



Shelley Lake Homeowners' Association

P.O. Box 1872, Spokane Valley, WA 99037 www.shelleylake.org

Minutes - Board of Directors' Meeting

Thursday, September 28, 2006, 7:00 PM

Mike Syrcle Residence, Spokane, WA

- Officer's Present:** Scotty Smith, President (Also representing 4th Addition)
Mike Syrcle, Vice President (Also representing Reflections PUD)
- Also Present:** Claudia Hersey, Secretary
Norene Green, Treasurer
Joe Pallaria, Architectural/Landscaping Committee
- Director's Present:** Bob Harris (Representing 3rd Addition)
Bill Martin (Representing 2nd Addition & Architectural/Landscape Committee)
- Director's Absent:** Mike Girtz, (Representing 1st Addition & Architectural/Landscape Committee)
-

President Scotty Smith called the meeting to order at 7:00 p.m. He established a quorum was present and confirmed the planned agenda items.

Minutes Approval

The draft minutes of the August 31, 2006 meeting were read and motion was made to approve the minutes of the meeting, upon the approval of the final draft by the President.

Treasurer's Report

The Board reviewed the current financial summary including cash balance, accounts payable requirements, and receivables.

The Board discussed options for the Association's money and agreed to deposit monies into an interest bearing money market account and leave a balance in the Association's regular checking account to cover the day to day operations of the Association.

Committee Reports

Architectural Committee

- < City of Spokane Valley confirmed there were no new final plot requests presented to the City for the 5th Addition as of this date.
- < It was agreed to communicate new street and parking guidelines to Homeowners. Joe Pallaria presented a tract layout to Board members with an outline of where homeowners' can and can't park based on fire hydrant placements. Joe requested Rick Frasier from the Valley Fire Department to provide guidance on how to accomplish setting street and parking guidelines for the Association. Joe provided an example of another Association's CCR's which had a policy to allow for a "parking side of street only," however, frequency is another issue i.e. parking on the street only until a specified time of the evening, allowing for special event circumstances, etc. Mike Syrcle moved that the issue of parking be proposed and put to a vote by the Homeowners' at the January meeting – Joe will provide proposed guidance for streets and parking at the next regular meeting, however, the next "Letter



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from the President" would include notification to homeowners' regarding parking regulations to allow clearance for fire hydrants.

- < The Committee also proposed to plan rules for common areas and lake usage.

Common Area Maintenance

- < Mike Syrcle reported he had contacted the City of Spokane Valley to follow-up with Saywers Engineering for the repair of the Reflections swale (on 4th Avenue and Moore), and once completed could contract for repair of the fence. Mike reported the City now says the design of non-irrigated swale, along 4th Avenue is "fine." Mike Syrcle will contact Mike Connelly with the City of Spokane Valley to obtain final resolution on the swale.
- < Bob Harris and Norene Green agreed to regularly review the costs associated with common area maintenance and repair regularly.
- < Bob Harris will coordinate the annual sprinkler system blowout with Four Seasons Landscaping – timing depends on weather.
- < The Board discussed various options to manage the common area around the lake including costs associated with weed cutting, spraying, and to determine what could realistically be done in the next 3 months to improve the appearance of the lake shore.
- < Joe Pallaria will research Department of Ecology recommendations for weed control and other environmental considerations, as well as whether they offer any programs to help fund the maintenance of this ecological area around the lake.
- < Bob Harris will head shoreline and lake usage committee that would develop recommendations for lake usage, lake shore common area maintenance and improvements, and to present this plan to Homeowner's at the January meeting. In the interim, Scotty Smith will communicate certain guidelines for homeowner's to follow with regard to lake shore weed control, in his next "Letter from the President."
- < Norene Green will account for costs associated with repairs and maintenance completed by the Association on Mr. Heitman's property along the east side of Conklin road.

