



Board of Directors' Meeting Minutes

Date and Time: Monday, November 28, 2016 at approximately 7:05 PM

Type of Meeting: Regular Monthly Meeting

Location: Parker Fire Station#42, Camas, WA

Participants: Matt McCants (President), Tom Kelly (Vice President and ALCC Liaison), Marie Tabata-Callerame (Secretary), Janine Smith, Kalani Davis, Patrick Lambert.

Absent: Ron Boyce (Interim Treasurer and City Liaison)

Audience: Approximately 32 residents

The President Matt McCants called the meeting to order at approximately 7:05pm, **called roll** and confirmed a quorum. The meeting was audio recorded by the Board. It was noted that Richard Arnold was also recording. **Proof of Notice** was stated as by email to the Board Members, email to homeowners, posted on the website, and on Nextdoor.com. While the purpose of the meeting is to conduct Board business, comments are accepted on agenda items and under new business.

Approval of the Minutes – The minutes for the October 17th Board Meeting were not completed and are expected before the next Board meeting.

REPORT OF OFFICERS:

President's Report – Matt had nothing to report.

Treasurer's Report – Ron was not present, but Matt presented the October financials. We are on target, with variances in a few items maintenance-related items, leaving us under budget. We should end up very close to budget by year-end. Expenses for the website were not yet accounted for, but are expected around \$1200 for the year.

Ron created a preliminary draft of the budget for 2017 to review briefly for determining the annual assessments for 2017 so our accountant can send out the invoices. The Board will review the budget more thoroughly at the next meeting.

The [2015 Reserve Study](#) discussed funding strategies for ensuring there is enough money in the Reserve Account to properly maintain our HOA. Of the strategies presented, the 2015 Board decided to use the "Component Funding Model", which requires increased contributions over the next few years. (See [2015 Reserve Study](#) pages 2-26 through 2-40). However, it was noted, that the previous Board had not allocated funds for the 2016 contribution to the reserve

account in the 2016 Budget. The current Board did not amend the budget to correct this but will address this when discussing the budget.

Matt explained that the 2015 Reserve Study was the first professionally completed study in many years and had been reviewed by two licensed certified CPAs, Mike Harnish and Dan Foster. [Note: Mike and Dan submitted a report and their spousal relationships to the Board President and Treasurer were fully disclosed]. Matt stated that though the Reserve Account is fully funded per the component funding model for the next few years, that model calls for an increasing annual contribution in order to maintain that “fully funded” status. Matt had provided a Reserve Account Funding Chart to board members to show how we can soon exceed the “Component Funding Model” projections if we increase annual dues the next three years by the allowed 6%. The amount needed in the Reserve Account has increased as our assets have aged, increasing the costs of future repairs/replacement, along with inflation. Tom moved to increase the annual assessments (dues) 6% to \$392.20. The motion passed unanimously.

Later in the meeting, Cindi Marrinan expressed her concern about retained earnings, stating that we are in a loss state.

Marie read aloud from an October email from LS HOA accountant Lorrie Conway that we are on track for a \$12,000 surplus by the end of 2016.

REPORT OF COMMITTEES:

Architectural and Landscape Control Committee (ALCC) – There was no report other than Executive session items.

Members Communications Committee – The Committee presented its survey. Matt moved that the survey be sent with the next mailing. The motion passed unanimously. It will go out with the invoices.

We are still having trouble with Homeowners confusing the Arnolds’ personal website with the official Lacamas Shores website. When searching “Lacamas Shores HOA”, the HOA website is hard to find and is NOT on top for the Lacamas Shores HOA web searches. Sometimes it does not even come up in the top three. This is because of the long-time history of the original website kept by the Arnolds. There was a question about why we have two websites and whether Homeowners will be given a choice of which one to use. It was explained that the Arnolds have stated that they own the domain originally used as the official domain/website of the HOA and have chosen not to relinquish it to the Homeowners’ Association. Therefore, the Board had to purchase new domain names, create a new official website (LacamasShoresHOA.org), and pay for search engine optimization so it can be found in a search. It is unfortunate that we might have to continue to pay even more for optimization in order for members to be able to find the website and the Board is still hoping for a better solution.

Internal Audit Committee – Kathleen Price reported that the Committee (Kathleen and Gary Henderson) finished their audit of FY 2015 and presented their final report. They compared documentation received from the accountant against the financial reports and completed

random outside verification. They found the FY 2015 finances of the LS HOA (revenue and expenses) to be valid with no material errors. The LS HOA accountant (Lorrie Conway) is doing a great job. The Committee also reviewed the prior year's audit and had a few recommendations (see the [Committee's report](#)), regarding:

1. The billing dates of dues,
2. The number of bank accounts,
3. Developing a formal and uniform approval process for expenses (some bills were paid with handwritten checks by various Board members without the accountant's knowledge), and
4. Gifts to Homeowners and the governing documents (appreciation and welcome gifts).

At least two of the four recommendations were also recommended by the prior year's auditor, Fox & Co. and were still an issue.

Common Area Land Use Committee (CALU) –

The Picnic area project is in progress. Bob Price presented a detailed list of tasks needed to complete the first phase of the Leadbetter entrance project. There was discussion about trimming the bushes on the north side of Walden Drive by the entrance to 2 feet to provide a better view at that entrance. The CALU Committee will meet with the Homeowner adjacent to that area. Pat moved that the hedges/bushes be trimmed to 2ft. The motion was seconded and passed (5 ayes – Matt, Tom, Pat, Marie, Janine; 1 nay - Kalani).

