



Board of Directors' Special Board Meeting Minutes

Date and Time: Monday, April 3, 2017 at approximately 7:06 PM

Type of Meeting: Special 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), Mark Guthrie, Marty Elzingre

Absent: Ron Boyce, Tom Kelly (Vice President)

Audience: none

The President Pat Lambert called the meeting to order at approximately 7:06pm, **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, and posted on the website. While the purpose of the meeting is to conduct Board business, this meeting was called to allow for some initial planning and organizing for the new board term.

Approval of the Minutes – The minutes for the February, 2017 Board Meeting were not completed and are expected before the next Board meeting April 24,2017.

REPORT OF OFFICERS:

President's Report – Pat had nothing to report.

Treasurer's Report – Janine reported that she and Ron met at the bank to change the account sign in and put her on the signature card. As of this date she is unable to log on to the online banking due to problems with the bank which should be corrected on April 4, 2017.

Janine to get more detail from Lorrie regarding items on the depreciation list.

Committee reports are tabled to April 24th meeting

Unfinished business tabled until April 24th meeting

Janine stated that although we are not addressing unfinished business items at this meeting there is a need to discuss briefly the status of the reserve study update. She received the proposal for the study update for a 1 year agreement or a 3 year agreement. She thinks we need to ask the reserve study firm to give us a proposal for a site visit to meet with us and discuss our priorities and then prepare an update of our study. Pat agrees that a site visit would be very helpful. There was further discussion about prioritizing the items in the study and keeping Steve Bang involved. It was recommended that Pat and Janine meet with Steve Bang to review the reserve study and his recommendations for the picnic area and meadowland park. The meeting would help to define the areas of responsibility of the CALU

committee and the newly formed Maintenance and Capital Expenditure committee. Janine will present a prioritized list of the reserve study items to the board for discussion at the April 24th meeting.

New Business

Board Basics

Legal purpose of the HOA - Marie reviewed the legal purpose of the HOA board as listed on the first page of the Articles of Incorporation dated 6/20/88 and the duties and liabilities of the board members.

Organizational Discussion

Officers – Pat Lambert – President, Tom Kelly – Vice President, Marie Tabata-Callerame – Secretary, Janine Smith – Treasurer, Ron Boyce – Member at Large, Mark Guthrie – Member at Large, Marty Member at Large

Communications Profile – Mark provided an online profile questionnaire for each of us to complete. This can be a useful tool for us to better understand each other and to identify strengths within our group.

Committees

ALCC – Marty (Tom will continue managing non-compliance issues.)

Member Communications – Mark/Marie

Boat Dock – Ron/Janine

Maintenance and Capital Replacement (Reserve Study) – Janine

Traffic Safety – Casey & Linda (no board liaison)

CALU – Marie

Ad Hoc – put on 4-24 agenda to dissolve

Social – need charter and chair and board liaison (to include 4th of July) (Marie and Tom can write the committee charter)

Priorities/Goals

1. Review the summary of the survey. From the survey most people want the trail maintained. There are many areas that need repair. The board will work on HOA sections of the trail but does not see how it can impact the City's sections of the trail.
2. Create a committee to address the maintenance and capital expenditures outlined in the reserve study. Charter complete and Janine is board liaison. Committee has not yet met. Edit charter to change name of committee to Reserve Study/Capital Expenditures.
3. Re-address issue with vehicle speed in the neighborhood through the traffic committee.
4. Create a boat ramp committee to address that boat ramp repair and other related issues. Charter complete and Ron/Janine are board liaison. Committee has not yet met.
5. Revise the trees and views policy. Tom continues to work on the policy.
6. Prepare budget for maintenance and capital expenditures. Committees to review work needed by priority and submit budget to board.

7. Provide more opportunities for homeowners to be involved in committees and social activities through the social committee. Tom/Marie to write charter of this new committee.

Procedures

Board Communications

Marie working on drop box

Website – Marie is web master

Need to set up a prepaid credit card procedure for paying for things such as drop box and website fees. Janine to set up this procedure.

So far we have ALCC procedures and forms, Non-compliance procedures with a Fines and Fees Schedule. Marie to review and revise fines and fees schedule for board approval.

We need to develop a comprehensive non-compliance procedure for handling complaints. Marty will create this procedure including form letters and time line and present to the board.

Pat wants a quarterly communication to the homeowners. This communication will be on the website, email and printed and delivered to homeowners not receiving emails. Mark and Marie will work on this. Pat has someone he wants to help with this as well.

It is agreed that the committees do not have the authority to spend money without prior written approval from the board.

Board liaisons to committees will attend committee meetings. The committees will appoint the committee chair. The committee chair will report to the board.

The board desires to assign a board member liaison to the HOA employees. Janine will take this position and meet with Cindi and the Baileys. Janine to invite Julie and Doug to a board executive session or a meeting with some of the board members at the common area to thank them for all that they do to beautify our neighborhood and to ensure two way communication directly with the board.

The board desires a parliamentarian and elected Tom Kelly to the position.

Requests for documents/information and complaints will be reviewed by Pat Lambert. Pat may handle issues directly or delegate to other board members.

Janine moved to adjourn for Executive Session at 10:04 PM for the purpose of a. Private Property Maintenance Discussion, b. Personnel Matters, c. Domain Names update. The motion was seconded and passed unanimously.

Prepared by Janine Smith for Marie Tabata-Callerame, Secretary

Date