

Board Meeting Minutes

Day/Date/Time:	Saturday/January 13, 2018/9:00 AM
Location:	Ted Foley's Shop
Attendees:	Jennifer Lorenzen, Ted Foley, Stephanie Neurer, Wil Hutchison
Excused:	James LeClear, Cassie Tompkins (CM Pro Services)
Members Present (#):	0
Called to Order:	9:04 AM
Called to Close:	11:42 AM
Duration:	2 hours/38 minutes
Minutes Prepared By:	Stephanie Neurer, Secretary
Minutes Approved:	TBD

Agenda

Need to ratify December Board Meeting minutes.

Old/Recurring Business:

1. Design Review(s)
2. Management Report
3. Gate Updates
4. Lacamas Valley Board – Updates
5. Common Area Maintenance
6. Easement Areas
7. Bus Stop(s)
8. Basketball Hoops
9. Farmer Access Easement

New Business:

1. Water Leak/Water Bill
2. Propane Tanks
3. Electrical Box Key
4. Member Suggestions
5. Improve Communication with Membership

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.
 - Steph will customize a rough draft "Rules & Regs" doc for Board and Cassie to review.

Management Report

Cassie provides Management Report prior to each monthly meeting for discussion/approval.

- Received December's report from Cassie on 1/13.
- **Board didn't have time to review prior to meeting.**

Gate Updates

Guardian is installing 7 new loops in the ground as meeting is taking place. Testing will be done this afternoon/evening.

- Gate open hours will be:
 - 6:30 – 8:30 AM
 - 3:50 – 6:00 PM
- Remotes and codes:
 - 17 people ordered remotes and 1 person picked theirs up.
 - How many of the \$44 remotes does Melissa have in stock?
 - Locks were put on the control boxes so homeowners could not reset gates or set them to stay open at any time.
- Guardian will add receiver to the older back gate (at no cost to us) so the \$16 remotes will work on all 3.
- Steph to add “gate guidelines” for Rules & Regs doc.
- Guardian to improve back gate with fencing and remove large rocks used to eliminate cars from driving around the gate – later in the year.

Lacamas Valley Board (LVB) – Updates

Ongoing communication/projects in conjunction with LVB.

- 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 recommends an HOA lawyer draft these documents as a non-affiliated party to either HOA – Cassie getting us 3 “statement of work” docs from 3 different lawyers
 - Allow LVB time to do the same if they want

Common Area Maintenance

Landscaping is going out to bid this month.

- Steph will edit the common area definition document to reflect additional common areas and resend to the board for review.
- 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 in the Spring
 - Will focus on exterior perimeter to reach trees first – do the rest later if needed

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 installed signs and one was taken down and is missing.
 - Should we post on fence instead of on stake?
- **BOARD VOTED IN FAVOR (5 to 0) for the following action:** On the right side of the street, allow member to landscape.
 - James to draft letter and provide copy to Steph and Cassie
- On the left side of the street, overgrown foliage is impeding on member’s fence
 - James will draft letter and send to Steph and Cassie for recording.

Bus Stop(s)

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

- Ideas to improve safety
 - 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 to attend a Roy city council meeting and “suggest”

- Board meeting for Bethel School District
- Contact Transportation Department
- Wil is researching more to find out who we need to talk to
- Jennifer will contact person who built front bus shed to get a quote for the exact same one for the back gate.
 - Back bus shed will go in front of the existing light in the easement on the corner.
 - LVB will have to get documentation for easement with current homeowner which will stay in place should they sell the property.

Basketball Hoops

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

- Basketball hoops are to be turned into the driveway and away from the street – 100% contained in the lot
- Notices to go out during next compliance review

New Requests from Homeowners

2018 Budget

Need to discuss the details of the 2018 budget.

- Cassie suggests decreasing dues to avoid audit expenses
 - **BOARD VOTED IN FAVOR (4-0) for the following action:** Try to hire Cagianut & Company to be our HOA Audit Firm (<http://www.hoacpa.com/>)
 - They will audit all processes, accounts, vendors and management company
 - Dues will not reduce.
- Complete a reserves study and start funding account
 - **BOARD VOTED IN FAVOR (4-0) for the following action:** Hire Association Reserves to provide a reserve study and road map (<http://landing.reservestudy.com/>)
 - Will provide tools to help us budget to goal
 - Usually a 30 year plan
- Community outreach
 - **BOARD VOTED IN FAVOR (3-1) for the following action:** Continue Easter Egg Hunt, 4th of July BBQ, welcome baskets, and cash prizes for Halloween and Holiday light/decoration contest.
- Landscaping
 - TBD
- Insurance premium changes
 - **BOARD VOTED IN FAVOR (4-0) for the following action:** Cassie is reviewing costs and shopping for new company

Water Leak/Water Bill

Water bill was very high due to what James thinks is a leak.

- Can we get a refund on payment prior to fixing? If not, James will fix before Spring

Propane Tanks

Looking into propane tanks visible from the street.

- Wil researched and didn't find anything in the CCRs about propane tanks.
- No action to be taken at this time.

Electrical Box Key

Ted looking into getting a key made or changing the lock?

Member Suggestions

Member contacted the board to provide suggestions for improvement.

- Create a Facebook page for board updates only, no access for anyone to post, comment, etc.
- List Board long-term goals and track progress toward achieving them.
- Find out each homeowner's preferred method of communication and provide updates/important information in the method they requested.

- Allow for supplemental write-ins for suggestions on changes to CCRs and Bylaws.
 - Requires 67% membership vote
 - Will require us to pay legal fees per instance
 - Should we consider budgeting for this expense?

Improve Communication with Membership

Suggested ways the Board can improve communication with homeowners.

- Biannual community meeting
 - Schedule and plan a community meeting
 - Notice to be sent out between 60 and 14 days prior to meeting
 - State business to be placed on the agenda
- Monthly board meetings are open to the membership
 - Members are entitled to see our voting
- More updates on current projects
 - Provide updates to membership about ongoing projects more often than the board meeting minutes

CM Pro Services Action Items

Discussion on CM Pro Services processes.

- For chain link fences and items in back yards, Cassie is helping us define “view from the street.”
- Contact 3 HOA lawyers for maintenance agreement with LVB
- Provide complete 8.5 x 11 plot maps showing streets and lots
- Reach out to Cagianut for audit
- Reach out to Association Reserves for reserve study
- Research pricing on new insurance plan/vendor
- Contact water company to see if we can get a refund prior to fixing broken valve
- Send Steph most recent member contact info file
- Provide direction for which HOA documents need to be private (login required to view) and which documents can be displayed on the general website (no login required to view).
- Confirm if there is official documentation regarding the liability of using Facebook as a Board communication method.
 - Do other HOAs have Facebook pages/groups? If so, do they have a social media policy and/or a code of conduct you could send to Steph for reference?
- Define Bylaws 2.5 regarding Notice of Meetings
- Provide direction on how often to update the membership on current projects
- Confirm communication for:
 - Send out notices to membership about basketball hoops