,453.94	131.83	0.14 %
Total for 250 Reserve Accounts	\$1,694,172.70	\$1,689,840.88	\$4,331.82	0.26 %
Total for Long-term Liabilities	\$1,694,172.70	\$1,689,840.88	\$4,331.82	0.26 %
Total for Liabilities	\$1,715,172.70	\$1,705,676.65	\$9,496.05	0.56 %
Equity				
291 Balance - Beginning of Year	45,930.46	45,930.46	0.00	0.0 %
Net Income	51,497.49	66,858.24	-15,360.75	-22.98 %
Total for Equity	\$97,427.95	\$112,788.70	-\$15,360.75	-13.62 %
Total for Liabilities and Equity	\$1,812,600.65	\$1,818,465.35	-\$5,864.70	-0.32 %

Highland Hills Maintenance Commission

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
301 Assessment Revenues			
301.1 Maintenance Assessments	220,714.05	221,693.00	-978.95
301.2 Mowing / Roadside Vegetation Assessments	1,275.60	0.00	1,275.60
301.4 Bell Gates Assessments		1,600.00	-1,600.00
Total 301 Assessment Revenues	221,989.65	223,293.00	-1,303.35
316 Fines-Late Charg-Member Interst - Fees	2,337.29	500.00	1,837.29
317 Investment Income	2,043.91	600.00	1,443.91
318 Interest Earned Edward Jones	23,308.56	52,500.00	-29,191.44
Total Income	\$249,679.41	\$276,893.00	\$ -27,213.59
GROSS PROFIT	\$249,679.41	\$276,893.00	\$ -27,213.59
Expenses			
400 Maintenance & Replacement			
401 Basins			
401.1 Routine Maintenance & Tree Clear		5,000.00	-5,000.00
401.4 Annual Sequim Inspection	4,500.00	5,500.00	-1,000.00
401.6 Annual Basin Mowing/Clearing		9,000.00	-9,000.00
Total 401 Basins	4,500.00	19,500.00	-15,000.00
405 Culverts			
405.5 Routine Culvert Inspection		5,000.00	-5,000.00
Total 405 Culverts		5,000.00	-5,000.00
410 Ditches			
410.1 Routine Repairs		5,000.00	-5,000.00
410.3 Management	9,605.34	0.00	9,605.34
410.4 Mowing	16,526.92	18,000.00	-1,473.08
Total 410 Ditches	26,132.26	23,000.00	3,132.26
420 Roads			
420.1 Repairs	55.44	25,000.00	-24,944.56
420.15 Crack Sealing		15,000.00	-15,000.00
420.2 Cleaning		3,000.00	-3,000.00
420.5 Striping & Reflectors	4,818.83	5,000.00	-181.17
420.6 Signage/Painting	87.32	500.00	-412.68
420.7 Snow Removal		15,000.00	-15,000.00
Total 420 Roads	4,961.59	63,500.00	-58,538.41
Total 400 Maintenance & Replacement	35,593.85	111,000.00	-75,406.15
600 Overhead Costs			
601 Accounting & Legal Services			
601.1 Bookkeeping	2,830.00	6,720.00	-3,890.00
601.2 Filing & Document Fees	1,517.50	1,500.00	17.50
601.3 Legal Services		1,000.00	-1,000.00
601.4 Audit	3,000.00	3,000.00	0.00
Total 601 Accounting & Legal Services	7,347.50	12,220.00	-4,872.50

Highland Hills Maintenance Commission

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
610 Committee Expenses			
610.1 Annual Meeting		700.00	-700.00
610.3 Landscape & Beautification		200.00	-200.00
610.4 Annual Picnic	-50.86	800.00	-850.86
610.5 Safety & Awareness		1,000.00	-1,000.00
610.6 Welcoming Committee	707.88	950.00	-242.12
610.7 President's Discretionary Fund		300.00	-300.00
610.8 Mowing		10.00	-10.00
Total 610 Committee Expenses	657.02	3,960.00	-3,302.98
620 Office Administration			
620.1 Misc Office Supplies & Copying	86.32	500.00	-413.68
620.2 Office & Computer Equip	600.00	500.00	100.00
620.4 Postage	488.74	332.00	156.74
620.5 Rent	2,080.00	6,240.00	-4,160.00
620.6 Utilities	315.00	770.00	-455.00
Total 620 Office Administration	3,570.06	8,342.00	-4,771.94
630 Other Overhead Costs			
630.1 Bank Charges	10.00	50.00	-40.00
630.4 Insurance	6,253.00	11,400.00	-5,147.00
630.5 Website		100.00	-100.00
630.6 Unmowed Lot/Roadside Vegetation Control Costs	1,248.60	1,200.00	48.60
Total 630 Other Overhead Costs	7,511.60	12,750.00	-5,238.40
Total 600 Overhead Costs	19,086.18	37,272.00	-18,185.82
Total Expenses	\$54,680.03	\$148,272.00	\$ -93,591.97
NET OPERATING INCOME	\$194,999.38	\$128,621.00	\$66,378.38
Other Income			
750 Transfer out of Reserves			
750.3 Road Striping Reserve Cash Withdrawal		5,000.00	-5,000.00
Total 750 Transfer out of Reserves		5,000.00	-5,000.00
Total Other Income	\$0.00	\$5,000.00	\$ -5,000.00
Other Expenses			
701 Transfer into Reserves			
701.1 Overlay Transfer from interest	15,121.13	45,000.00	-29,878.87
701.25 Emergency Reserve Interest	12,486.68	7,875.00	4,611.68
701.3 Transfer to Road Striping Reserve	9,000.00	0.00	9,000.00
701.35 Road Striping Reserve Interest	1,657.92	425.00	1,232.92
701.4 Transfer to Drainage Reserve	17,870.69	17,500.00	370.69
701.45 Drainage Reserve Interest	2,365.47	2,813.00	-447.53
701.5 Transfer to Road Overlay Reserve	85,000.00	85,000.00	0.00
Total 701 Transfer into Reserves	143,501.89	158,613.00	-15,111.11
Total Other Expenses	\$143,501.89	\$158,613.00	\$ -15,111.11

