



Shelley Lake Estates Homeowners' Association
P.O. Box 1872, Veradale, WA 99037
www.shelleylake.org

Minutes of the Regular Meeting of the Board of Directors

Time and Place

A regular meeting of the Board of Directors of the Shelley Lake Estates Homeowner Association was held on Thursday, December 18, 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
Dan Pfeiffer, Zone 6
Christy Smith, Secretary
Davianne Buckley, Communication Chairman
Norene Green, Treasurer

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 November 20, 2008 Board Meeting were approved unanimously.

Treasurer's Report

Board members reviewed the November financial report provided by Norene Green. As of November 30, 2008, we had \$xx cash on hand; \$xxxx in checking; \$39,073 in our money market account for a total of \$30,145. 4 homeowners, who are delinquent on their dues, received letters telling them their voting rights had been suspended. Norene was notified that 702 S. Shelley Lake Lane was closing. Norene will send a notice to the homeowner in bankruptcy, that the Board will place a lien against their property if they do not pay their delinquent dues. This was advised by Matt Albrecht. It will be likely that we will have to do an audit because to waive it requires 2/3 membership vote. (Note: the correct interpretation of the RCW is 2/3 of a quorum present at a membership meeting.) The Board recognized the need set timeframes for instituting a lien or foreclosure. So Bill Martin made a motion that if the dues of any homeowner of the Shelley Lake Estates HOA becomes past due by one year (12 months in arrears), the Board will file a lien. Sue Watilo seconded the motion. Doug amended the motion to say after a homeowner is two years past due (24 months in arrears) foreclosure proceedings will be started. The motion passed unanimously.

Committee Reports

Communications Committee– Davianne reported that an email will be sent to homeowners regarding the Annual meeting. The committee will meet December 27, 2008 to discuss how to get the people out to the Annual meeting. She asked if any of the Board members had looked at the online directory. Board members are to send any questions or suggestions to Davianne.



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Maintenance/Shoreline – Maintenance committee is a little slow. Everyone wants their plowing done immediately. Most companies have set priorities with commercial customers first. Four Seasons will be coming tonight to do our plowing.

Architecture – The Architecture Committee agreed with the charter presented to them by the Board. They also added an additional requirement for the 5th housing. The minimum density for vinyl siding will be 44 mil. Mike Syrcle made a motion to modify the wording on the 5th Addition Minimum Requirements. It will now state “Any violation of this rule will result in a Board approved fine of \$100 per incident, a cease and desist order will be applied toward the unapproved item, and if the violation continues the Board may assess additional fines.” Bob Harris seconded the motion. It passed unanimously. Mike also told the Board that Dave McHugo is a potential new member for the Architecture Committee.

Old Business

Sam and Donna Jacot's easement - Scotty reported that Robbin Kotouc, our paralegal, thinks the easement may be rejected due to technical errors regarding encroachment of the margin and a fuzzy notary stamp. Dan Pfeiffer will work with Rick Pettit to finalize his easement.

Communications Committee Charter – Scotty called for a vote to accept the charter as written. Bill Marin seconded the motion and it passed unanimously.

Renter's Letter – Scotty asked the Communications Committee to add a short list of rules to the letter Bob had previously drafted and point renters to the website. The letter could include FAQ's and the committee could provide an abbreviated Welcome Brochure. The Board agreed that renters have no voting rights and our contract with CC&R's is with the homeowner. The Board also needs to notify the homeowner that they are responsible for the actions of their renter. The Board asked for the committee's help to draft this letter.

Review Corrective Action and Fines process –

The Architecture Committee (AC) has drafted letters to notify homeowners of a landscape deficiency or an unapproved modification. Homeowners with a deficiency will receive a letter stating the deficiency. If the homeowner doesn't respond or correct the deficiency, a second letter will be sent stating a \$25 per day fine will be imposed until the deficiency is corrected. Regarding an unapproved modification, the first letter will acknowledge there is an unapproved modification on their property. If there is no response from the homeowner, a second letter will be sent notifying the homeowner of the imposed fine(s). Bob Harris stated the process that should be followed is the committee should recommend the fines to the Board and then the Board will levy the fines. He said that committee volunteers should not be held responsible for levying a fine. The Board discussion centered on protecting the Architecture Committee from undue litigation and that the Board has insurance to protect the HOA against this kind of litigation. Bob proposed that the AC lead person will make the directors aware of a violation. The fines letter needs to be signed by a Board member for tracking and documenting the process. There also needs to be an appeal process. Bob will send the Board an electronic copy of his proposal. The committee will create the letter template, own the content, but the letter comes to the Board for a Director's signature and mailing. Scotty made a motion that the deficiency or unapproved modifications letter will be a letter from the Board, signed by a Director, with notification provided to of all directors. Notification of the Board must be emailed at least one day prior to the mailing of the letter. The Motion passed 6-1.

New Business

Culvert progress – Bob reported that Mr. Heitman did not meet with the Dept of Ecology, no update at this time

Annual meeting preparation -

Presentation Content Review will be done via email.



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Meeting Logistics – Christy will make sign in forms, Communications Committee to provide coffee, cookies and water. Christy will confirm with Adams Elementary, and Scotty will rent the lectern. We will also send a reminder of the Annual Meeting with the dues reminder. The Communications Committee will help with the mailing.

Sue had a homeowner complain about parking on the street. Mike advised Sue to remind the homeowner that she may make a motion at the Annual meeting to prohibit parking on the street. The homeowner believed the CC&R's prohibited on street parking.

Fifth Addition dues – The Board reviewed the requirements for the start date for paying dues. The CC&R's state that a builder has 6 months from the purchase of lot but an individual has 120 days from issuance of the Certificate of Occupancy. Bob proposes that we treat both classes of people the same and our policy will give be to give both classes of people 6 months before assessing dues. Bob made a motion that both builders and individuals begin paying dues 6 months from purchase or certificate of Occupancy. Doug seconded. The motion was approved unanimously.

9.6 Allocation of Assessments. Each lot shall bear an equal share of each regular and extra-ordinary assessment; provided, the Association or Declarant shall have the authority to waive the assessment for any lot which assessment is attributable to improvements upon the lot or use by owners of the lots such as snow plowing if no improvements have then been constructed upon that particular lot seeking waiver of the assessment. No waiver shall be authorized, however, once a certificate of occupancy or its equivalent have been issued for the lot or after 120 days have passed since the issuance of the building permit for the dwelling upon that particular lot, whichever first occurs.

9.8.3 All lots owned by a building contractor but only for a period of six (6) months from the date of the closing of each such lot after which time the assessments shall again be applicable subject to the provisions of Paragraph 9.6.

Next Meeting(s)

The next regular Board of Directors meeting will be announced by the incoming President. The Annual Meeting will be January 12, 2009 at Adams Elementary. Directors are asked to arrive at 6 pm to help with set up. There being no further business, the meeting was adjourned at 9:30 pm.

Respectfully submitted,
Shelley Lake Estates Homeowner Association,

Scotty Smith
President

Christy Smith
Secretary