

Board Meeting Minutes

Day/Date/Time:	Friday/September 29, 2017/06:15 PM
Location:	Jennifer's House (29716 33 rd 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:	06:21 PM
Called to Close:	08:30 PM
Duration:	2 hours, 9 minutes
Minutes Prepared By:	Stephanie Neurer, Secretary
Minutes Approved:	Saturday/December 9, 2017/09:00 AM

Agenda

BOARD VOTED IN FAVOR (4 to 0) for the following action: Meeting minutes from September's meeting were approved. Steph has added the final draft to the website.

Old/Recurring Business:

1. Design Review(s)
2. Treasurer's Report
3. Lacamas Valley Board – Updates
4. Common Area Maintenance
5. Bicycle Rack
6. Easement Areas
7. Bus Stop(s)
8. Water Leak

New Business:

1. Basketball Hoops
2. Farmer Access Easement
3. Chain Link Fencing
4. Drainage Issues
5. Speeding

CM Pro Services Action Items

Design Review(s)

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

- 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

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

- No Treasurer's Report to approve due to rescheduling meeting.
- Need to close old board bank account and send cashier's check for the balance along with bank statements since June 1, 2017 to Cassie – Ted to take care of

Lacamas Valley Board (LVB) – Updates

Ongoing communication/projects in conjunction with LVB.

- **Gate Update**
 - New proposal being sent out Monday, October 2 with a deadline for response
 - Still negotiating between boards on vendors
 - 2 Proposals sent to LVB for review – both declined
 - LVB provided maintenance agreement with Sutherland signed in 2014
 - Have they been paying it?
 - Has it been completed annually for last 3 years?
 - Steph to draft up “gate guidelines” for both boards to review/approve and distribute
 - Selected vendor to improve back gate with fencing and remove large rocks used to eliminate cars from driving around the gate
- After gate issue is settled, need to enter into a legally binding maintenance agreement with LVB
 - Define common areas & split cost percentage of shared interest expenses
 - Request separate invoices to each board for accounts payable
 - Cassie provided examples of agreements for reference/starting point
 - Steph will customize a rough draft for Board and Cassie to review

Common Area Maintenance

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

- Landscaping contract RFP on hold
- Steph drafted document to define common areas and outline expectations for vendor – waiting for feedback from rest of Board
- 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
 - Will focus on exterior perimeter to reach trees for now – do the rest later if needed

Bicycle Rack

Bike rack to be installed behind mailboxes.

- Need to pour concrete (10/1 depending on weather)
- Installed a week after concrete is poured

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.

- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Post a sign for culverts under road (Keep out/no trespassing/enter at own risk) Ted to purchase
- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** On the right side of the street, allow member to landscape
- On the left side of the street, overgrown foliage is impeding on member's fence
 - Member would like it to be added as a “common area” and maintained as such

Bus Stop(s)

Discussion on improving or moving the bus stop for safety purposes. Still getting many reports of unsafe activities.

- Approve another email from CM Pro Services
- Ideas to improve safety
 - CM Pro Services to send a reminder email
 - Develop a list of rules for the area
 - Hire a bus stop “monitor”
 - Kids are in the street (unsafe with traffic) and on landscaping/monuments/gate structure (cost money to fix when broken)
- Red or flashing lights to alert drivers
 - Need people to call Bethel School District Bus Shed for them to request lights at both bus stops

- Member offered complimentary labor to build bus shed at back gate and possibly enlarge bus shed at front gate so they match (will need vote from LVB)
 - James will get quote on materials

Water Leak

Water has been turned off at front for leaky control valve.

- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** James to purchase parts and fix

Basketball Hoops

Take action to enforce rules on having basketball hoops in driveways/on streets.

- Ted will research CCRs and send out details on the specific requirements to enforce

Farmer Access Easement

Farmer has 2 access points to his land through the community.

- He has an easement – is he paying dues and does he get a voting interest?

Chain Link Fencing

Per CCR 4.6(e): “In no event shall any chain-link fencing be permitted on any lot.”

- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** Notices be sent out to all properties with chain link visible from the street.

Drainage Issues

DrainPro was called out to review drainage. There is concern filling in ditches might be causing flooding.

- Ted to find out what DrainPro observed
- CCR 5.3: “Each Owner shall maintain in proper working order all roof drains and area storm drains serving the Owner’s Lot and shall ensure that the water from those drains flows into the storm drainage system installed to serve the Property. Each Owner is prohibited from restricting, altering, or otherwise impairing the natural water flow in a manner such that any other Lot or Common Area is damaged, flooded, or otherwise made subject to excessive run-off water.”

Speeding

There is nothing the Board can do to enforce or instill fines for speeding.

CM Pro Services Action Items

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

- At least 3 board members will monitor violations for the 14/15 day deadline
- Board can submit new infractions to Cassie with pictures and details
- Send email to membership about bus stop traffic/safety/child behavior expectations
- Explore costs of a reserve study to determine amount of money we need in the bank for reserves
- Request notice be sent or verify notice was sent to house hosting large party with multiple member complaints – was this done?
- Verify if old HOA bank account was closed, check for balance and statements were provided
- Next monitoring trip, send notices to all properties with visible chain link per CCR 4.6)