





Shelley Lake

Welcome  
2009 Annual  
Homeowner Meeting

Shelley Lake HOA 2009 Annual Meeting V2.2  
January 12 , 2009

# Agenda

- Welcome and Introductions
- Verify Quorum
- 2008 Report and 2009 Goals
- 2008 Financial Review and 2009 Budget
- Washington Homeowner Association Rules
- New Business
  - Vote on Budget and Audit Requirements
  - Director and Officer Elections
- Break
- Any other new business before the Board
- Question and Answer Session

Please reserve your questions until the end of the presentations

# Introductions

- Davianne Buckley, Communications Committee
- Norene Green, Treasurer
- Christy Smith, Secretary
- Doug Wollan, Director Zone 1
- Sue Watilo, Director Zone 2
- Bill Martin, Director Zone 4
- Bob Harris, Director Zone 5
- Dan Pfeiffer, Director Zone 6
- Mike Syrcle, Director Zone 3, Vice President
- Scotty Smith, Director Zone 7, President

# Quorum Verification

Mike Syrcle, Director Zone 3, Vice President

- By-Laws state 40% of total property owners to qualify as a Quorum
- (40% of 248 Lots = 100)
  - Count Homeowner/lot owners present
  - Count proxies

# 2008 Goals

Bob Harris, Director, Zone 5

- Shoreline/habitat improvement - Phase II
- Continue trail improvements
  - Repair trail edges
  - Benches & picnic area
  - Culvert/Bridge over Saltese Creek
- Monitor 5th Addition & Well lease agreements
- Monitor Lake Health
- Fence & Road Repair/Replacement Planning
- More Community Events (Socials, BBQ's)

# 5<sup>th</sup> Addition Agreement

Bob Harris, Director, Zone 5

Completed:

- Large 5th Addition Swale improvements
- 5th Addition trail access improvements
- 5th Addition Entry Gate Landscaping

# 2009 Goals

- Shoreline/habitat improvement –
  - Grass planting & other vegetation
  - Possible BBQ area
- Monitor Lake Health
- Continue Fence and Road Repair Planning
- Explore common area improvements
  - Volunteers for Reflections improvements
- Community Events
  - Socials/BBQ's, Work Days., etc

# Shelley Lake Committees

## ➤ Architectural Committee

Chairman: Mike Syrcle

Approve changes to new and existing homeowner owned lots

## ➤ Communications Committee

Chairman: Davianne Buckley

Help with general communications, mailings, newsletters, web site, garage sale, event planning, activities, etc.

## ➤ Maintenance Committee

Chairman: Bob Harris

Co-Chairman: Doug Wollan

Manage and maintain common areas, sprinklers, fencing, lake and shoreline, private roads, obtain bids for work, coordinate volunteer labor, Adopt-A-Commons, etc.

# Thank you Volunteers

Sam Jacot

Derek Buckley

Fred Samuelson

Doug Wollan

Lorna Cobb

Sharon McHugo

Bill Martin

Mike Kenney

Earl Chapman

Robert Towne

Vern Glassley

Sharon Molter

Donna Jacot

Joe Tran

Mike Syrcle

Sandie Wollan

Doug Duer

Dave Schmitt

Bob Harris

Dan Pfeiffer

Mike Kenney

Norene Green

Orene Harder

Claudia Hersey

Davianne Buckley

Judy Glassley

Jason Coffin

Dave Syrcle

Jennifer Duer

Cindy Schmitt

Mike Andrews

Christy Smith

Scotty Smith

Tom Green

Sue Watilo

and more

# Your Input and Help is Needed

- Shelley Lake PUD currently has 193 lot owners with 54 additional lots for sales within the 5<sup>th</sup> Addition.
- To manage the multiple tasks and help make improvements happen faster, we need more volunteers. Without enough volunteers our options include hiring labor or services, slower response for services, and/or delays with improvements.
- Great opportunity to meet each other and contribute to the quality of our neighborhood.

