

**Teal Lake Village Association Annual Board Meeting
Monday, September 19, 2016**

Board Members present: Gil Skinner, president, Sheila Twohey, vice president, Chuck Gerstenberger, treasurer, Tom Anderson, landscape chair and Phyllis Waldenberg, secretary.

Homeowners representing sixty lots signed in.

The meeting was called to order by President Skinner at 3:36 PM, and a quorum was declared.

The minutes of the September 21, 2015 Annual Meeting were approved. A correction was made to the Agenda, which incorrectly listed the minutes of July 19, 2016 to be approved.

Board President Remarks: The Board has changed accounting firms, which will save \$100 to \$200 per month. The new accounting firm, taking over as of September 1, 2016, is Glessing and Associates, located in the Village in Port Ludlow. Glessing will send out invoices October 1, 2016. Payments can be made by mail or dropped off at Glessing's office, which is more convenient than the former bookkeeping firm located in Port Townsend.

Sheila Twohey presented recommendations to simplify the SBCA Design Standards to the SBCA ARC. The SBCA ARC approved them and the new guidelines will be presented to the SBCA Board for a vote at the October meeting. One example of a change is that no permit will be needed if an owner wants to paint their house the same color. Sheila said that of the 42 permits that were issued this past year, only about half would have needed permits if the proposed changes had been in place. Gil thanked Sheila to a round of applause.

Ballot counters for today's meeting were introduced and thanked; Lee Kitchell, Cheri Gerstenberger, Dick Meryhew and Carol Katuzny. The following members were thanked for organizing the after-meeting event, the food, the music and providing appetizers for the party: Barbara Skinner, Maryellen Meryhew and Pam Asbell.

A number of rumors in the community were briefly discussed.

Under Old Business at the September 2015 annual meeting, discussion about a Proactive Management Strategy and the implementation of a fine system took place. At that meeting five or six volunteers were sought who would like to be on a committee to address the issue and perform the inspections. There were no volunteers and it was left up to the Board to address the issue. At the Board meeting in July of 2016, the Board approved a motion to develop a fine schedule and enforcement procedure. Notices of both a workshop and a special Board meeting to be held in August to work on the process went out to all homeowners. The meetings were held, the proposed process was written, discussed and revised with input from the homeowners attending, as well as those who wrote letters and/or emails. Gil said this Board has tried to involve the whole community.

Financial Report:

Chuck provided the financial statements for August 2016. The budget for the 2016-17 calendar year was included in the Annual Meeting mailing which went to all owners of record at the time of the mailing. Chuck said there are no unusual issues to report regarding expenses to date. The P&L show an adequate

Cash Balance and this along with future projections for the year, indicate that a Dues Holiday in the amount of \$250.00 per lot would be appropriate for 2016. As was announced and approved by the Board at the August 25th special board meeting, Katie Glessing of Glessing & Associates, CPA, Inc. PS will be our new accountant, replacing Clarity Enterprises. Katie Glessing is a local CPA with her office at 58 Village Way, which is just a couple of doors down from the Post Office. This change will save approximately \$100-200 per month. Fourth Quarter statements will be mailed out by Glessing & Associates approximately October 1st. For your convenience, payments can be dropped off at their office or you can mail them to PO Box 65307, Port Ludlow, WA 98365. A motion was made, seconded and passed that "A dues holiday in the amount of \$250 per lot in Teal Lake Village is hereby authorized effective with the 2016 4th quarter dues."

Landscape Committee Report: Tom Anderson, landscape chair and Glenn Waldenberg, landscape committee member, gave the report. Tom thanked Glenn and Jen Portz for taking over when he had medical issues. Tom said we are nine months into the contract with Northwest Landscape Services who took over in January of 2016. Last year the committee asked six companies for bids and received four. He said many problems were carried over from the previous landscape company, but many have been resolved and there have been significant improvements in the overall village landscape appearance. Tom said he, Glenn and Jen Portz met with Greg Wilson and Jessica Fuzie of Northwest Landscape on September 13th to discuss some of the problems that occurred over the past nine months. They plan to hold quarterly meetings with NLS to review how things are going. Glenn said some of the problems were caused by the aging sprinkler systems and the complicated process by which NLS began to address them. This year the process will be shortened and simplified by eliminating the lengthy proposal process and the hundreds of emails that went back and forth. When the technicians arrive to turn on the systems, if repairs are needed, they will immediately contact the owner by knocking on the door, presenting the proposal, and if possible and if authorized by the homeowner, will repair the problem before they move on to the next home. If the homeowner is not home, a notice will be left. The homeowner is not required to use NLS and may choose to hire another contractor. With regard to pruning of shrubs, this coming year NLS will start earlier and have larger crews to try to eliminate the length of time it took. The contract provides for trimming two times per year. NLS will provide a cost for a third trimming, which would likely increase the dues, and have to be approved by a majority of the membership. With regard to communication, the Landscape Committee will email a monthly update to all homeowners who have email addresses on record. This will notify homeowners what they can expect will be happening each month. The Committee requests that any questions or concerns be emailed to Tom and/or Glenn, which will then be conveyed to NLS. For instance if a sprinkler head has been broken by an NLS mower, take a picture and email it to Tom or Glenn. Glenn said the paper form that was used in the past is not efficient and has been eliminated. Glenn said "snowbirds" as well as everyone else, will receive the monthly landscape update via email and can correspond that way. They may want to leave a key with a trusted neighbor if the NLS needs access to their garage for the sprinkler system startup. Homeowners were reminded to keep their email addresses and contact information up to date with the Secretary and/or the Treasurer.

