



Shelley Lake Estates Homeowners' Association

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www.shelleylake.org

Minutes of the Regular Meeting of the Board of Directors February 5, 2009

Time and Place

A regular meeting of the Board of Directors of the Shelley Lake Estates Homeowner Association was held on Thursday, February 5, 2009 at 7:00 p.m. (PT), at the Harris residence, to review the planned agenda items.

Present:

The following Board/Committee members participated:

Doug Wollan	Director	Zone 1
Sue Watilo	Director	Zone 2
Bob Harris	Director, President	Zone 5
Diana Wilhite	Director	Zone 7
Claudia Hersey	Secretary	Non-Voting
Davianne Buckley	Chairperson, Communication Committee	Non-Voting
Derek Buckley	Acting Chairperson, Architecture Committee	Non-Voting

The following Board/Committee members were absent:

Vacant	Director	Zone 3
Bill Martin	Director	Zone 4
Dan Pfeiffer	Director	Zone 6
Norene Green	Treasurer	Non-Voting

The following non-voting guests attended:

Rudy Mendoza	Zone 3
Scotty Smith	Former President (<i>for portion of meeting</i>)

Bob Harris acted as Chairman of the meeting and Claudia Hersey acted as Secretary. The Chairman declared that the members present constituted the quorum necessary for the transaction of business at the meeting.

Sue Watilo requested a revision to the 2/5/09 meeting agenda to present a Homeowner Representation letter. Bob Harris approved her request.

MINUTES

Upon a motion made, seconded and carried, the Board approved the minutes of the December 18, 2009 regular meeting.

A motion made by Doug Wollan to delete a verbatim statement made by Sue Watilo from the minutes of the January 12, 2008 annual meeting was seconded and passed; Sue Watilo dissented. Following discussion, the President tabled the minutes which will be edited and resubmitted at the next regular Board meeting.

TREASURY REPORT

Norene Green provided financial reports for the month ending January 31, 2009. The Committee reviewed the financial statements and all supporting documentation.

As part of our year-end financial reporting requirements, the Board plans to schedule an annual review of 2008's financial results.

PRESIDENT REPORT

Bob Harris provided an agenda and the issues to be discussed at the meeting. He updated the Board on the status of the Heitman 5th Addition settlement agreement and letter of credit. The Board will conduct interviews and choose a qualified applicant to fill the vacant Zone 3 Director's position (Mike Syrcle resigned). Applications are open for a 30 day period. Following that selection, the Board will choose a Vice President.

Upon a motion made, seconded and carried, the Board approved a petition to defer a certain homeowners' dues until July 2009, by reason of hardship. The Board will send a confirmation letter to the homeowner.

Claudia Hersey volunteered to research and recommend a policy related to CC&R Violation and Fines, their implementation and promulgation.

Upon a motion made, seconded and carried, the Board approved the development of a policy/procedure to clarify actions by Board members, in official capacity, as Directors, concerning official and non-official conduct related to elections and the use of homeowners information. Bob asked Sue if she would like to lead the effort to create a policy. Sue agreed. Sue requested guidance be available from legal counsel. Bob agreed. Bob asked Diana Wilhite if she would assist Sue in this effort and Diana agreed.

COMMUNICATIONS COMMITTEE REPORT

Davianne reported the Communications Committee plans to meet on the first Tuesday of every month. They are creating a Community Activity/Events. The Committee also plans to place bulletin boards and/or install real estate type information boxes as a communication vehicle for the community. Dave Syrcle is obtaining bids for these items.

The Communication Committee is also discussing the possibility of a regular newsletter to homeowners as well as developing a "new homeowner welcome letter" that will welcome all new homeowners into the community.

The Communication Committee is working on an email address campaign to gather homeowner email addresses for faster, more efficient and cost effective means to distribute information to homeowners. Davianne will provide the Board some best practice suggestions related to use of homeowner email addresses and contact information. Part of this effort may include sending registration reminders and a registration form to allow residents to update their contact information for this purpose.

Davianne also reported on the status of several projects around the neighborhood including the timetable for the stop light installation at Sprague and Conklin which should be installed by "Spring," and the status of the pedestrian gate installation on the back-side of CV high school (the City agreed to install "No Parking" signs on the West side of Conklin/Rotchford). The Board agreed to petition the City of Spokane Valley to implement a "No Parking Anytime" zone on both sides of Conklin/Rotchford Road, as they are concerned for the safety of pedestrians and the increased potential hazard from on-coming traffic around the sharp curve and hill in that area on Conklin/Rotchford. Davianne is seeking information from the City of Spokane Valley to provide homeowners with a status update on the apartment development on Conklin.

MAINTENANCE/SHORELINE COMMITTEE REPORT

Doug Wollan reported on the work completed by Sunrise Trucking and Contracting on the existing culvert at the creek entrance. (This work needed to be completed while the ground was still frozen due to the heavy weight of the equipment and material). The Association received \$10,000 from the developer as a settlement for the uncompleted work on the culvert. Various culvert handrail structure options and costs were discussed.

Upon a motion made, seconded and carried, the Board approved the added cost to immediately install approx. 136' of cedar handrail at an estimated cost of \$3,500 from the developer settlement funds and from developer provided shoreline (HMP) funds.