# 2008 Financial Report

(Cash Basis)

2008 Revenue (dues/remotes/interest) 92,677

## Expenditures

Landscape Maintenance	18,350	20%
Utilities (power/water/phone)	5,835	6%
Repairs/Maint (fence/roads/snow)	11,458	12%
Insurance (liability/equipment)	3,561	4%
Admin/Office (taxes/letters/meetings)	3,153	3%
Legal (consulting/processes/liens)	14,808	16%
Improvements (small)	835	1%
Fence upgrade (Capitalized)	<u>25,282</u>	<u>27%</u>
Total Expenditures	83,282	89%

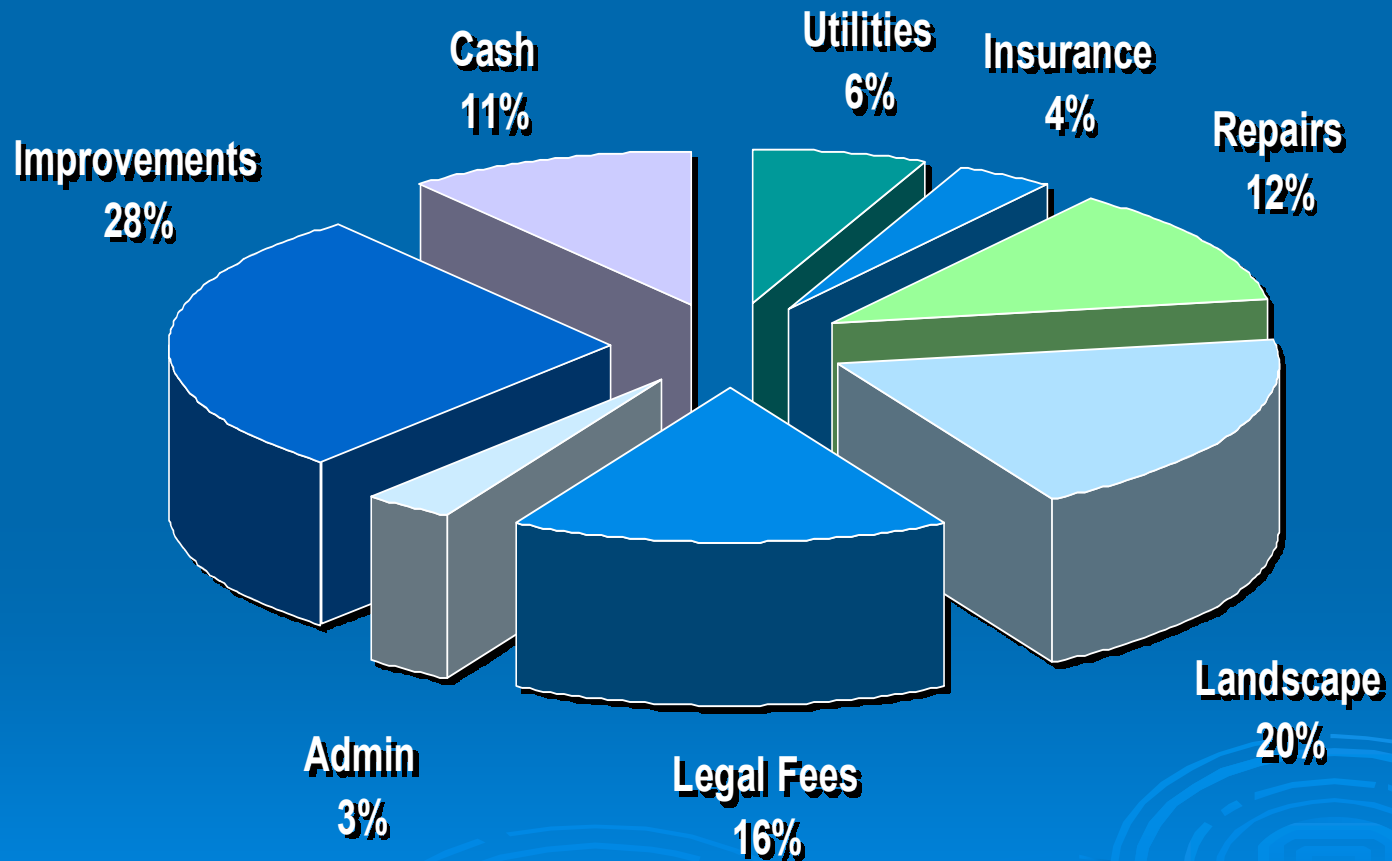
Cash	9,946
Habitat Management Plan Balance	<u>24,675</u>
Cash Balance December 31, 2008	\$34,621

