

Lacamas Shores Monthly Meeting Minutes 2014

June 12, 2014

September 11, 2014

October 16, 2014

November 13, 2014

December 4, 2014



**LACAMAS SHORES HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: June 12, 2014

Location: Camas Community Center

ROLL CALL

Present

- Mike Niquette, Marian Jackson, Steve Marrinan, Linda Harnish, Karin Lukins, Elaine Foster, Steve Nelson

Absent

- None

GUESTS

- Steve Bang, Matt McCants, Dave Patterson, Cindi Marrinan, Richard Arnold, MaryAnn Middleton, Catherine Arnold, Pat Lambert, Julie Bailey, Gerry Vincent, Marie Callerame; Shari McCants

SECRETARY'S REPORT

Steve Nelson: "I move that we approve the meeting minutes"; Seconded by Steve Marrinan; all in favor.

TREASURER'S REPORT

Elaine stated that we have enough votes to waive the audit, but need to find someone for internal audit; Cindi may have some suggestions of people in the neighborhood who would be willing. One homeowner has a check on the way for full amount owed including lien; need to reconnect with people overseas.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

NOTE: This meeting was originally scheduled to be held at the Camas Police Department, however, due to a scheduling error, it needed to be moved at the last minute. Because of this change, there was limited time for discussion.

Richard discussed the Architectural Control Committee and how they intend to complete their reviews; Linda brought up issue of 30-day recommendation/approval period; will aim for 10 days, if possible; fallback is a reject; onus is on requestor. Richard is the point person for now; once a new project is approved someone has to keep tabs on it; would be good to have someone take this on as a responsibility.

Dave Patterson read a statement in response to Steve Bang's statement at the last meeting; he

will provide an electronic copy; following the reading of the statement, Steve Bang commented that he completely disagreed with Dave's remarks. The text of Dave's statement is available by making a request to the Board.

Matt McCants made a presentation on behalf of the common area special interest group. This group is recommending that the common area needs to have considerable work done on the swale to improve the drainage; that invasive plant species, thick understory and dead/dying trees need to be removed and the better trees should be pruned.

No meetings scheduled for summer months; will resume in September.

No further movement on partial payments; will need to find someone to do internal audit.

Mike N was talking with Natasha about condition of mailboxes; post office says we can paint them any color.

RV Parking - police were called on vehicle parked 2-1/2 weeks; talk to neighbors first if possible, but call police otherwise; some HOAs issue warning tickets that have an associated fine after so many tickets.

It seems that a lot of tree removal at this point is from planted landscape which is now overgrown; no brainer when a safety issue; should be running continual article in VIEWS; Steve Nelson commented: "If you don't ask permission, get ready to buy a tree; if you do ask permission; show us the plan"; no consensus at this point on what to do.

The meeting concluded at 7:55 PM and the Board adjourned to Executive Session.

Respectfully submitted,
Linda Harnish, Secretary

Approved:

Michael Niquette

Linda Harnish

Marian Jackson

Elaine Foster

Stephen Marrinan

Karin Lukins

Stephen Nelson

**LACAMAS SHORES HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: September 11, 2014

Location: Home of Elaine Foster

ROLL CALL

BOARD Present: Mike Niquette, Marian Jackson, Steve Marrinan, Linda Harnish, Karin Lukins, Elaine Foster, Steve Nelson **Absent:** None **GUESTS Present:** None

SECRETARY'S REPORT

The Secretary's Reports which were posted to Dropbox were reviewed by all Board members. Marian: "I move to accept the minutes of the Executive Session meetings for June 12th and 19th and the general meeting of June 12th. Steve Nelson: "I second the motion." All approved.

TREASURER'S REPORT

The first two lines appearing on the Balance Sheet are incorrect. They should read "Checking" then "Money Market". Elaine is going to look into whether there is a better instrument for the funds in the money market so that they will earn more interest but still be accessible if needed. The work on swale will be charged to reserve expenses. There are still four people who owe assessments. Regarding the internal audit, two people have said no and a third person hasn't yet responded. Linda: "I'll move to accept the Treasurer's Report." Marian: "I second." All were in favor.

COMMITTEE REPORTS

Architectural Control Committee - Regarding the Smith project (1520 NW Lacamas): We really need to understand what the elevation of this house is; Steve Nelson would like a topographic drawing showing elevations; it should show elevations at street, first retaining wall and top of stairs; the Board chooses not to vote at this time and is requesting additional information. Mike Niquette will contact Mr. Smith.

