



Shelley Lake Homeowner's Association

P.O. Box 1872, Veradale, WA 99037

Approved Minutes – Board of Directors' Meeting

Thursday, August 3, 2006, 7:00 PM
Smith Residence, Spokane, WA

- Officer's Present:** Scotty Smith, President (Also representing 4th Addition)
Mike Syrcle, Vice President (Also representing Reflections PUD)
Norene Green, Treasurer
- Absent:** Claudia Hersey, Secretary (excused)
- Director's Present:** Bob Harris (Representing 3rd Addition)
Bill Martin (Representing 2nd Addition & Architectural/Landscape Committee)
Mike Girtz (Representing 1st Addition & Architectural/Landscape Committee)
- Committee Members Present:** Joe Pallaria, Architectural/Landscaping Committee
- Guests:** None
-

President Scotty Smith called the meeting to order at 7:03 p.m. He established a quorum was present and confirmed the planned agenda items.

Minutes Approval

Motion was made and the Committee approved the minutes of the meeting held on July 20, 2006.

Financial Review

The Board reviewed the current financial statement and cash balance sheet, accounts payable and receivable, and discussed the Association's continuing effort to collect past due homeowners' dues for both the 1st and 2nd half 2006. The Board will include a brief financial summary in the planned communication to homeowners that will be mailed the week of August 14th.

Treasury will provide new Association information to Shelley Lake service providers informing them of the new Board officers and work approval process.

The Board approved the second premium payment for Association insurance coverage.

The Board approved an additional expenditure allowance of \$1000 to Bob Harris for items related to common area maintenance and repair.

COMMITTEE REPORTS

Architectural/Landscape Committee

The Association enforces the Covenants of Shelley Lake to ensure an attractive appearance and livability of the community. We are working to provide new guidelines to builders who plan to build new homes and landscape, or to homeowners who plan to make changes to the exterior of their homes or to their lots. The Board of the Association has authorized the Architectural Committee to perform this function. On July 25th



Shelley Lake Homeowner's Association

P.O. Box 1872, Veradale, WA 99037

Approved Minutes – Board of Directors' Meeting

the Board President and Architectural Committee worked to establish guidelines to maintain the overall appearance of Shelley Lake and Reflections. Some of these guidelines come directly from the Covenants and others have been established under previous authority. We are attempting to compile these architectural approval requirements and will communicate this information along with the process to submit approval applications for review, to builders and homeowners' as soon as they are completed.

The Committee was asked to approve an exterior paint color that was not in keeping with existing home colors – the Committee said it would consider the relationship with colors of surrounding homes in that it should blend in with the surrounding area.

Legal/Administrative

The Association has retained Kathryn McKinley, of Wolkey McKinley, P.S., as the Association's attorney. (*Gonzaga University School of Law, J.D., cum laude, 1995*).

Scotty Smith continues to work the issue of obtaining remaining Homeowners' Association transition documentation requested from the developer concerning lake deed water rights and trail easements along 4th Addition homes.

Property/Maintenance Items

Sidewalk/Streets/Gates

Joe Pallaria reported the outcome of his research with fire department officials related to fire safety, emergency access and parking issues on Shelley Lake/Reflections streets and private drive(s). It is the Board's plan to develop an effective, comprehensive fire protection and safety plan to insure reasonable and consistent protection for persons and property in, on and administered by the Association. Once final determinations are documented, the Association will post appropriate signage informing residents of these fire department regulations and parking restrictions.

It was reported the City of Spokane Valley had repaired the sidewalk along the north side of Rotchford Drive near Reflections at no cost to the Association.

Scotty Smith reported he had successfully installed the gate control software and was now familiar with gate system operations. Mike Syrcle also will install the software to provide back-up assistance when necessary. Gate support services and how to request gate codes, remote openers, and use of the gates, will be posted on the www.shelleylake.org website and will also be included in the FAQ's communication to homeowners.