# Shoreline Expense 2008

Irrigation system	17,596
Topsoil and seed	8,042
Stone benches and table	2,146
Trail work and surface	3,845
Weed Control	1,516
Small equipment fuel and maint	1,127
Misc Supplies	876
Sink hole liner	651
Equipment rental	<u>391</u>
Total	\$36,190

# 2008 Financial Report

## ➤ How was the money used



# 2009 Budget

Expense Category	Budget 2008	Budget 2009
Total Income (Dues)	89,000	92,400
Special Reserve (Lake Shoreline/Trail)	65,000	25,000
Landscape Maintenance	18,500	23,000
Utilities (Power/water)	14,000	13,200
Repair/Maint (Fence/Road/Gate/Snow)	15,000	15,000
Insurance (Liability/Property)	5,000	4,500
Admin/Office (Meetings/Letters/Taxes)	1,500	2,500
Improvements (Common Areas/Roads/Fence)	5,000	10,000
Legal Consulting	12,000	15,000
General Reserve	18,000	9,200

# New Business

Mike Syrcle, Director Zone 3, Vice President

- Budget and Audit vote
- Directors and Officers Nominations
- Elections
- Any other new business before the Board

# Washington Association Rules

- Discovered Homeowner Association and Non-Profit Miscellaneous rules created by Washington State Legislation
- RCW 24.06 and RCW 68.38 override some Shelley Lake CC&R's and add additional requirements
  - Committees must have 2 Directors
  - Homeowner and Board Meeting notifications
  - Budget approval and audit requirements
  - Director removal process
  - Others

<http://apps.leg.wa.gov/RCW/default.aspx?cite=24.06>  
<http://apps.leg.wa.gov/RCW/default.aspx?cite=64.38>

# Budget Vote

## ➤ Budget: Washington State RCW 68.38.025

Within thirty days after adoption by the board of directors of any proposed regular or special budget of the association, the board shall set a date for a meeting of the owners to consider ratification of the budget not less than fourteen nor more than sixty days after mailing of the summary. Unless at that meeting the owners of a majority of the votes ( $248 \times 50\% + 1 = 125$  votes) in the association are allocated or any larger percentage specified in the governing documents reject the budget, in person or by proxy, the budget is ratified, whether or not a quorum is present. In the event the proposed budget is rejected or the required notice is not given, the periodic budget last ratified by the owners shall be continued until such time as the owners ratify a subsequent budget proposed by the board of directors.

<http://apps.leg.wa.gov/RCW/default.aspx?cite=64.38>

# Audit Vote

## ➤ Audit: Washington State RCW 68.38.025

At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of fifty thousand dollars or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if sixty-seven percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit.

