

LIMERICK PARK HOA
Taking Pride in Where We Live

Board Meeting Minutes

Day/Date/Time:	Saturday/August 12, 2017/09:00 AM
Location:	James' Garage (29022 31 st Avenue, Roy WA 98580)
Attendees:	James LeClear, Jennifer Lorenzen, Ted Foley, Stephanie Neurer, Wil Hutcheson
Excused:	Cassie Tompkins (CM Pro Services)
Members Present (#):	0
Called to Order:	09:08 AM
Called to Close:	11:12 PM
Duration:	2 hours, 4 minutes
Minutes Prepared By:	Stephanie Neurer, Secretary
Minutes Approved:	Saturday/September 9, 2017

Agenda

BOARD VOTED IN FAVOR (5 to 0) for the following action: Meeting minutes from July's meeting were approved. Steph has added the final draft to the website.

Old/Recurring Business:

1. Design Review(s)
2. Treasurer's Report – Pending Reimbursements
3. Lacamas Valley Board – Updates
4. Common Area Maintenance
5. Security Lights
6. Bicycle Rack
7. Speed Limit Signs – Cameras

New Business:

1. Easement Areas
2. Bus Stop
3. Update our Board Emails
4. CM Pro Services Action Items

Design Review(s)

Exterior changes/modifications must go through the Design Review process.

- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Pending request from Betty Talley is approved as submitted. James provided approval letter to member and Steph has uploaded to website for a digital record
- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Pending request from Rob Billington is approved as submitted. James provided approval letter to member and Steph has uploaded to website for a digital record
- DRC Guidelines (as stated in CCRs) currently do not exist. Cassie provided example document for an outline. Steph will customize a rough draft for Board and Cassie to review

Treasurer's Report – Pending Reimbursements

Cassie provides Treasurer's Report prior to each monthly meeting for discussion/approval.

- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Treasurer's Report approved
- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Reimburse Ted Foley for stop sign repair costs of \$24.30

Lacamas Valley Board (LVB) – Updates

Ongoing communication/projects in conjunction with LVB Board.

- **Gate Update**
 - **LVB has 3rd quote as of August 3, 2017. Multiple requests for updates have not been answered.**
- Cassie sending email to all members of both boards to plan a co-board meeting for shared interest discussion. **Emails have gone back and forth – no date/time/location has been set.**
 - Define common areas & split cost percentage of shared interest expenses
- Maintenance agreement to legally document partnership
 - Cassie provided examples of agreements for reference/starting point
 - Steph will customize a rough draft for Board and Cassie to review
- Merging boards?
 - Will need 75% approval vote from membership of both boards

Common Area Maintenance

Contract with Avalon has been cancelled. Volunteers will maintain common areas until March 1, 2018.

- From August 1, 2017 to March 1, 2018, membership volunteers will maintain common areas
 - Recruitment for each area announced on Facebook
 - Volunteer at their own risk
 - Use personal equipment, service, time and materials
 - If volunteerism falls through, contract will go out to bid sooner
 - **Ask Cassie if we can discount annual dues for volunteerism**
- Steph drafted document to define common areas and outline expectations for volunteers – waiting for feedback from rest of Board
- Discussed purchasing equipment and storage if volunteerism goes well
- James turned on sprinklers in park(s) to water trees – trees too far away from sprinkler spray.
 - **BOARD VOTED IN FAVOR (5 to 0) for the following action:** James will purchase new sprinkler heads and install

Security Lights

James is proposing at least 4 solar power motion sensor security lights for the following areas: Front gate by bus stop, back gate by bus stop, mailboxes and potentially over new bike rack.

- \$75 each + cost of 12-14 foot steel pole and concrete.
- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** James will purchase and install one light and we will vote on the rest if it meets our needs and works as expected.

Bicycle Rack

Discussion on having a bike rack for kids to ride their bikes to and from the bus stop. Jennifer researching more and presenting at next meeting. Will need a light and a concrete pad.

Speed Limit Sign – Cameras

Discussion on reducing speeding through the neighborhood. James researching more and presenting at next meeting.

Easement Areas

There are 2 easement areas on each side of 33rd Avenue (???) before the bridge for WA Department of Ecology culvert access. The HOA owns these areas.

- On the right side of the street, member would like to lease the land from the HOA with a 50 year contract to landscape it
 - Have a detailed discussion with member about terms and expectations before coming to a vote
- On the left side of the street, overgrown foliage is impeding on member's fence
 - Board will check it out and make a recommendation for action

Bus Stop

Discussion on improving or moving the bus stop for safety purposes.

- Ted researching more and presenting at next meeting
- Red or flashing lights to alert drivers?
- Move to inside the gate?
- Extend it so more kids can stay dry?
- James will contact member who bought a bus shelter from Portland Transit Authority for more info

Board Member Emails

To ease in the transition, all Board emails were being sent to all members and to Cassie.

- Steph will contact webmaster to individualize the contact forms.
- Cassie will get only CM Pro Services email inquiries – we will forward our emails to Cassie if help is needed

CM Pro Services Action Items

Discussion on CM Pro Services processes. **BOARD VOTED IN FAVOR (5 to 0) for the following action:**

- Board (HOA)/Full Management (CM Pro Services) transition grace period is over
- Begin fining process immediately on all delinquent compliance issues
- Cease the warning email as to when the compliance monitoring process will take place
- Follow the CCR compliance process:
 - Courtesy notice letter upon discovery of compliance infraction
 - \$25 fine if not compliant within 15 days of member receiving notice
 - \$50 fine if not compliant within 30 days of member receiving notice
 - \$100 fine if not compliant within 45 days of member receiving notice
 - \$200 fine if not compliant within 60 days of member receiving notice
 - \$100 fine every 14 days until compliance is met
- What would it take to have compliance monitoring every 14/15 days to adhere to the schedule above?
- Can CM Pro Services provide a calendar to the Board of when monitoring will take place?
- How to handle missed infractions without a Board Member becoming personally involved?