

Teal Lake Village Association
Board of Directors Special Meeting
Monday, 21 November 2016 10:00 am

President Gil Skinner called the meeting to order at 10:01. Vice President Chuck Gerstenberger, Treasurer Chris Spagle, Secretary Jen Portz, ARC Chair Steve Hammond, Landscape Chair Tom Anderson and Member-at-Large Bob Logan were present. Approximately sixteen (16) members attended. A quorum was determined.

Gerstenberger moved to approve the Agenda. Anderson seconded and it passed unanimously.

Anderson moved to approve the 10 October 2016 Special Board Meeting Minutes. Logan seconded and it passed unanimously.

Spagle gave a brief Financial Report; she will meet with the new accounting firm after which she will supply the written report (see attached). Logan moved to accept the financial report with the caveat the Board will see the written report within a week. Gerstenberger seconded and it passed unanimously.

Hammond submitted the ARC Report and proposed re-organizing ARC Applications by lot number. A brief discussion ensued. Carol Katuzny offered to donate a file cabinet to house the documents. Logan moved that Hammond be given (up to) \$50.00 for the purchase of hanging files to reorganize ARC files. Portz seconded and it passed unanimously. Logan moved to accept the ARC Report (see attached). Gerstenberger seconded and it passed unanimously.

Anderson began a discussion regarding Landscape issues, specifically cutting overgrowth in the Common Area behind Sea Vista Terrace homes on lots 56 – 60, inclusive and the slope abutting the west side of lot 56. A lengthy discussion ensued. Portz moved the Board approve \$2135.00 (plus tax) to contract with Northwest Landscaping Service (NLS) for the trimming and management of the area per the NLS Proposal (dated 10/17/2016, see attached). Anderson seconded and it passed unanimously. A member voiced concern the Board should seek written confirmation of the verbal commitment from the county Department of Community Development (DCD) that no DCD permit would be required for landscape maintenance; Portz agreed to pursue. Logan moved the Board approve \$545.00 (plus tax) to bring the Common Area abutting lot 56 into compliance, conditional on the receipt of the proposal from NLS (dated 10/25/16, see attached) and NLS agreeing to yearly maintenance. Anderson seconded and it passed unanimously.

Portz opened a discussion regarding the Vegetation Management Plan (VMP). The membership approved the Plan in an advisory vote at the 2016 annual meeting. Portz moved the Board adopt the VMP. Spagle seconded. After discussion Logan moved to amend Portz' motion to state the VMP was a guideline document to members of TLV Association. Hammond seconded Logan's motion for discussion purposes. After further discussion Logan's motion failed on a 1-6 vote (Logan voted in favor; Skinner, Gerstenberger, Spagle, Portz, Anderson and Hammond voted against). Portz' motion

passed on a 6-1 vote (Skinner, Gerstenberger, Spagle, Portz, Anderson and Hammond voted in favor; Logan voted against).

Skinner opened a brief discussion of a 2001 Letter of Understanding between TLV and neighboring Woodridge Homeowners Association regarding the maintenance of the south edge of Outlook Lane, which is owned by Woodridge; Woodridge would like to update the Letter of Understanding. Hammond moved to bring up the consistency of care of (TLV) Common Areas and the letter from Woodridge at the next Board meeting. Gerstenberger seconded and it passed unanimously.

Regarding the 2016 Annual Meeting discussion to create a committee to revise the wording of Rule #7, Fine Schedule and Enforcement Procedure, Portz moved to create an Ad Hoc Committee to revise the wording of Rule #7, Fine Schedule and Enforcement Procedure and to populate the Committee with members Gerstenberger, Hammond, Richard Meryhew, Russ Michel, Nancy Leahy and Bill VanRy. Hammond seconded and after further discussion it passed on a 6-1 vote (Skinner, Gerstenberger, Spagle, Portz, Anderson and Hammond voted in favor; Logan voted against). Logan dissented because he opposes the creation of a committee and populating it in one motion.

The Board and attendees discussed the creation of a Care Committee. A suggestion was made to create a questionnaire to send to homeowners asking for volunteers who would be available to help neighbors with various issues. Portz volunteered to write a draft questionnaire to send to the Board.

Logan opened a discussion regarding his suggestion to modify the TLVHA By-Laws to delete from Article VII, Section 5, first sentence the words "without cause". A discussion ensued. No action was taken.

Gerstenberger gave a brief update on the Detention Ponds. The 2016 budget was \$1500.00 with an actual cost of \$1300.00. The 2017 budget is \$4,500.00 while work out for bid is expected to cost approximately \$4,898.00. Additional work in 2018 should run approximately \$6,200.00.

At 12:54 p.m. Portz moved the Board go into Executive Session to discuss matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association. Anderson seconded and it passed unanimously. At 1:19 p.m. the Board reconvened in Open Session. Gerstenberger moved that, as the Board had reviewed the status of work being done and felt there was satisfactory progress, Hammond would follow up and report back. Portz seconded and it passed unanimously.

