



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, February 7th, 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
(Position 1, Zone 7)
Mike Syrcle, Vice President
(Position 4, Zone 3)
Bob Harris (Position 2, Zone 5)
Doug Wollan, (Position 5, Zone 1)
Bill Martin (Position 3, Zone 4)
Dan Pfeiffer, (Position 7, Zone 6)
Sue Watilo, (Position 6, Zone 2)
Christy Smith, Secretary

Absent:

Norene Green, Treasurer
Davianne Buckley, Communication
Chairman

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 Annual Meeting, January 7, 2008 were approved via email prior to this meeting.

Welcome to New Directors

The New Directors, Dan Pfeiffer and Sue Watilo, were welcomed to the Board and Scotty reviewed the expectations of a Board Member. This included leading by example, committing to Board communication via email, reviewing materials outside of Board meetings so you are prepared for decision making at the meetings. All Directors were asked to review their new coverage areas and make contact with any new homeowners added to their area.

Treasurer's Report

Board members reviewed the financial report provided by Norene Green. As of January 30, 2008 our cash balance totaled \$62,076 with \$28,276 in the Money Market account and \$31,800 in regular checking.

The Board requested Norene to give a separate accounting of the Habitat Management funds.

Organizational Chart

Mike Syrcle presented a proposed Organizational Chart outlining the responsibilities of each office/position and the name of the person who currently fills the position. This will help the Board refer questions to the proper person and/or committee. The Board is considering combining some committee and chairman duties. Ideas are to be submitted to Mike via email.



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Committee Reports

[Communications Committee](#)

Scotty reported that the Communications Committee will be meeting soon to develop a proposed 2008 Activities Calendar. Dates to be included are social events, garage sale, dues payments, work days, etc.

They are being asked to update the Welcome Brochure (for example: move dues amount and contact information to the end for easy editing) and review the CC&R's and By-Laws for any typos on the web page.

[Maintenance Committee](#)

Bob Harris reported that there has been no official decision from the City of Spokane Valley regarding our responsibility to clear snow from the sidewalks along Rotchford. The present concern is snow removal from the drains to prevent any street flooding. Board members asked Bob to map the drains and fire hydrants for future use.

Bob asked for Thank you notes to be sent to Rob DeSonia and Vern Glassley for clearing snow along the sidewalks and at the front gate. Action item for Christy.

Bob brought bid comparisons for common area maintenance for this summer. Four Seasons Landscaping had the lowest bid with the most services offered. Bob recommended staying with Four Seasons and Doug Wollan seconded the motion. The motion passed unanimously. A contract was signed by Scotty Smith, President and Christine Smith, Secretary.

New Business

4th Addition Easements – Scotty has met with Sam and Donna Jacot regarding the wording in their easement. During the discussion, Sam said he would agree to a quit claim deed. There are some requirements to take into consideration like minimum lot size of 7500 square feet and a survey would be needed. Doug Wollan made a motion to survey the 4 lots where the trail easement is in question. Sue Watilo seconded the motion. The motion passed unanimously.

Motion made at Annual Meeting – The Board recognized a motion made from homeowner, Ken Quimby, 317 S. Shelley Lake Lane, that all future dues increases be voted on by the homeowners. This was seconded by Steve Watilo. The Board is going to place the burden of defining this change request on the homeowners as it could potentially prevent the Board from effectively planning and budgeting. A letter needs to be sent to the homeowner. Action item for Christy.

Concrete Benches - Doug Wollan made a proposal to build concrete benches. Scotty Smith made a motion that Doug builds a prototype. Bob seconded the motion and it was approved unanimously.

2008 Goals – The discussion centered on the Habitat Management Plan oversight, entry signs at the gates, fence and road repairs. The Board still needs to continue monitoring progress on the Culvert and the 5th Addition.

Foreclosure – The Board discussed foreclosure on a homeowner who hasn't paid dues for over 5 years. We are in the top 3 lien holders. The risk is we could end up with a house. It will cost another \$2,000 to proceed with the foreclosure. Bob thought we should continue to update the lien and revisit the issue in April. But concern was expressed about enough optimal selling time given the current real estate market if we wait until April to make a decision. The Board discussion then focused on whether we should continue to allow a homeowner to live here, snub their nose at the Association and have the rest of the homeowners



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cover their costs. Doug Wollan made a motion to proceed with the foreclosure. Sue Watilo seconded the motion. The motion passed unanimously.

Next Meeting(s)

A regular Board and Directors meeting will be scheduled for March. 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

Action Items:

Directors – make contact with any newly assigned homeowners
Norene – separate accounting for Habitat Management funds
Christy - Thank you note to Vern Glassley and Rob DeSonia (completed)
Bob – map of drains and fire hydrants
? – Survey ordered for 4 easements
Christy – letter to Ken Quimby
Doug – concrete benches
Scotty – contact Matt concerning foreclosure (completed)