<http://apps.leg.wa.gov/RCW/default.aspx?cite=64.38>

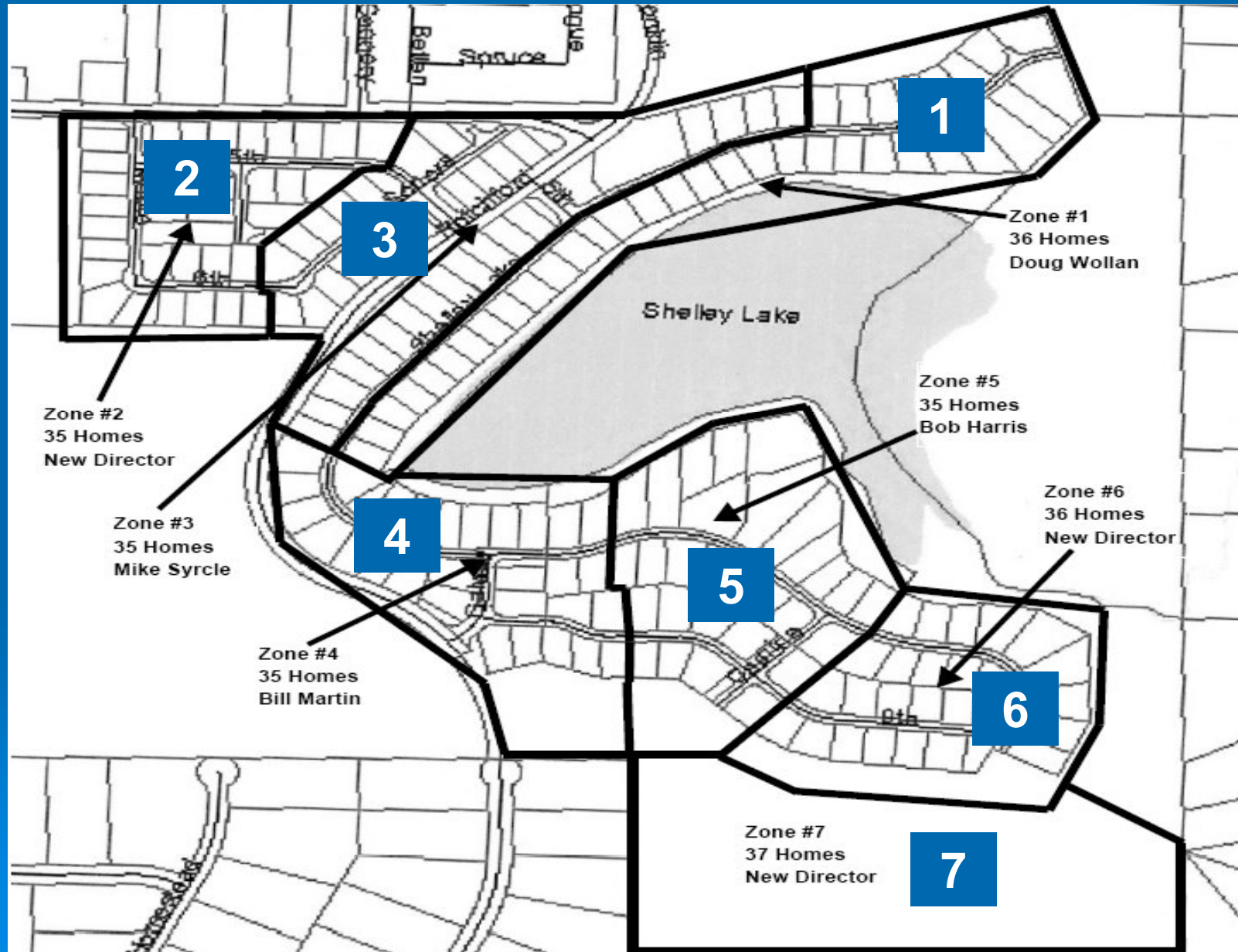
# Election

- Positions open for nominations:
  - Director Zone 5 (currently Bob Harris)
  - Director Zone 7 (currently Scotty Smith)
  - President (currently Scotty Smith)
  - Vice-President (currently Mike Syrcle)
- Nomination and Election of Officer(s)
  - Treasurer (currently Norene Green)
  - Secretary (currently Christy Smith)

# Director Length of Terms

Zone	2007	2008	2009	2010	2011	2012	2013	2014	2015
1	Doug W.	Doug W.							
2	N/A	Sue W.							
3	Mike S.	Mike S.							
4	Bill M.	Bill M.							
5	Bob H.	Bob H.	<b>New</b>						
6	Scotty S.	Dan P.							
7	N/A	Scotty S.	<b>New</b>						

# Director Zones



# Election Process

- Ask for nominations for homeowners located in areas up for election
- Have the nominees introduce themselves
- Vote for open Director positions
- Present the results of the vote
- Election of Officer(s)

# Election Process

- Nominations for Board of Directors
  1. Vacant positions are open to homeowners within the vacant areas.
    - Only present homeowners and proxies for the vacant area will vote.
  2. In the event no homeowner from the vacant area accepts nomination:
    - This position will be open to all homeowners in good standing.
    - Voting of this position will be open to all homeowner occupied lots in good standing.

# Election Process

## ➤ Requirements for eligibility

- Member of Shelley Lake HOA and in good standing
- Expectation to make decisions based on factual information keeping in mind “what is in the best interest of Shelley Lake HOA.”