Lake/Lakeshore/Path and Nature Trail

Bill Martin reported he was continuing his research with Spokane County and the Fish and Wildlife/Game Department for rules related to rural lakes and shoreline protection recommendations. The Board asked Bill to confirm the classification for Shelley Lake in order to help us understand appropriate lake and shoreline regulations and guidelines. The Committee discussed potential need for increased signage requirements to define safety and/or environmentally protected areas necessary at each entry and/or trail access point. The Board requested a proposal be submitted with land use recommendations and required sign cost estimates.



Shelley Lake Homeowner's Association

P.O. Box 1872, Veradale, WA 99037

Approved Minutes – Board of Directors' Meeting

The Committee discussed options to address immediate need for lakeshore common area maintenance including weed control, weed cutting and/or spraying as well as other maintenance issues related to unwanted trees and debris. The Architectural/Landscape Committee would prepare cost estimates for these proposed services to the Board for review. The Board will also seek homeowners' opinions regarding shoreline maintenance in the survey that will be included in the communication to homeowners. In the meantime, the Board and Committee also continue to develop a comprehensive shoreline management plan for next year and will present this information to homeowners' at the year-end meeting.

Fences

Bob Harris reported the 4th Ave. Reflections fence had been repaired. He will also contract for fence repair near large swale in west corner of Reflections by the 4th street locked gate. A sign was also posted to the 4th street locked gate (Reflections side) to direct emergency crews to the main gate along Rotchford drive.

Sprinkler Systems

Common area sprinkler control systems were mapped and certain sprinkler heads and controllers were either replaced or repaired. We are replacing missing sprinkler head valve covers along Rotchford Drive for safety compliance.

Mail Boxes

The Board agreed to delay a decision with regard to the proposal to move the cluster mailboxes located outside the main entry gates to improve traffic flow and safety in this area until future meeting.

Landscaping

The Committee will verify what landscape maintenance the former developer pays for along Rotchford Drive. Bob Harris reported he had reviewed the current landscape maintenance contract and will be monitoring any invoices for accuracy. He requested bids to repair the 3rd Addition common area sprinkler control and addition of ground cover in planting area. Information was also requested for costs related to sprinkler system winterizing and start-up and snow removal. The Committee agreed they would define a policy for snow removal and sanding or de-icing streets in winter.

A topic for inclusion in the FAQ: The Architectural/Landscape Committee requested to remind homeowners' that it is the responsibility of each homeowner to maintain their property in such a manner that adds to the overall beauty and harmony of the neighborhood. Each homeowner should take this responsibility seriously, as failure to do so can negatively impact the value of his property, surrounding properties, and the entire subdivision. If a property has deteriorated to the point that it is affecting the aesthetics of the community, the Architectural/Landscape Committee will be asked to make an inspection of the property. If the Committee finds the property needs maintenance, the homeowner will be notified and told of the specific requests for improvement. If the improvements are not corrected within a reasonable period of time (as determined by the Board), the Board will be forced to take action against the homeowner.

Mike Syrcle will follow-up with request to City of Spokane Valley for issue related to repair of swale along 4th by North locked gate in Reflections.

Homeowner Communications



Shelley Lake Homeowner's Association

P.O. Box 1872, Veradale, WA 99037

Approved Minutes – Board of Directors' Meeting

The Board will mail a letter to Shelley Lake/Reflections residents the week of August 14th that will communicate recent Board activities, provide a brief financial statement, and will also include a homeowners' survey, Board/Committee contact information, and an FAQ sheet with responses to frequently asked questions.

The Board requested Mike Syrcle review the CC&R's to verify whether there were any restrictions or guidelines for posting political signs in yards.

The Board reviewed current status of pending homeowner complaints and discussed appropriate resolutions on pending issues.

NEXT MEETING

The next regular meeting of the Association Board of Directors/Boards is Thursday, August 31, 2006, to allow more time to accomplish tasks. The next meeting would be held at Bob Harris's residence, at 7:00 p.m. PT.

There being no further business, the meeting was adjourned at 9:30 p.m.

Shelley Lake Homeowners' Association

APPROVED AND ACCEPTED BY:

Scotty Smith
President

Claudia Hersey
Secretary