Old Business

- < Scotty Smith will prepare communication to homeowners focusing on areas of concern within the development (gates, speed limits, parking, pets, lake shore management, and date of next Homeowner's Association Annual Meeting).
- < It was suggested the "New Homeowner's Information" pamphlet be reduced to a "fact sheet" - Scotty Smith would finalize the draft fact sheet and distribute to the Board for approval.
- < It was agreed to table a decision regarding a leaflet box at each entry gate until the Association meeting in January.
- < The Board reviewed comments from returned homeowners' surveys including comments related to gate operation. Scotty will propose new policy for gates that would include gate access, open/close times, upgrade costs, new system options, etc. for approval of the Homeowners at the January meeting.
- < The Board voted to approve the proposal to add a pedestrian gate on the south side of the development (at the 2nd gate).
- < Bill Martin will ask the contractor that provided the bid for the pedestrian gate at the 2nd gate to provide a bid to install pedestrian gate in the Reflections development on 4th street.
- < Bob Harris suggested obtaining a comparison bid for concrete at new pedestrian gates from the contractor he was meeting with for the installation of concrete at the existing pedestrian gate at the 1st entry gate on Conklin/Rotchford.



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- < The Association's legal counsel, Kathryn McKinley, is working to obtaining lake deed documentation as well as remaining Association documentation from Mr. Heitman's office through Brian Balch. Feels we are we're moving forward and making progress to get the documentation we are seeking.
- < Bill Martin provided an update with regard to water rights approvals – he has made several attempts to speak to someone from the Department of Ecology for a response but has not been successful. He is also researching code owners to wells, seeking application information and exploring opportunities for long term leases from government agencies for water rights. Legal counsel will advise proper approach.
- < Mike Syrcle will contact Dave Black (Tomlinson) to schedule a meeting to obtain required documentation in an effort to resolve water rights issues.
- < Bill Martin and Mike Syrcle will try to obtain Lake Trail and shoreline design documentations from plan designer, Land Expressions. Copies of the Shelley Lake PUD Environmental Impact Study (EIS) and an equivalent of the hearing examiner decision. This data will be used to understand the requirements for the trail, shoreline, and lake.
- < Two remote issued to the Walto's – she was grateful...Association paid for 1 remote, 2 Board members will pay for the 2nd remote.

New Business

- < Joe Pallaria reported the process by which the request for potential R.V. garage was considered and essentially approved by the Architectural Committee.
- < The Committee presented other issues related to architectural concerns, specifically related to flag poles and types of flags, pools, fencing, and other safety related issues. The Board agreed the Architectural/Landscape Committee needed to establish guidelines to deal with specific homeowners' requests. In the interim, Scotty would remind homeowners in his "Letter from the President," to submit requests in the Architectural/Landscape Committee in advance of any changes, additions, etc., or risk certain penalties for non-compliance.
- < Scotty Smith would look into the ongoing maintenance of current information on the Shelley Lake.org website and potential to add additional information in a more timely manner. Will offer to assist in developing a more comprehensive sight to provide homeowners' with timely and informative news.
- < Norene Green will send letter to certain builders that per the CCR's they are responsible to pay Homeowners' dues on homes they either rent or own.
- < Treasury will consider various accounting software programs to maintain financial records of the Association.
- < The Board agreed to proceed with the repair of the fence on Rotchford (near the 2nd gate) after an automobile hit and run accident. Bob Harris obtained several bids. Neighborhood Fence will begin the repair on the fence next week.
- < Bob Harris is conducting other fence inspections where certain homeowners have taken out sections of the fence...they will be asked to repair the fencing and Bob will inspect these repairs to assure the fence is repaired properly.
- < Survey's were distributed to respective area representatives so homeowners' concerns could be addressed individually.
- < Norene Green will research declaration on deductible for Association's liability insurance policy and report back to Board.
- < A proposal was presented and approved to add homeowner's codes back into the two gate controllers surrounding the lake. Further discussion is needed to determine the support plan for the third gate that will be part of the 5th Addition development. Scotty Smith will meet with the gate keepers to workout the details to merge the gate codes.



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NEXT MEETING

The next regular meeting of the Association Board of Directors/Boards is Thursday, October 26, 2006 at 7:00 p.m. PT, at Claudia Hersey's residence.

There being no further business, the meeting was adjourned at 10:00 p.m.

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APPROVED AND ACCEPTED BY:

Scotty Smith
President

Claudia Hersey
Secretary