

**Board of Directors’ Meeting**

**Minutes**

**Date and Time:** Monday, December 4, 2017 at approximately 7:00 PM

**Type of Meeting:** Regular Board Meeting

**Location:** Parker Road Fire Station, Camas, WA

**Participants:** Tom Kelly (President), Marie Tabata‐Callerame (Secretary), Janine Smith (Treasurer), Pat Lambert (Member at Large), Ron Boyce (Member at Large), Mark Guthrie (Member at Large), Marty Elzingre (Member at Large)

**Audience:** Linda Harnish, Cindi Marrinan, Frank Haylett, Steve Bang, Dick James, Amy Higdon, Jim Patitucci

The President Tom Kelly called the meeting to order at approximately 7:08 PM, **called roll** and confirmed a quorum. **Proof of Notice** was stated as by email to the Board Members, email to homeowners, posted on the website and Nextdoor.com.

Tom welcomed the audience and announced that the homeowners would be given a few minutes at the beginning of the meeting for comments.

**Event Updates:** The Richards sent us a thank you letter for the Helping Hands project.

**Approval of the Minutes**: February and June 19 meeting minutes approval still pending. Janine made the motion to approve the October 23, 2017 board meeting minutes. Motion seconded and passed unanimously.

**REPORT OF OFFICERS**:

**President’s Report** – Tom expounded on what he stated at the previous meeting. See attached.

**Vice President** – Office vacant.

**Treasurer’s Report** – No report. Bank account balances: Checking $4,429.00 plus $5.02 dividend, savings $24,383.88, reserve fund money market $90,984.27 and reserve fund CD $75,290.94 for a total of $195,093.11.

**Secretary** – No report

**COMMITTEE REPORTS:**

**ALCC** – Marty – only one request since last meeting.

**Boat Dock Committee** - Ron – done. No new report. Marie made the motion to dissolve the committee. The motion was seconded and passed 6 to 1.

**Common Area Land Use Committee** – Marie - The 14th hole project is on hold due to weather. We received an answer from the City advising that we can do a conditional use permit for the work we want to do in the Meadowlands storm water bio filtration storm system area. Marie made a motion to expand the approved motion from the October meeting to be up to $3,500 and include cost for both experts and attorneys. The motion was seconded and passed 4 to 3. The planting is completed at the area on Michaelbrook at Lake Hills for a cost of about $419.

**Capital Replacement/Reserve Study Committee** - Janine – the Reserve Study has been revised as approved in the October Board meeting. It will be added to Dropbox and Marie will add it to the website. Mark will draft a communication to send out to the community about the new reserve study. Marty reported that the new card reader for the common area access gate will be installed on 12-18-17. An email will be sent to homeowners and they will send Marty their address and card number. He will enter each card into the reader. The approved amount for the new card reader is enough so Marty can purchase a computer to be specifically used by the HOA for the card reader.

**Member Communications Committee** - The committee will work with Tom to create the next quarterly newsletter to the community.

**Social Committee** – Nothing new.

**Internal Audit Committee** – Janine will follow up with Gary and Kathleen.

**Traffic Safety Committee** –Janine will follow up with Casey to determine where to install the new speed limit signs and no outlet signs and Doug Bailey will install the signs.

**Unfinished Business**

1. Janine to contact John Ulmer about where to purchase the plaque and then speak with Pat Smith about what the Board has approved for the memorial bench for Kim Cho.
2. The Fines and Fees policy – Marie will revise the policy based on the comments from the homeowners and the Board will consider that revised policy at the next meeting.
3. Shoreline erosion problem – Alan Yordy met with Pete Capell at the City to ask that the City make repairs.
4. The Emergency Preparedness Plan committee members, Gene Coupe, Dick James, Janine Smith and Marie Callerame, will work with Sarah Bang and Karen Stanley to prepare for the event on April 20 to 23 in 2018.
5. Need a plan for safeguarding the HOA records.

**New Business**

Tom moved to adjourn the regular board meeting at 9:18 PM to go into Executive Session, the motion was seconded and passed unanimously.

After the conclusion of the Executive Session, the board returned to regular session and having no motions to consider, Tom moved to adjourn the meeting at 9:45 PM. The motion was seconded and passed unanimously.

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Prepared by Janine Smith for Marie Tabata-Callerame, Secretary Date