OLD BUSINESS

The work in the common area is ongoing and we have gone back to original contour of swale; Kincaid (contractor hired) has removed more than suggested by city, but we're okay with that; one truckload of dirt is left to be removed; a section of the path will get new gravel; Steve Nelson would like to finish the remainder of the swale on the last day that was allotted for the project since Kincaid is moving along more quickly than expected. The next step is to lay down geomat in the bottom and sod or hydroseed (approximately another \$4,000 in materials); it may make sense to sod the berm; the operator is extremely capable; left to be done is the pond which will be challenging because of the wetland.

Articles for the Views will be written regarding common area work (Steve Nelson) and the new tree policy (Steve Marrinan).

Mailboxes - It would be good to at least see the bases of the boxes painted; should look into the Bailey's workload; Linda will go through and count boxes; painting could be a potential scout project?

NEW BUSINESS

Problem landscaping: This issue was raised by Chuck Nylund and others; Mike Niquette wondered whether we could have Doug and Julie periodically take care of problem houses but that idea received a lukewarm reception; Steve Marrinan suggested we go through the neighborhood and note houses, take pictures, send letters; if no action, send an estimate to have the Association contract the work to be done. Linda circulated a copy of the letter that was used by the previous Board. She will need to update it, but it's a good start.

Representatives of the Board met with the Mayor and Anita Ashton to provide an update on the work we intended to do in phases on the swale; it was city's recommendation that we do this maintenance in phases, and we agree.

Mike Niquette will respond to the letter from the common area special interest group.

Lake Hills Development: Some were surprised to see how high the berm is on their retention basin; will talk to Ridenour re trees on Michaelbrook that had the roots scalped during excavation.

The meeting adjourned at 8:30 PM to Executive Session to discuss the Board's response to a recent letter from a neighborhood special interest group.

Respectfully submitted,
Linda Harnish, Secretary

Approved:

Michael Niquette

Linda Harnish

Marian Jackson

Elaine Foster

Stephen Marrinan

Karin Lukins

Stephen Nelson

**LACAMAS SHORES HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

October 16, 2014

Location: Elaine Foster's home

ROLL CALL

Present: Mike Niquette; Elaine Foster; Marian Jackson; Steve Nelson; Linda Harnish (via phone). Absent: Steve Marrinan; Karin Lukins. Guests: None

SECRETARY'S REPORT

The reports of both the public and executive session meetings from September 11, 2014 were posted on Dropbox for all to review prior to the meeting. There were no additions or changes. Marian: "I make a motion to accept the minutes of both meetings." Steve Nelson: "I second." Motion carried.

TREASURER'S REPORT

Reviews and Audits - No one will volunteer to do review; a CPA in Camas will do review for \$500-1000. Elaine has learned that the state of Washington requires an audit, not a review. However, since we had already secured sufficient votes to waive the audit requirement for the 2013 fiscal year, it make sense to allow the CPA in town to perform a review. Linda: "I move that we hire NW CPA in Camas to perform a review of the 2013 financial statements." Marian: "I Second" All in favor; none opposed. Motion carried.

Because of the difficulty and stress of securing enough votes to waive an audit and the struggle to find a neighbor to do an internal review, this Board believes that we should plan to have an audit done each year. We may be able to negotiate a better price on the audit by committing to having the work done for multiple years.

Discussion was held regarding the amount of assessment for the 2015 year. Due to the expense of cleaning the swale, the anticipated cost of approximately \$3,500 for having an audit done, and the possibility that legal fees may become extraordinarily high going forward, the Board feels that we must increase the assessment to \$350 annually. Additionally, we recognize that we need prepare for pond work to be completed next year (preliminary estimate of \$20K). Marian: "I make a motion that we raise the dues to \$350 for the 2015 calendar year." Elaine: "I second." All in favor; motion carries.

Elaine will check how the assessment statement lists amounts due (does it include past amounts still owed?); she will also discuss accepting credit card payments with Lorrie to be sure we use the correct option. This needs to be done soon so that we can be sure the appropriate wording is included on the statements that will be sent out. There will need to be an additional fee for accepting a credit card payment.

Elaine had a meeting with a financial advisor from Unitus regarding the best option for earning on the funds in the reserve account while still keeping them accessible. He suggested the possibility of investing in an Oregon tax free bond fund. The estimated earning would be about 4%; however, there are fees involved and the principal could be adversely impacted if the economic situation changes. The Board discussed and felt this would not be a prudent move.

Questions on some line items on the current month financial statements were addressed. Motion by Marian: "I move we accept the financial report." Mike: "I second." All in favor; motion carried.

