



Board of Directors' Meeting Minutes

Date and Time: Monday, April 24, 2017 at approximately 7:07 PM

Type of Meeting: Board Meeting for Planning and Organizing New Board

Location: Parker Fire Station#42, Camas, WA

Participants: Pat Lambert (President), Marie Tabata-Callerame (Secretary), Janine Smith (Treasurer), Marty Elzingre, Ron Boyce

Absent: Mark Guthrie, Tom Kelly (Vice President)

Audience: Mary Wilson, Terry Prill, Doreen Robinson, Steve Bang, Pat Smith, Frank Haylett, Richard Arnold

The President Pat Lambert called the meeting to order at approximately 7:07pm, **called roll** and confirmed a quorum. The meeting was audio recorded by the Board. **Proof of Notice** was stated as by email to the Board Members, email to homeowners, posted on the website.

Pat welcomed the audience and announced that the homeowners would be given a few minutes at the beginning of the meeting for comments. He asked that each homeowner in attendance introduce themselves and the board

Approval of the Minutes – February minutes and the March 18th minutes to be approved at the next meeting. Janine moved to approve the minutes of the April 3rd meeting, motion seconded and passed unanimously.

REPORT OF OFFICERS:

President's Report – Pat reported that the board met on April 3rd to discuss and organize how the board members would complete the work of managing the HOA. There were no action items presented at that meeting.

Treasurer's Report – Janine March 31, 2017 reports show checking balance of \$2,926.89 Money Market \$97,725.24, Money Market Reserve Fund \$156,994.26, Interest \$5.02 for a total of \$257,651.41. The March 31, 2017 financial reports are correct and will be filed for our records.

Janine presented the proposals for the Reserve Study update which will include a site inspection. A one year proposal for \$625 or a three year proposal for \$1,343 for a savings of \$632 if each individual year cost \$625. Janine moved to approve the three proposal with Reserve Study Update.Com for \$419 this year, \$515 in 2018 and \$409 in 2019 for a total of \$1,243 payable as each year's study is complete. The motion was seconded, there was discussion and the motion passed unanimously. The agreement will be signed by Pat Lambert and Marie Tabata-Callerame.

Janine reported that she will be purchasing, hopefully by the next meeting, a prepaid credit card for the HOA to use. She will need to set up procedures for the credit card to keep track of receipts and monthly reporting to Lorrie for our HOA accounting records.

Secretary Report – Marie reported that she is working on setting up a dropbox account for the HOA.

COMMITTEE REPORTS:

ALCC - Marty reported that the committee is currently working on 12 projects. All information is available to the board on dropbox.

Member Communications Committee - Marie reported that Karen Stanley is going to meet with homeowners who have agreed to serve on this committee. Karen Stanley will be speaking with her new committee members about the new quarterly communication that the board wants to send out to the community.

Boat Dock Committee - Janine reported that she has not had a committee meeting. So far there is only one other person on the committee. She also needs another bid for the boat ramp repair. Ron has contacted some other companies for bids but he has not received any new bids. In June, Ron is going to start the process for the permit to do the repairs. Ron Boyce will take over the board liaison position for this committee. Janine stated the warning sign for boat launch use is in good condition.

Maintenance and Capital Replacement Committee - Janine reported that the name of the committee will now be Capital Replacement/Reserve Study Committee. Janine should review the committee charter and if needed recommend revisions to the charter. Janine, Pat and Steve Bang met to discuss the responsibilities of this committee and the Common Area Land Use Committee. She will provide a summary of that meeting to the board and Steve Bang.

Janine presented the information about purchasing a riding mower and new push mower for the Baileys to use for our common area mowing. The reserve study for 2017 includes \$3,500 for maintenance equipment. The cost of the riding mower will be paid from the reserve fund as a capital expenditure. Janine moved that the board approve spending up to \$3,000 for the purchase of a riding lawn mower and a new power push mower. The motion was seconded and passed unanimously. The ivy on the maintenance building exterior wall will be removed.

Janine presented a Priority List for Reserve Study items for the board to review.

Traffic Safety Committee – No committee report. Discussion of solutions for speeders. Marie will ask Casey to make a presentation to the board with options for reducing speeders.

Common Area Land Use Committee - Marie reported the items in the CALU recommendation report for Meadowlands Picnic Area. She asked if the board approves the committee to continue to work on planning and pricing for the repairs and improvements that they have recommended. The committee will ask the Member Communications Committee to ask homeowners for input on what items are important to them and ideas of other improvements.

Wetland Study Update – CALU is working with the city.

Walden Drive Update. Pat and Marie will speak to homeowner.

14th Hole – Needs to be cleaned out. Janine will ask Baileys about doing this work.

Old Business –

Marie moved to dissolve the Ad Hoc Committee. The motion was seconded and passed unanimously.

Janine read the action items list that was created at the April 3rd meeting. 1. Depreciation schedule needs more detail from Lorrie. Janine provided that to the board members via email. 2. Pat, Janine and Steve Bang to meet regarding the assignment of responsibilities between the Capital Replacement/Reserve Study Committee and the Common Area Land Use Committee. Done. 3. Janine to prepare a priority list of the reserve study items. Done. 4. Dissolve Ad Hoc Committee. Done. 5. Marie and Tom to write the charter for the new Social Committee. Done to be presented tonight under new business. 6. Janine to purchase a prepaid credit card for the HOA. To be completed. 7. Marie to review and revise the Fines and Fees schedule. To be completed. 8. Marie and Marty to create the non-compliance procedures. In process. 9. Quarterly communication to homeowners. Mark and Marie will be the editors of this publication. To be addressed at the next Members Communication Committee meeting. 10. Janine to meet with the Baileys as the new board liaison. 11. Tom to be the parliamentarian for the board. Marie moved to appoint Tom to be the parliamentarian. Motion second and passed unanimously. Done. 12. Pat to review the emails addressed to the LSHOA Board, respond to assign another board member to respond. Done.

New Business

Marie moved to transfer the \$12,000 Reserve Fund Allocation in the approved 2017 budget from the checking to the reserve account now. Motion seconded and passed with a vote of 4 to 1.

Janine presented a new procedure for reimbursement of expenditures. She will send out the newly created reimbursement form.

Marie presented the charter for the new social committee. The charter was read and edited. Marie moved that the charter be adopted as revised. The motion was seconded and passed unanimously. The Member Communication Committee will send out an email to solicit members for this committee.

Marie to review fines and fees schedule and send changes for board to review.

Discussion on a Voluntary Meadowlands Revegetation Fund was tabled.

Marie moved to adjourn the regular board meeting to go into Executive Session at 8:40 PM, the motion was seconded and passed unanimously.

Prepared by Janine Smith for Marie Tabata-Callerame, Secretary

Date