



## Shelley Lake Estates Homeowners' Association

P.O. Box 1872, Veradale, WA 99037

www.shelleylake.org

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### Minutes of the Regular Meeting of the Board of Directors

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#### **Time and Place**

A regular meeting of the Board of Directors of the Shelley Lake Estates Homeowner Association was held on Thursday, November 20, 2008 at 7:00 p.m. (PT), at the Smith residence, to review the planned agenda items.

#### **Present:**

The following Board/Committee Volunteers participated:

**Scotty Smith, President**, Zone 7  
**Mike Syrcle, Vice President**, Zone 3  
**Bob Harris**, Zone 5  
**Doug Wollan**, Zone 1  
**Bill Martin**, Zone 4  
**Sue Watilo**, Zone 2  
**Christy Smith, Secretary**  
**Davianne Buckley**, Communication Chairman  
**Norene Green, Treasurer**

#### **Absent:**

**Dan Pfeiffer**, Zone 6

#### **Meeting Called To Order**

Scotty Smith acted as Chairman of the meeting and Christy Smith acted as Secretary. The Chairman declared that the members present constituted the quorum necessary for the transaction of business at the meeting.

#### **Minutes Approval**

The minutes of the October 23, 2008 Board Meeting were approved.

#### **Treasurer's Report**

Board members reviewed the October financial report provided by Norene Green. As of October 30, 2008, we had \$12 cash on hand; \$1,060 in checking; \$39,073 in our money market account for a total of \$30,145. 2 homeowners have not paid their 2008 second half dues. Board members reviewed the updated 2009 Proposed Budget submitted by Norene.

#### **Committee Reports**

Communications Committee– Davianne provided information about a link to a proposed homeowner's directory on our website. Scotty asked for the teams help to promote the Annual meeting. Christy will send Davianne the preliminary newsletter so she can include an article about the Christmas lighting contest.

Maintenance/Shoreline – 5<sup>th</sup> Addition gate landscaping is completed. It cost approx. \$2500. Bob had one lighting sensor changed to optical eye to see if that would better suit our needs. Bob gave an update on the status of the Culvert/Bridge – He is having difficulties getting much help from Fish & Wildlife or the Dept. of Ecology. City of Spokane Valley said they can only act upon permits, but they did acknowledge the need for the fill dirt around the bridge to be stabilized before water begins to flow. They verbally agreed for us to do that without a flood plain permit and sent their engineer to give us suggestions. Bob received an estimate of \$20,600 from Cascade Meadows Landscaping to complete this work. They would bring in large boulders to secure the fill dirt, build retaining walls as needed, and install aluminum handrail. A motion was made by Mike Syrcle to pull Mr. Heitman's Letter of Credit to pay for the Bridge if Matt Albrecht receives no response from Mr. Heitman or Steve Backman by November 21, 2008. Seconded by Bill Martin. The motion passed unanimously.



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Architectural Committee – Mike Syrcle gave an update on the Tim Jones situation. The Board advised him to ask Matt to send a letter to Tim Jones regarding additional parking at 1103 S. Carnine and damage to asphalt in the cul-de-sac. \*Bill Martin will call Inland Asphalt for repair bids. Letters will be sent to the Wilhites and Tim Jones concerning cleaning up the construction debris on their lots.

Article 11.5 Completion of Construction. Any dwelling erected or placed on any lot shall be completed as to external appearance, including finished painting, within nine (9) months from the date of commencement of construction Each lot owner shall be required to clean up the lot of all cut or fallen trees, bushes, shrubs, etc. (clearing and grubbing) within two weeks after the clearing and grubbing activity begins and to haul the debris away from the subdivision. Each lot owner shall also be required to clean up the lot within ten (10) days of completing construction or when deemed necessary by the architectural committee to present a neat and tidy appearance to each lot during the building process.

Also, Mike will send a letter to Blackhawk Construction regarding not submitting a color palette or a landscape plan. Mike will meet early next week with Mr. Heitman to go over minimum requirements and enforcement. Scotty stated that we need to present our minimum building requirements and let him know that the Architectural Committee has been responsive to the builder's requests and plans. The problem is the builder's are not submitting their information to us. Scotty asked Mike to ask Mr. Heitman if he intends to override our decisions. We have not received any official correspondence from Mr. Heitman regarding this issue. Scotty told Mike to be clear about the authority of the Architecture Committee. Matt Albrecht said we should proceed as if we have the authority. Mike will let the Board members know what day the meeting will be held so they can attend. Mike asked Bob to contact the homeowner who planted bushes on his property below the trail. Bob will ask him to submit a form to the Architectural Committee.

### **Old Business**

*Sam and Donna Jacot's easement* - Scotty made a motion to accept the current version of the trail easement provided the wording in document matches the changes required from the Board. The motion was seconded by Doug Wollan and passed unanimously. The Board wants Dan to contact Rick Pettit with this easement and secure his approval.

*Approval of Maintenance and Communication Committee Charters* - Bob had a few editorial/grammatical changes that don't change the essence of the charter. He also suggested we make a note that official contracts need Board approval and to be signed by President and Secretary. Scotty made the motion to accept Maintenance Committee Charter as outlined by Bob Harris. Mike Syrcle seconded the motion and it was approved unanimously.

*Communications Committee Charter* – Davianne will forward the proposed charter to the committee for their review, and then she will meet with them to discuss the charter. The Board deferred voting on this until the next Board meeting.

*Review Corrective Action and Fines process* – the Board discussed issues regarding people who make unapproved modifications, fail to maintain their property in an acceptable manner and noncompliance with Architecture Committee requests. The committee recommends unapproved modifications are fined \$100. Homeowners who fail to maintain their property will receive a letter asking them to respond with 30 days. Failure to do so will result in a \$25 per day fine. No Board action was taken at this time.



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### **New Business**

Scotty reviewed Action Items

1. Annual Meeting Presentation- add shoreline expense slide/Scotty
2. Mailing: newsletter, meeting announcement, proxy, budget and items up for a vote. We are still working on the content for the newsletter. A reminder of the Annual meeting and a proxy will be sent with the dues statements on December 26, 2008.

Bob Harris submitted a draft of a proposed website change to add a "Shelley Lake Rules" section incorporating rules for various regulatory areas with recommendations for modifying certain rules and procedures for administering them. Board members were asked to review the draft with the objective of recommending additions/deletions/modifications at the next meeting. Bob Harris made a motion that the Board adopts a rule that no motorized vehicles (except wheelchairs) be allowed on or below the trail without Board of Directors approval. The motion was seconded by Doug Wollan and it was approved unanimously.

### **Next Meeting(s)**

A regular Board of Directors meeting is scheduled for Thursday, December 18, 2008. There being no further business, the meeting was adjourned at 9:27 pm.

Respectfully submitted,  
Shelley Lake Estates Homeowner Association,

Scotty Smith  
President

Christy Smith  
Secretary

### Action Items –

- Mike – Architectural letters to Tim Jones, Blackhawk Corporation, and the Wilhites
- Bill – asphalt repair bid from Inland Asphalt
- Dan – contact Rick Pettit with new trail easement
- Christy – send newsletter to Davianne
- Davianne – Christmas lighting contest article for newsletter
- Davianne – review Communication Committee Charter and meet with committee
- Scotty/Christy – complete mailing
- Scotty – add shoreline expense slide to Annual Meeting Presentation