

**Lacamas Shores Homeowners' Association
Board of Directors' Meeting
Minutes**

Draft 2

Date and Time: Monday, May 5, 2016 at approximately 7:05 PM

Type of Meeting: Special Working Board Meeting

Location: Parker Road Fire Station, Camas, WA

Participants: Matt McCant (President), Tom Kelly (Vice President and ALCC Liaison), Charlene DeJong (Treasurer), Marie Tabata-Callarame (Secretary), Steve Marrinan (City Liaison).

Absent: Steve Nelson, Ron Boyce.

The President Matt McCants called the meeting to order at approximately 7:05 pm, **called roll**, and confirmed a quorum. **Proof of Notice** was stated as to the Board members by email and to the community by Backfence and Nextdoor.com. It was noted that since this is a special working meeting called for the specific purpose of discussion on committees and charters, comments and discussion would be limited to the agenda items.

Reading and Approval of Minutes – The approval of the April minutes were tabled until the next regular monthly meeting.

Report of Officers – There was none since this is a special meeting.

Report of Committees (general update) – No report was requested or presented.

OLD BUSINESS:

Website Content Removal – The Board took a vote at the April 2016 meeting that passed 6 to 1 to remove specific content from our official website. Based on that, a request was made of HOA webmaster Catherine Arnold on 4/19/2016 and 5/02/2016 asking when those items would be removed. To-date they have been slightly altered but not removed. Catherine stated that she will not remove the information, as it is history and she would not help the Board erase history. Richard Arnold mentioned that the Arnolds could take down the server that night.

It was acknowledged that Catherine Arnold had previously stated that she would like to transition out of the position of webmaster. She was asked what would make her comfortable in doing so. Catherine answered that she would transition the website only to a professional service as no volunteer should be expected to do the job. Catherine was asked how quickly she would like to be relieved of this responsibility. She did not have an exact answer but stated that she wanted to continue to process requests for the Common Area reservations.

Draft 2

When asked if the website was the official Lacamas Shores website, Catherine stated that it was not and that while she had been reimbursed [for domain name and website hosting] throughout the years, she had not been reimbursed every year, nor for her 2014 software purchase. It was noted that if www.lacamas-shores.com (and related domains) is the official website then the Board has authority to decide its content. It was also noted that only Lacamas Shores Homeowners were given private log-in-only access to confidential information (names, phone numbers, emails, etc.) on the website and had to provide a Lacamas Shores address and name in order to be allowed to do so. Catherine created everything on the website as a volunteer for the organization.

The Board thanked Catherine for sharing her views and knowledge and for her past volunteer efforts. The HOA does need an official website and the Members need to be informed about what it is. The Board asked that Catherine take some time to think about it and get back with them to let them know of her decisions.

Landscaping of Common Area on Michaelbrook – The follow-up work has been completed by the contractor, who added soil and grass seeds on the flats.

Annual Lacamas Shores Garage Sale - Rob Bernardi has taken care of the signs and the honey buckets. A big thank you goes out to Rob.

Agenda item VI(a)(vi) (a foreclosure summons) was moved to executive session.

HOA Landscaping plan Concerning Tree Heights for Common Area – Potential Revision behind Gecho’s lot – Per the last Board Meeting, Marie was going to look into the likely trees heights in the Common Area planting plan agreed to between the Board and Peter Gecho because some Homeowners were concerned that the trees would grow to be excessive and block future views. So far, five Homeowners have expressed concern regarding view blockage.

Marie contacted Chris Baumann at GRO (the original design company), who clarified that the Western Red Cedars would grow to between 100 and 200 feet tall. The other trees in the plan are maples, which grow to 35 feet, and oaks, which grow to 60 feet. The number of trees was discussed – 20 trees total in a 5000 square foot area, with 15 of those trees growing 60 feet or more.

Other concerns were mentioned, such as the inconsistency of having one portion of the Common Area as a forest in between portions of ivy ground covering on either side. Chris stated that while he unaware of the type of trees cut, he believed the number of trees being planted was based on a multiplication factor. He suggested we go to the City and ask for an extension. He offered to do so for us upon request. It was noted that Chris had suggested a variety of options to planting so many trees in one area.