RFP for Meadowlands Park - CALU Recommendation

The Board received the recommendation of the CALU Committee after vetting the two submissions for the RFP for a Jurisdictional Determination for the Meadowlands Park area. Tom moved to approve the recommendation of the committee and hire ETC as the consultant to do the determination study. The motion was seconded and passed unanimously. Janine expressed her concerns about the wetland project in light of the polling at the last annual meeting. It was explained that the Board of Directors is held responsible for the fulfillment of the CC&Rs and that this issue has been fully discussed in the last three board meetings and can be read about in the prior Board Minutes. We would like to see more Homeowners to come and participate while those decisions are being made instead of after the decisions have been made. All committees are open to new members at this time.

Bylaws Update Committee – The proposed changes to the Bylaws were posted for comments from the membership. It was noted that there were no comments received. Typo corrections were made along with a few other changes. Pat moved to adopt the Bylaw changes as corrected. The motion was seconded and passed unanimously. Marie then moved to change the cover page and restate the title and the location. The motion was seconded and passed unanimously. Communication to the membership was discussed, noting that the eblasts and nextdoor.com notices of the proposed bylaw updates posted on the website were not received by all Homeowners. In order to minimize expenditures, only legally required notices are sent out in postal mail. The Bylaws are an administrative tool and therefore, even though notice was sent by eblast and website posting, it was legally required to go to the Board Members only. It was noted that the 2015 bylaw changes that were undone were completed with a 3-day notice posted on the website only. Matt remarked that if Homeowners had changes to suggest, the Board is still open to their comments.

Janine noted that she did not realize allowing mail-in balloting had been removed from the Bylaws and disagreed with that update. Tom explained that the original language was reinstated regarding voting. There were only two year in the 20+ year history of the LS HOA that mail-in ballots were allowed.

OLD BUSINESS:

Boat Ramp Maintenance: There are no new updates. The Board will call for volunteers and Tom will create a charter. Tom moved to authorize a charter for the Committee. It was seconded and passed unanimously. It was noted that the \$70,000 spent to build a new boat dock in 2007 was not required to be voted on by the membership because was it a maintenance item. The funds appropriately came out of the reserve account, not the operating budget.

Traffic Committee Status: Steve Marrinan was going to talk to the City with Casey Watrous. They have been intending to do this since July of 2016, and hence Steve M. stated that the task could be assigned to someone else.

Common Area Behind Gecho's Property: Matt received the final inspection approval from the City for the landscaping. We authorized our attorney to release the escrow account. Peter Gecho is selling his property.

Homeowner Complaint Form – The form has been completed and posted on the website. The Board would like to request comments. Marie will eblast it out for people to view. The purpose of the Complaint Form is to provide a process for Homeowners to file a complaint regarding another lot, common area, etc., and create a consistent one-page tracking mechanism. Tom moved to approve the form. The motion was seconded and passed unanimously.

Heritage Trail Beautification Project – No update other than the dumpster has been filled.

Hazard Trees: The hazard/fallen trees by the trail in Meadowlands Park have been removed.

NEW BUSINESS:

East End Property Value Discussion: There was a question of whether the Homeowners on the east-end of the neighborhood would like to get together to discuss their view rights and the City's responsibilities. One homeowner stated that 1) her property value was going up enough, 2) she would prefer her home value to go down so she could pay less in taxes, and 3) she understood view loss due to tree growth to be life in the northwest. She noted that she believed the City to be responsive to her and her neighbors' needs for trimming based on their rights under the Viewshed Plan and that those neighbors already know about their rights. Tom explained that their view rights derive from the Deed of Dedication and that the Viewshed Plan was the City's administrative tool to provide it to the Homeowners adjacent to the lake. There was further discussion with no action taken.

Amended Tree Policy - Discussion was tabled. That information will be sent out to the Homeowners for comment once available.

Other Discussion - There was a question about a LS house [2516 NW Walden Drive]. Matt noted that the Board will discuss it during executive session. It was noted that many of those non-CC&R-compliant houses already have liens on them and have had 30 day letters sent out.

Matt stated that the next meeting will include a discussion about the budget and that new business was concluded. Matt stated there would take a short break before the Board reconvened to enter into Executive Session, and thanked everyone for coming at approximately 9:05pm. All audience members left except for the Barretts.

EXECUTIVE SESSION

An executive session was convened to discuss the following issues: the Barrett's concern regarding the Walker's landscape request; the maintenance of the Do property; general maintenance complaints regarding the Richards', Nyte's, and Winters' properties; the Ontkean litigation; and domain names owned. Executive session was adjourned at approximately at 10:10pm. Tom moved to approve the Ontkean license agreement. Marie suggested amending the motion to add the condition that the Ontkean lawsuit is dropped. Tom accepted the amendment, the motion was seconded and passed unanimously.

Tom moved to adjourned the meeting at approximately 10:15pm. The motion was seconded and passed unanimously.

Marie Tabata-Callerame, Secretary

Date

Matthew McCants
President

Date

Kalani Davis
At-Large

Date

Tom Kelly
Vice President/ALCC Liaison

Date

Patrick Lambert
At-Large

Date

Ronald Boyce
Interim Treasurer/City Liaison

Date

Janine Smith
At-Large

Date