We need to arrange for security for the holiday period. Linda will send Mike the information for

contacting KnightHawk Protection.

OLD BUSINESS

Discussion held re: recognition gifts for previous board members; tabled until next meeting when we can get clarification of who should receive. Steve M may be able to provide insight.

Landscape (CC&R violation) letters – 13 letters were sent out; some work has been done by property owners following receipt of the letter, but many have still not done anything. One owner protested receiving the letter saying that they maintained their property in way that promoted their zen state of being; Mike still emphasized to them that they should consider cutting limbs on some trees, trimming shrubs and watering and seeding the grass.

The homeowner at 5933 NW Michaelbrook Lane protested the letter saying we had approved their landscape plan which showed NO plant material earlier in the year. This is one of the four homes that is considered part of both Lacamas Shores (LS) and Forest Glenn (FG). The Board feels that the homeowner should be sent a letter indicating a landscape plan which *does* include plantings must be submitted within 30 days. Mike will continue to work with the homeowner on this.

Some discussion ensued regarding the confusion over the four properties supposedly annexed to LS but appearing as part of FG in the GIS; it's not clear whether they are part of both HOAs or just one. If one, which one? GIS says they are part of FG and LS Phase 6-D, but original agreement with Piculell said they would be LS Phase 7. It is clear from the FG CC&Rs that LS has the ultimate right to specify landscape requirements. Our Board will not challenge Forest Glenn on which HOA they belong to; it is up to the homeowners to deal with that issue.

Statement of Tree Policy for website – added to Dropbox; all board members should review and comment in the next week.

Website changes – Linda and Elaine will compile a list of items that must appear on our website to comply with Washington state law, as well as other additions the board would like to see included.

NEW BUSINESS

A neighbor on El Rey has complained about an RV which is parked on their street for long stretches of time in violation of the CC&Rs and the Camas Municipal Code. Marian will talk to the city about how to deal with this.

Legal charges – Steve Bang has challenged us paying the legal charges related to communication with him earlier in the year; some would like to see us bill him for the charges. Not sure we want to go down that road.

Going forward, Board voting on projects and issues will run from Thursday through Sunday; responses will be sent on Monday.

Mike: "I move that we move to Executive Session to discuss the board positions for next year's election." Elaine: "I second." Approved unanimously.

The Board returned from Executive Session and it was agreed that the next meeting will be held on November 13th at Marian's house.

The meeting adjourned at 9:35 PM.

Respectfully submitted,
Linda Harnish, Secretary

Approved:

Michael Niquette

Linda Harnish

Marian Jackson

Elaine Foster

Stephen Marrinan

Karin Lukins

Stephen Nelson

**LACAMAS SHORES HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: November 13, 2014

Location: Steve Marrinan's Home

ROLL CALL

Present: Mike Niquette, Steve Marrinan, Linda Harnish, Elaine Foster, Stephen Nelson

Absent: Marian Jackson Guests: None

SECRETARY'S REPORT

The Secretary's report was reviewed by everyone from the file posted on Dropbox. Steve Marrinan: "I move to accept the minutes from the last meeting." Elaine Foster "I second." All in favor; none opposed.

TREASURER'S REPORT

We've spent \$3,375 to date on services from the attorney, David Ridenour; more bills we be coming as a result of most recent meeting with him regarding the special interest group and his opinion letter. Income over expenses to date is \$12,6000 (this does not include the swale work, which will be coming from the reserve fund). The last time an allocation was made to the reserve fund was in 2010 (\$20,000). We need to start funding this once again, especially in light of the major expenses we are incurring in the common area. Need to know what the average withdrawals have been since 2004 vs. deposits; need to review and better understand the reserve study; Steve Nelson will try to come up with comments and questions.

Linda Harnish: "I move to accept the Treasurer's report." Steve Marrinan "I second." All in favor; none opposed.

COMMITTEE REPORTS

Architectural/Landscape - Parker renovation is vacant and not livable; needs paint and woodwork finishing on exterior; Yi exterior renovation - stalemated because of weather. Need to follow up with attorney on situation of fining - Mike Niquette will follow up.

OLD BUSINESS

Mike will contact security company (KnightHawk) to arrange for service during the holidays; he will also contact John Ulmer regarding the holiday decorating contest.

Regarding the Michaelbrook trees that had roots scalped during excavation for the Lake Hills subdivision: because their attorney notified us of the potential for trees to die, they have absolved themselves of responsibility.