Highland Hills Maintenance Commission

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
NET OTHER INCOME	\$ -143,501.89	\$ -153,613.00	\$10,111.11
NET INCOME	\$51,497.49	\$ -24,992.00	\$76,489.49



Profit and Loss YTD Comparison
Highland Hills Maintenance Commission
November 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	JUL 1 - NOV 30 2025 (YTD)
Income		
316 Fines-Late Charg-Member Interst - Fees	835.77	2,337.29
317 Investment Income	389.80	2,043.91
318 Interest Earned Edward Jones	6,600.50	23,308.56
301 Assessment Revenues		
301.1 Maintenance Assessments		220,714.05
301.2 Mowing / Roadside Vegetation Assessments		1,275.60
Total for 301 Assessment Revenues		\$221,989.65
Services		0.00
Unapplied Cash Payment Income		0.00
Total for Income	\$7,826.07	\$249,679.41
Cost of Sales		
Gross Profit	\$7,826.07	\$249,679.41
Expenses		
400 Maintenance & Replacement		
401 Basins		
401.4 Annual Sequim Inspection	4,500.00	4,500.00
Total for 401 Basins	\$4,500.00	\$4,500.00
410 Ditches		
410.3 Management		9,605.34
410.4 Mowing		16,526.92
Total for 410 Ditches		\$26,132.26
420 Roads		
420.1 Repairs		55.44
420.5 Striping & Reflectors		4,818.83
420.6 Signage/Painting		87.32
Total for 420 Roads		\$4,961.59
Total for 400 Maintenance & Replacement	\$4,500.00	\$35,593.85
600 Overhead Costs		
601 Accounting & Legal Services		
601.1 Bookkeeping	610.00	2,830.00
601.2 Filing & Document Fees	1,517.50	1,517.50
601.4 Audit	3,000.00	3,000.00
Total for 601 Accounting & Legal Services	\$5,127.50	\$7,347.50
610 Committee Expenses		
610.6 Welcoming Committee	229.68	707.88
610.4 Annual Picnic		-50.86
Total for 610 Committee Expenses	\$229.68	\$657.02

Profit and Loss YTD Comparison
Highland Hills Maintenance Commission
November 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	JUL 1 - NOV 30 2025 (YTD)
620 Office Administration		
620.4 Postage	44.90	488.74
620.6 Utilities	70.63	315.00
620.1 Misc Office Supplies & Copying		86.32
620.2 Office & Computer Equip		600.00
620.5 Rent		2,080.00
Total for 620 Office Administration	\$115.53	\$3,570.06
630 Other Overhead Costs		
630.4 Insurance	6,253.00	6,253.00
630.1 Bank Charges		10.00
630.6 Unmowed Lot/Roadside Vegetation Control Costs		1,248.60
Total for 630 Other Overhead Costs	\$6,253.00	\$7,511.60
Total for 600 Overhead Costs	\$11,725.71	\$19,086.18
Total for Expenses	\$16,225.71	\$54,680.03
Net Operating Income	-\$8,399.64	\$194,999.38
Other Income		
Other Expenses		
701 Transfer into Reserves		
701.1 Overlay Transfer from interest	6,579.79	15,121.13
701.25 Emergency Reserve Interest	179.62	12,486.68
701.45 Drainage Reserve Interest	20.71	2,365.47
701.4 Transfer to Drainage Reserve	180.99	17,870.69
701.35 Road Striping Reserve Interest		1,657.92
701.3 Transfer to Road Striping Reserve		9,000.00
701.5 Transfer to Road Overlay Reserve		85,000.00
Total for 701 Transfer into Reserves	\$6,961.11	\$143,501.89
Total for Other Expenses	\$6,961.11	\$143,501.89
Net Other Income	-\$6,961.11	-\$143,501.89
Net Income	-\$15,360.75	\$51,497.49