Logan moved to adjourn at 1:40 p.m., Gerstenberger seconded and it passed unanimously. **The next regularly scheduled Board Meeting will be Monday, 16 January 2017 at 10:00 a.m. in the Bay Club Conference Room. All members are encouraged to attend.**

Financial Report

Teal Lake Village Association			
Balance Sheet			
September 30, 2016			
REVISED			
Assets			
	Operating Fund	Reserve Fund	Total
Cash and cash equivalents	\$ 74,291.61	\$ -	\$ 74,291.61
Dues receivable	38,230.96		38,230.96
Prepaid insurance	1,850.00		1,850.00
Total Assets	\$ 114,372.57	\$ -	\$ 114,372.57
Liabilities and Fund Balances			
Dues collected in advance	\$ 1,229.50		\$ 1,229.50
Accounts Payable			
Federal Income tax payable			
Total Liabilities	1,229.50	-	1,229.50
Fund Balances	113,143.07	-	113,143.07
Total Liabilities and Fund Balances	\$ 114,372.57	\$ -	\$ 114,372.57

Substantially all disclosures ordinarily included in the financial statements are omitted, and no assurance is provided on these financial statements.

Teal Lake Village Association					
Statement of Revenues, Expenses, and Changes in Fund Balances					
For the Month and Year-to-Date Ended September 30, 2016					
	REVISED				
	Operating	Operating	Reserve	Reserve	
	Fund	Fund	Fund	Fund	YTD
	Month	YTD	Month	YTD	Total
Revenues					
Contributions	\$ -	\$ 167.17	\$ -	\$ -	\$ 167.17
Homeowner Finance Charges		116.25			116.25
Late Fee Income		625.00			625.00
Homeowners Dues Income		176,400.00			176,400.00
Interest Income	0.87	15.78			15.78
Dues Credit		(200.00)			(200.00)
Total Revenues	0.87	177,124.20			177,124.20
Expenses					
Administrative Expenses:					
Accounting	279.26	3,682.18			3,682.18
Insurance	185.00	1,665.00			1,665.00
Legal		650.00			650.00
Postage/Office	87.65	916.45			916.45
Landscaping Expenses:					
Landscaping Contract	10,855.00	97,695.00			97,695.00
Landscaping Contract Discount	(236.64)	(2,129.76)			(2,129.76)
Landscaping Contract WSST	976.95	8,970.84			8,970.84
Landscaping Miscellaneous		3,162.74			3,162.74
Repairs & Maintenance Expenses:					
Holding Pond		2,480.00			2,480.00
General Maintenance					-
Tax Expenses					
Jefferson Co. Property Tax		17.90			17.90
Tax Preparation		250.00			250.00
Utilities Expenses:					
Electricity	23.66	222.25			222.25
Water		296.99			296.99
Website	127.00	127.00			127.00
Reserve Expenses					-
Total Expenses	12,297.88	118,006.59			118,006.59
Excess (Deficiency)					
Revenues over Expenses	(12,297.01)	59,117.61			59,117.61
Fund balances beginning	125,440.08	54,025.46	-	-	54,025.46
Fund balances ending	\$ 113,143.07	\$ 113,143.07	\$ -	\$ -	\$ 113,143.07

Substantially all disclosures ordinarily included in the financial statements are omitted, and no assurance is provided on these financial statements.

- Permit 16-086 : Requested change of roof shingles. Met with contractor and approved shingles. Conveyed approval to SBARC
- Request by new resident David Wilfahrt to replace several windows and skylight with essentially same product and color. Approved without permit (no longer required).
- SBARC permit request for Sea Vista Terrance residences: 162,154, 142,124 to trim brush on edge of Common Area abutting Paradise Rd and Teal Lake Rd. Met with home owner Bobbie Collins (#154) who showed areas to be trimmed. Photographed site and met with County Official David Johnson who approved trimming and brush clearance. Conveyed approval to Glenn Waldenberg.

New Issues:

Discussed with David Johnson at the County options to make entry at Teal Lake Rd. and Paradise Rd. more attractive. He said it is not easy to do (cheaply) but would provide some info in the future. I would like to make enhancing the entry a long term goal.

Talked with Mark Torres and Sheila Twohey about how to keep records. Both agreed managing records by lot/address preferable to doing it by sequential permit #. I would like permission to purchase 105 hanging files and tabs to do this. Eventually I would like to find a garage sale file cabinet to hold lot records. This ties in with SB records project.

Landscape Report:

At the request of a group of home owners residing on Sea Vista Terrace (addresses 162, 154,142,130, and 124) and submitted by Bobbie Collins requesting that the TLV HOA maintain a portion of the common area Tract A behind and to the west of their homes in a similar manner to the other common area tracts in TLV. In the process of investigating why this has not been done consistently or included in the maintenance by a number of the landscape contractors over the years, we believe that because 1 the Tract A location is not visible to most, 2) it is larger than most other common areas, and 3) is not easily accessible with equipment. Because it was neglected for several years it requires a larger effort and cost for the contractor and the HOA to return the area to a desirable height so that it can be maintained annually with far less effort and cost.