Mike is not in favor of giving appreciation gifts, but Linda points out there is a line item in the budget for them. Compromise: Beginning in 2015 no board member appreciation gifts will be budgeted for or granted. Marrinan: "I move that the following individuals be given gifts of \$100 each for service through 2014: Richard Arnold, Dave Patterson, MaryAnn Middleton, Catherine Arnold, and Cindi Marrinan." Steve Nelson: "I second." All in favor; none opposed.

NEW BUSINESS

Linda Harnish: "I move that we adjourn to executive session to discuss replacement of the open

board position.”; Elaine Foster: “I second”; All in favor, none opposed. Adjourned to executive session at 8:00 PM; returned from session at 8:40 PM after compiling a list of candidates to be approached regarding open board position(s).

Steve Marrinan: “I move we adjourn.”; Mike Niquette: “I second.”; all in favor, none opposed. Meeting ended 8:42 PM.

Respectfully submitted,
Linda Harnish, Secretary

Approved:

Michael Niquette

Linda Harnish

Marian Jackson

Elaine Foster

Stephen Marrinan

Stephen Nelson

**LACAMAS SHORES HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Date: December 4, 2014

Location: Steve Nelson's House

ROLL CALL

Present - Steve Nelson, Marian Jackson (by phone), Steve Nelson, Elaine Foster, Michael Niquette, Linda Harnish and David Patterson (following vote to fill vacant position)
Absent - None; Guests - None

SECRETARY'S REPORT

All Board members indicated they had reviewed the minutes of both the regular and executive session meetings held in November. Steve Marrinan: "I move to accept the minutes of the regular and executive session meetings on November 13, 2014"; Steve Nelson "I second"; Vote: All in favor.

TREASURER'S REPORT

Discussion took place regarding bonuses for the Baileys and Lorrie Conway. A motion regarding bonuses was made by Linda: "I move to vote on whether we continue with the same bonus amounts as in recent years." Steve Marrinan: "Second" Vote: Lorrie's bonus - all in favor; Baileys' bonus - 6 Yes, 1 No; Motion passes by majority vote.

Yulin Huang's overdue assessments - Huang's are sending a check for three years but don't want to pay any late fees. After discussion, it was agreed that the HOA is not required to send bills - it's a courtesy. Late fees will be enforced and any monies received will be applied first to late fees and penalties, as we have stated to homeowners on recent assessment notices. An email stating the decision will be sent.

COMMITTEE REPORTS

Architectural - None

Landscape - Steve Nelson had chat with Geoffrey Parker (4817 NW Quartz) who said he will have a plan for landscaping by year end and execute it by January (except the deck); plans to have house on market in April. Wants to just put dust bark down for now and then plant in spring.

Welcome - None

OLD BUSINESS

Replacement of vacant Board position -- Three people have expressed an interest: Tom Kelly, Matt McCants and Dave Patterson. Discussion ensued about all three candidates. One Board member pointed out that we may need a game changing strategy given the current tree and view issues in the neighborhood and spoke to the point that perhaps the Board should include a member of the special interest group or one of the interested parties, even though they may have to recuse themselves from voting on certain topics. Marrinan: "I move that we vote for each individual; tally the votes and record the winner"; Linda: "I second." Vote results: Patterson elected by majority vote to complete the unexpired term of office of Karin Lukins.

Steve Marrinan has talked to John Wylie about continually parking his RV on the street. He has lots of "reasons" why it's been sitting there. Steve also called Mayor Higgins who has agreed to have tickets put on the vehicle, but we don't know if that's happened. Steve to follow up. Board continuing to review fines as a solution to this problem, but still awaiting legal guidance. Steve Marrinan also discussed the situation with a nearby neighbor who said he would talk to Wylie as well. Linda will pull up the policy draft from the summer for review.

NEW BUSINESS

Steve Nelson volunteered to assume the role of President for now.

It was discussed that there are two pieces of HOA common property adjoining the Ontkean's lot. Dave was asked to put together a quick note to notify them that the HOA was going to take care of the areas. If there was something additional they want done, that can be requested from the Board and if it's approved they would pay for it.

Marrinan: "I move we go into Executive Session to discuss the upcoming meeting with the Special Interest Group."; Nelson: "Second". Board adjourned to Executive Session at 7:55 PM.

The Board returned from Executive session at 8:25 PM. Since there was nothing requiring further vote, the meeting was adjourned.

The next meeting will be held on January 8, 2015 at 7:00 PM at a location to be determined.

Respectfully submitted,
Linda Harnish, Secretary

Approved:

Stephen Nelson

Linda Harnish

Marian Jackson

Elaine Foster

Stephen Marrinan

Michael Niquette

David Patterson