Highland Hills Maintenance Commission
110 First Security Checking, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/04/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	86,251.54
Checks and payments cleared (4)	-2,188.03
Deposits and other credits cleared (2)	6,425.00
Statement ending balance	<u>90,488.51</u>
Uncleared transactions as of 11/30/2025	-13,982.68
Register balance as of 11/30/2025	76,505.83

Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2025	Check	3504	CLALLAM COUNTY AUDITOR	-1,517.50
11/04/2025	Check	EFT	Bell & Bell	-555.00
11/04/2025	Check	3505	Catherine	-44.90
11/04/2025	Check	EFT	PUD NO. 1	-70.63
Total				-2,188.03

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/03/2025	Deposit		Chen, Shu-Yuan T.	425.00
11/11/2025	Deposit			6,000.00
Total				6,425.00

Additional Information

Uncleared checks and payments as of 11/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/11/2025	Check	3506	Claire Savage	-61.68
11/11/2025	Check	3507	Carole Pedersen	-168.00
11/20/2025	Check	3508	Raven Engineering, Inc	-4,500.00
11/27/2025	Check	3510	Callis & Associates	-6,253.00
11/27/2025	Check	3511	Newman Certified Public Accountants	-3,000.00

Highland Hills Maintenance Commission
 111 1st Security 11 Month CD - 7060 (Emergency Reserve), Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/03/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	56,198.59
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	179.62
Statement ending balance	<u>56,378.21</u>
Register balance as of 11/30/2025	56,378.21

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		1st security bank	179.62
Total				179.62

Highland Hills Maintenance Commission
 112 First Security CD #3200 3.88% 10-24-25 (Drainage Reserve), Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/03/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	58,051.15
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	180.99
Statement ending balance	58,232.14
Register balance as of 11/30/2025	58,232.14

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		1st security bank	180.99
Total				180.99

Highland Hills Maintenance Commission
 114 1st Security business non profit savings, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/04/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	41,947.93
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	29.19
Statement ending balance	<u>41,977.12</u>
Register balance as of 11/30/2025	41,977.12

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		1st security bank	29.19
Total				29.19

Highland Hills Maintenance Commission
 161 EJ 89623961 Overlay Reserve, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/04/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	1,322,165.52
Checks and payments cleared (1)	-2,063.71
Deposits and other credits cleared (1)	6,579.79
Statement ending balance	<u>1,326,681.60</u>
Register balance as of 11/30/2025	1,326,681.60

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Check	2	Edward Jones	-2,063.71
Total				-2,063.71

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		Edward Jones	6,579.79
Total				6,579.79

Highland Hills Maintenance Commission
 162 EJ Emergency Reserve 89623962, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/04/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	166,239.52
Checks and payments cleared (1)	-218.61
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>166,020.91</u>
Register balance as of 11/30/2025	166,020.91

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Check		Edward Jones	-218.61
Total				-218.61

Highland Hills Maintenance Commission
 163 EJ Drainage Reserve 89623963, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/04/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	37,402.79
Checks and payments cleared (1)	-69.87
Deposits and other credits cleared (1)	20.71
Statement ending balance	37,353.63
Register balance as of 11/30/2025	37,353.63

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Check		Edward Jones	-69.87
Total				-69.87

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		Edward Jones	20.71
Total				20.71

Highland Hills Maintenance Commission
 164 EJ Stripling Reserve 5658, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/06/2025

Reconciled by: Lena Admin Washke

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	49,783.31
Checks and payments cleared (1)	-277.10
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>49,506.21</u>
Register balance as of 11/30/2025	49,506.21

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Check		Edward Jones	-277.10
Total				-277.10

ATTACHMENT F – ANNUAL GENERAL MEETING REPORT

2026 AGM TIMELINE

Establish date for AGM at the January Board Meeting (Second Wednesday in May)

Date of 25/26 AGM will be Wednesday May 13, 2026

Record Date - Tue March 31 - 43 days before AGM (btw 29 - 75 days)

Treasurer coordinates with the Data Base Manager to develop a list of eligible voters. This list is then sent to the Secretary and the Inspector of Elections. The Data Base Manager determines which Voter Packets will be sent electronically and which will be sent via Postal Mail or hand delivered.

NLT Wed Apr 01 - Data for Voter Information Packet collected. (See page 2 for list)

NLT Fri Apr 03 - Voter Information Packet data printed and Packets assembled

NLT Wed Apr 08 - Voter Information Packets sent / mailed 35 days before AGM (14 - 58 days)

Date of 2025 AGM was Wednesday May 14, 2025