# Nominations now open for Zone 5

- Currently held by Bob Harris
- Addresses Included:
  - 16304 – 16403 E. 9th Lane
  - 16305 – 16407 north side of E. 10th Lane
  - 841 – 903 S. Shelley Lake Lane
- Check for nominations from homeowners in this zone. If none, open for nomination of homeowners.

# Nominations now open for Zone 7

- South section of 5<sup>th</sup> Addition – Limited number of homeowners in this zone. Check for nominations from homeowners in this zone. If none, open for nomination of homeowners

# Meet Derek Buckley

My name is Derek Buckley, and I am running for the “at large” director position for the 5th Addition.

My wife and I moved into Shelley Lake in November of 2006.

For approximately two years, I have been a member of the Shelley Lake Architecture Committee. In this role I have been able to interact with homeowners as they modify and/or improve their homes and yards. The Architecture Committee has worked directly with the Shelley Lake HOA Board of Directors on issues that are beyond the scope of the Committee's responsibility. In doing so I have seen how the Board operates while handling things that affect Shelley Lake homeowners.

During the same time I have been a “gatekeeper” handling the routine responsibilities of the entrance gates to our community. I have gotten to know many current residents who request gate openings and many new residents when I've set up their personalized gate codes and provide them with remote controls. I enjoy providing these services, and I feel like I help new residents get off to a good start.

The current Board has done a tremendous job handling the mountain of issues that have come along. I want to contribute what I can in terms of effort and ideas as we see the completion of our community and maintain the benefits to all residents moving forward.

# Nominations now open

- President
  - Must be a Board member

# **Mike Syrcle**

## **Vice President since 2005**

I am asking for your  
support to become  
your next President

# Mike Syrcle

## Completed Assignments

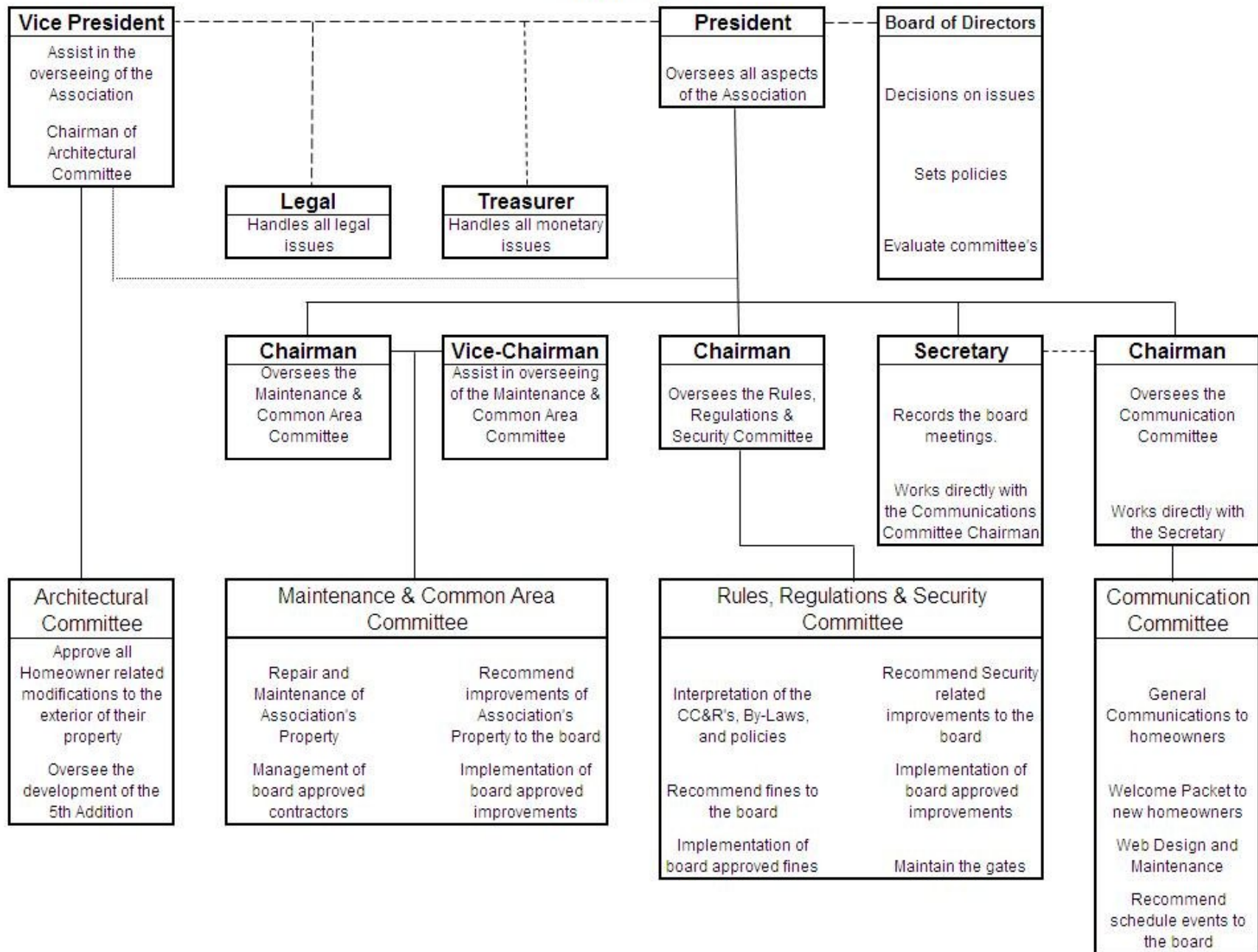
- Establishment of the present Architectural Committee.
- Modifications to our CC&R's and Bylaws.
- Restructuring the Directors area of representation.
- Shelley Lake Organizational Chart