ARC Report: Sheila said 18 permits were issued in Teal Lake Village. No permits were denied. She said if the SBCA Board approves the amended Design Standards, the majority of the permits issued this year would not be needed. Permits were given for landscaping changes, painting of chimneys, decks, railings, replacing a heat pump, replacing roofs, re-staining decks, trimming trees, installing a drain. Sheila said the walk-around by the Board to evaluate landscaping issues was done on September 7th, 2016. Overall the neighborhood looked good. Around 20% of the yards had some minor issues with weeds and grass in the planting beds, especially in areas with rocks. Notification was made through a general notice by

the Landscape Committee, rather than individual notification, asking homeowners to take a look to see if they have any areas needing maintenance. Sheila said this past year the walk-around by the Board for home maintenance was done in February. Because weather might have prevented needed maintenance, she suggests that the February walk-around might be too early and a later date would be better. She said with regard to Jefferson County permits, David Wayne Johnson, the long-time County liaison, is on medical leave for an indefinite period of time. This may require a meeting with someone else who may not be as familiar as Johnson with Port Ludlow. She says this may complicate the process regarding obtaining permits and managing trimming in the landslide hazard areas.

Sheila said with regard to political signs, Washington State law allows for individual homeowners to put up signs, even though CC&Rs may restrict such signs. SBCA will be putting out guidelines in the near future. Sheila said a proposal to amend **Design Standards 4.2.2** was recently presented to SBCA ARC and the SBCA Board. The ARC voted to approve the revision. The SBCA Board will vote at the October meeting. If approved it will remove the need for permits for the following items on the attached list. County permits may still be needed.

Sheila said the **Vegetation Management Plan** has been available for review since June, either at the Bay Club front desk, or on the website. A cover sheet will be added for the final version. She said the VMP is 45 pages, but only the first eleven pages contain text, the rest are appendices for reference. She said this plan does not create something new; that it is primarily a reference tool; that all of the requirements presented in the document are already in effect, whether the document is approved or not.

Sheila thanked the Board and the community for their cooperation in dealing with complicated issues. She said after serving on the TLVA Board for four years her term is up and she is not seeking re-election. Gil thanked Sheila again to a round of applause.

A homeowner asked about about views in the common areas being maintained. Sheila said a homeowner who wishes to have trimming done in the common areas must obtain a permit and pay for the work. There are specific guidelines by the County in landslide hazard areas.

A homeowner asked about “danger” signs that were to be placed in severe landslide areas, and he believed his was missing. He also said he has erosion problems due to water run-off. Sheila explained where the signs were placed and also said ARC and/or the landscape committee should look into it.

A homeowner asked about sidewalks and driveway pressure washing that he had requested at a previous meeting. Gil said the bid received was too high and the budget did not include the funds for the entire village. However, he said the contractor that he personally hired to pressure wash his own sidewalk and driveway was willing to give a reasonable price to a group. Phyllis said she would send out the email again with the contractor’s name and contact information.

Sheila said she has researched and typed a list of contractors who have done work in Teal Lake Village over the last few years, which she will make available.

A homeowner asked about an inspection of the mailboxes, which she said need maintenance. Gil said he Board needs to address this.

A homeowner asked who is responsible for maintenance of sidewalks needing repairs. Gil said the sidewalks are County property.

New Business:

Fine Schedule and Enforcement Procedure: The Board voted at the July 18, 2016 Board meeting to approve a Fine Schedule and Enforcement Procedure. The Board held two meetings in August, one a workshop and one a special Board meeting, open to all homeowners, to discuss what the process would look like. It was created in the form of Rule #7, along with an attachment that explained the rationale and background for creating Rule #7, Fine Schedule and Enforcement Procedure. As a result of the workshop, the special Board meeting and input from homeowners, Rule #7 was revised three times.

A motion was made by Chuck Gerstenberger and seconded that Rule #7, Fine Schedule and Enforcement Procedure, along with the attachment Rationale and Background be approved.

A lengthy discussion followed with many expressing their concern regarding the proposed wording.. A motion was made by Russ Michel and seconded to table Rule #7 Fine Schedule and Enforcement Procedure, along with the attachment Rationale and Background and send back to the committee. The motion to table was approved by a majority raise of hands.

A group of members volunteered to assist with revising the fine schedule process. A meeting will be scheduled in the near future.

Board of Directors:

A motion was made by Lee Kitchell and seconded by Bert Van Wagner to increase the current Board from five members to seven members.A lengthy discussion followed. The motion to amend the By-lays to increase the TLVA Board from five to seven stood and was passed with a raise of hands in the majority.

Nominations from the Floor:

With the increase to seven Board members, there were four seats open. Board members with remaining terms are Gil Skinner, Chuck Gerstenberger and Phyllis Waldenberg. Phyllis has given notice she is resigning after the meeting, and there will be one more open seat after the effective date of her resignation. Candidates for TLVA Board were: Tom Anderson, Jen Portz, Christine Spagle, Steve Hammond and Bob Logan. The ballot volunteers collected any remaining ballots and left the meeting to count the votes.

Election Results:

2017 proposed Budget: 66 Yes, 6 No, 1 Abstain

Waive Audit: 57 Yes, 12 No,

Vegetation Management Plan (Advisory Vote) 49 Yes, 22 No, 1 Abstain

Fine Schedule (Advisory Vote) 20 Yes, 45 No

The following members were elected to the four open seats on the Board in order of number of votes:

Tom Anderson, Jen Portz, Steve Hammond, Bob Logan

The meeting was adjourned at 7:01 pm.

Respectfully Submitted,
Phyllis Waldenberg
TLVA Board secretary