

**TEAL LAKE VILLAGE ASSOCIATION  
Board of Directors Meeting  
March 24, 2008---BAY CLUB---3 PM**

**As approved by TLVB at June 23, 2008 Meeting**

**Call to Order:** The meeting was called to order at 3:25 p.m. by President, Mel Caskey

The following Board members were in attendance. A quorum was determined.

Mel Caskey: President  
Dan Clinkenbeard: Treasurer  
Russ Michel: Secretary  
Simeon Baldwin: ARC  
Dick Allyn: Landscape

The following TLV residents were in attendance:

Bev Browne  
Jim Richards  
Bob Forster

**Minutes – Russ Michel:** TLV Annual Meeting Meetings from February 25, 2008. Two corrections were noted. M/S/C to accept minutes as corrected.

Russ noted that he will continue to digitally record the meetings with his own personal recorder.

**Treasurer’s Report – Dan Clinkenbeard:**

Dan presented the Income and Balance Sheets for month ending February 2008.

- YTD expenses and income are on track.
- Cash balances in AMB checking, money market, and CD were \$45,826.02

Regarding delinquent property in arrears of quarterly dues payment, Dan suggested writing a letter to the homeowner. Dan shared his findings after doing research with the County and the bank.

Federal Income Tax Return was e-filed for 2007. TLV has interest income that is offset by expenses so no tax was due. Dan noted that our current budget includes \$250 for a CPA to prepare the return. Dan stated that this is a prudent approach. However, it literally takes ten minutes to prepare the

return. Dan will discuss fees with the CPA.

Dan reported that Bayview Village has documented Detention Pond Emergency Procedures should the TLVB need to be involved due to a storm event. Bayview Village has four persons set up to monitor the pond levels and open gates should the pond begin to overflow. On behalf of TLV, Dan expressed our appreciation of their ongoing commitment to take on this responsibility. Noted that the pond drains into Port Ludlow Bay.

Noted that our insurance broker, Homer Smith Insurance is closing their Port Ludlow office and will continue to service customers from the Port Townsend office.

Using e-mail, we have addressed turn-around time of receiving and paying bills. Noted that Richard from Four Seasons e-mails his invoice directly to Linda Cooke with a copy to Dan.

Noted that the Broadstripe contract is officially terminated May 1<sup>st</sup>. Discussed and agreed to send an e-mail to TLV residents as a reminder.

M/S/C to accept the Treasurer's Report as presented.

### **President's Report – Mel Caskey**

Reported that on April 5 2004, TLV homeowners voted to change the CC&Rs, Section 5.5 regarding the Board being able to enter into contracts. The change passed however, those changes were not recorded at the County. Mel suggests that the current Board should abide by the intent of that vote. Therefore the Board will adopt the process that contracts in excess of 5% of the total annual budget would require a vote of the TLV Association.

### **Landscape Report – Dick Allyn:**

Noted that in TLV Board meeting on February 25, 2008, it was M/S/C authorizing Dick Allyn to enter into a one year contract extension with Four Seasons Inc. However, given discussion in President's Report above, it was mutually decided that a contract extension would go to a vote of the TLV Association. This vote would be done via mail to the owner of record. Dick presented a proposed ballot and suggested an independent committee be appointed to count the votes. M/S/C to move forward with the ballot and a counting committee comprised of non-Board members. If the vote should fail, then the next step would be for the Board to initiate a new contract starting with bids.

There is a downed tree in the common area between Clearview and Outlook. Consensus to take up to \$175 plus tax from the Miscellaneous Landscape Budget to cut up and remove the tree.

The survey regarding the use of colored stakes for landscape preferences yielded good results with 73

of 98 homeowner's responding.

Four Seasons has agreed to put a card in each sprinkler control box so the homeowner knows what has been done, e.g. winterizing, spring-time water turn-on, and valve control times. An e-mail will be sent to homeowner's as a reminder.

Discussion of increased water rates and potential impact to lawn appearance when a homeowner wants to decrease watering. It was discussed that a minimum baseline should be set based on input from Four Seasons. Jim Richards suggested the Board contact Washington State Extension Program located in Port Hadlock to establish this baseline. Agreed that this was a good idea. Dick to follow-up.

Fours Seasons will look at changing the winter fertilizer type to address spring green-up issues.

### **ARC Report – Simeon Baldwin**

Five requests received since last report – two for house painting and three for satellite dish installation.

### **Old Business**

No TLV members have come forward regarding the Teal Lake Road Committee. Dick has discussed with the appropriate Block Captain. No further Board action required.

Discussed process for archiving final and approved Board minutes. Final minutes will be sent to Richard Grimm so he can post on the TLV website. Copy of final minutes also to be kept in a binder located in the Bay Club. Discussed to also send approved minutes to Bev Browne so she can include in the Teal Squeal.

### **New Business**

M/S/C to change the Board meeting time to 3:30 p.m.

While Dick Allyn is traveling April and May, Dave Matteson will be the Landscape back-up person. Discussed need for a third person.

Given Memorial Day holiday, the May meeting will be May 27<sup>th</sup>. The webpage will be updated to reflect this meeting change. Bev Browne mentioned that she will also put in the Teal Squeal.

**Adjournment:** M/S/C to adjourn at 4:20 p.m.

Respectfully Submitted,

Russ Michel, Recording Secretary,

.  
-