# What fellow homeowners have told me

**“ What is the point in volunteering  
my time towards the association,  
my opinion does not matter.”**

# Shelley Lake Estates Homeowners' Association

## Job Description



# Why bring up the issue about the committees?

- **My intentions are to have an overwhelming majority of all committees being non-board members. This will allow you and your neighbors to determine what is in the best interest of our community.**

# Committee Membership Requirements

- Any homeowner in good standing within our community.
  - I will strive to have no less than 5 Non-Board members per committee.
- Minimum two Directors per committee (Washington State Law)

# Mike Syrcle's Goals as your President

- Increase unity within our community.
- To give you and your neighbors the opportunity to directly improve our community.

# Meet Bob Harris

I have served as the Fifth Zone Director since the transfer of the Association to the Homeowners in mid-2006. I will be running for re-election as a Director. If re-elected, I intend to stand for election as President of the HOA.

In addition to serving as a Director, I have been the Chairman of the Maintenance Committee. In that capacity, I have been very involved with not only maintenance, repair and improvements efforts, but also with the lake and shoreline habitat improvements. Much of this has involved coordination with Federal, State and local authorities – although much has been accomplished, much remains to be done.

If elected President, my objectives would include:

1. Maintaining and improving the character of our neighborhood, especially common areas.
2. Continuing to press for early, satisfactory completion of the culvert.
3. Continuing improvements to the shoreline and making it “user friendly” for all of our homeowners.
4. Resolving some administrative issues that are needed to complete and standardized our HOA operating procedures.
5. Encourage community events and participation in volunteer efforts in projects and committees.

Respectfully,  
Bob Harris

# Vote for President

- All homeowners' present including proxies are eligible
  - One vote per lot

# Nominations now open

- Vice President (Only in the event the current Vice President becomes the President)
  - Must be a Board member

# Vote for Vice President

- All homeowners' present including proxies are eligible
  - One vote per lot

# Nominations now open

## ➤ Treasurer

- Any eligible homeowner

# Vote for Treasurer

- All homeowners' present including proxies are eligible
  - One vote per lot

# Nominations now open

## ➤ Secretary

- Any eligible homeowner

# Vote for Secretary

- All homeowners' present including proxies are eligible
  - One vote per lot

# Any other Business before the Board

- Please state your name and address
- State the business or proposal to be considered

# Break

Enjoy some refreshments

- Meet a new neighbor
- Sign up for a committee
  - Architecture Committee
  - Communications Committee
  - Maintenance/Adopt-a-Commons

➤ **Restrooms are located in the hallway across from the office.**

# Q&A

- Please state your name and address
- Please keep your question generic (for example don't use your neighbors name.)
- Please be respectful of others. Limit your time per question and allow others an opportunity to ask questions
- Your area Director is also a resource available to answer your questions anytime
- Q&A session will end at 9:00 PM