Linda Harnish commented that the thinking behind the plan had been to replace the number of trees that were cut down. She also questioned the authority of the current

Board to change the contract and stated that Peter Gecho may currently be in violation of his agreement by having already missed a deadline.

Steve M. believed that the current deadline was given to Gecho by the City. Peter Gecho was not present, but the next course of action is for the Board to contact the City to see if the deadline can be extended. It was noted as surprising that the City is involved in enforcing plantings on our private HOA property. Steve M. volunteered to contact Robert Maul to determine whether the City created deadline and whether it can be extended.

Discussion of Committees and Charters in General

The Ad Hoc Committee on Trust & Transparency had been invited to help the Board with this working meeting. Kim Seneker, David Lofstead, and Crawford Tuttle introduced the topic, discussing the importance of prioritizing and focusing on a few committees, selecting strong leadership, incorporating the Membership's input via surveys (thereby increasing Homeowner engagement) and other points. It was noted that all charters should be clear regarding the committees' limitations in budget, goal, and focus.

The Board and the Joint Ad Hoc Committee worked together from a "Committee Tracking List", discussing and prioritizing the various proposed committees and charters. They considered the purpose, background, whether it should be a standing or ad hoc, the ideal size, skill sets desired, whether a Board member was needed to serve on it, and other relevant points. The Board and Ad Hoc Committee then grouped proposed committees by priority:

- Top priorities (A)
 - Member Communications Committee,
 - Strategic Planning and Homeowner Engagement Committee(merged together)
 - Internal Audit Committee (one of the few legal requirements)
 - Common Area Land Use Committee(including views and common area management)
- Second Priorities (B):
 - By-Laws Update Committee
 - Maintenance Committee(concentrating mainly on non-routine maintenance and reserve study bullet points)
 - Homeowners Adjacent to Common Areas Committee (to draft guidelines for those properties)
- Later Priorities (C):
 - Dispute Resolution Committee
 - Review of the Code of Ethics Committee
 - Fines and Fees Review Committee
 - Management Company Feasibility Committee (determined it could be a survey topic and fall under Homeowner Engagement)

Once prioritization was completed, it was determined that charters for the high-priority committees should be placed on the next meeting agenda to be approved and distributed for comment to the Homeowners. Committee members should be appointed considering

Draft 2

their backgrounds and expressed interest. Committees may be reprioritized based on the success of recruitment efforts. Matt stated that all present should recruit volunteers as well.

The Board discussed holding an informational meeting for the **Joint Ad Hoc Committee** to make a presentation to the Homeowners. The JAHC will discuss a timeframe and get back with the Board.

NEW BUSINESS:

The **Special Study Committee on Dispute Resolution** was discussed and prioritized during the discussion of committees and charters (See above).

The Board and individual homeowners received a **Notice of Application for the Parkland Subdivision**. Matt will ask Catherine to place it on the HOA website.

The Board members and then the audience were asked if they had any more items to be discussed under new business. There were none.

Ethics Complaints – These are in process and are tabled until the next regular Board meeting.

The meeting was adjourned for a break at approximately 9:40pm, and then reconvened and adjourned to an **Executive Session** to discuss potential litigation at approximately 9:50 p.m. The Board returned from Executive Session to Regular Session at approximately 10:30 pm.

Matt moved that we contact our insurance provider regarding the summons from the case filed by Homeowners Michael and Cindy Ontkeans [Case No. 16-2-05262-8 filed in Clark County Superior Court]. The motion was seconded and passed unanimously.

Tom moved to adjourned Board Meeting at approximately 10:31 p.m. The motion was seconded and passed unanimously.

Marie Tabata-Callerame, Secretary

Date

Treasurer

Matthew McCants
President

Date

Stephen Marrinan
At-Large/City Liaison

Date

Charlene DeJong

Date

Tom Kelly
Vice President/ALCC Liaison

Date

At-Large

Draft 2

Ronald Boyce

Date

Stephen Nelson
At-Large

Date