In a meeting in October with Greg Wilson with Northwest Landscape on site to discuss the maintenance of tract A, I learned this area was not included in a pre-bid walk through back in December of 2015 and that it was not included in the scope of work in the 2016 contract. We requested Northwest Landscape Services to provide a proposal covering a specific area agreed upon by home owners that includes the initial brush cutting and cleanup and to include on-going annual maintenance of the area through there remaining contract with TLV.

The two proposals from Northwest Landscape Services were received by the landscape committee, including the scope of work and photographs indicating the specific location of work.

Proposal: 6-69502-20 dated 10/17/16 in the amount of \$2,135.00 plus tax.

The TLV HOA will pay this amount one time and Northwest Landscape Service will add this area to their contract for annual maintenance at no additional cost.

It includes: Cut down brush, black berries, and small trees. Not to exceed 30' back from the edge of lawn. Brush to be cut down to a height of 30" and grass down to 4" where brush is not growing. Heavy brush will be picked up and disposed off site.

Proposal 600-69800-20 date 10/25/16 in the amount of \$545.00 plus tax. Cutting In area on west side of 162 Sea Vista Terrace, Buck residence. Cut down brush, black berries, and small trees to a height of 30" and cuttings to remain in area. Landscape committee requested that NLS include this area to be part of the contract and be maintained at no additional outlet beyond the \$545. Committee is still waiting for a response from NLS as of 11/22/16

The above information and the proposals were shared with the HOA Board at the 11/21/16 meeting. The board voted to go forward with the project as proposed but will finalize the proposals once they hear back on inclusion of the brush maintenance for the Buck residence as part of the annual maintenance.

Documentation:

As mentioned earlier there has been a history of tract A being overlooked as it relates to maintenance of brush cutting, not for view maintenance but for controlling the brush from becoming over grown and unsightly. It is important to document that the TLVA Board agreed to maintain the specific areas of tract A and the residents also agreed with the board's scope and actions on this matter.

In addition, the specific reference to the existence of tract A and the specific map details need to be made part of the landscape specification going forward for future RFP by the landscape committee and assurance that this scope of work will be included in all future specifications and contracts submitted to the TLV HOA.

Prepared By Glenn Waldenberg

Landscape Proposal Lots 56 – 60:



Date: 10/17/2016

Prepared By: Greg Wilson (206) 200-3227

Total: \$2,135.00 + tax if applicable

Project Goals: Initial clean up of tract A per attached map

Site Address: 107 Clear View Pl
Port Ludlow, WA 98365

Work Order Proposal
#600-69502-20

Prepared For:
Tom Anderson

Teal Lake Village HOA - site
Teal Lake Village HOA
Customer # TE0824
RE: Initial Cleanup

Cut down brush, blackberries and small trees per attached map. Not to exceed 30' back from edge of lawn.
Area is to have brush cut down to an approximate height of 30" inches tall. Grass will be cut to approximate 4" height where brush is not growing.
Heavier brush that lays on top will be picked up and disposed off site. Smaller brush will be left where it falls between bushes.

Client Authorization	Date
Comments:	PO #

WARRANTY: We hereby propose to furnish materials and labor – complete in accordance with above specifications, including clean-up and removal of all related debris. This proposal may be withdrawn if not approved within 60 days. All material is guaranteed to be as specified. All work to be completed in a workmanship manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Plant material is warranted for 1 year of date of installation unless planted in areas not irrigated or where the irrigation system is in-operable.



Landscape Proposal Lot 56:



Work Order Proposal
#600-69800-20

Date: 10/25/2016

Prepared By: Greg Wilson (206) 200-3227

Total: \$545.00 + tax if applicable

Project Goals: cut brush on the lower West side of last residence per attached map.

Site Address: 107 Clear View Pl
Port Ludlow, WA 98365

Prepared For:
Tom Anderson

Teal Lake Village HOA - site
Teal Lake Village HOA
Customer # TE0824
RE: Renovation

Cut down brush, blackberries and small trees per attached map.

Area is to have brush cut down to an approximate height of 30" inches tall. Grass will be cut to approximate 4" height where brush is not growing.

All cutting to remain in area of cuttings.

Client Authorization	Date
Comments:	PO #

WARRANTY: We hereby propose to furnish materials and labor – complete in accordance with above specifications, including clean-up and removal of all related debris. This proposal may be withdrawn if not approved within 60 days. All material is guaranteed to be as specified. All work to be completed in a workmanship manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Plant material is warranted for 1 year of date of installation unless planted in areas not irrigated or where the irrigation system is in-operable.

