

Teal Lake Village Association (TLVA)
Special ALL MEMBER and Regular Board of Directors Meeting
Monday, 17 December 2018 10:00 a.m.

DRAFT

Peggy Ponto called the All-Member meeting to order at 10:00 a.m. Steve Hammond, Chris Spagle, Jen Portz, Joe Guillien, and Sheila Twohey were in attendance as well as thirteen (13) homeowners. 48 members had voted electronically regarding the Board recommendation to approve the TLVA - Northwest Landscape Services (NLS) contract as follows: Forty-seven (47) agreed, one (1) abstained. A quorum was determined. Guillien gave a recap of the Landscape Contract bidding process; Portz recapped the voting process. Ponto called for votes and eight (8) members present agreed with the Board recommendation; the vote to approve the TLVA - NLS Contract passed with 55 votes in favor, 1 abstention. Portz moved to have the Board accept the membership's vote and have Ponto sign the document, Hammond seconded and the motion passed unanimously. Portz moved to adjourn the All-Member meeting, Spagle seconded and motion passed unanimously.

Ponto called the TLVA Board Meeting to order at 10:11 a.m. A quorum was determined. Hammond moved to approve the 18 June 2018 Regular Board Meeting Minutes, Spagle seconded and the motion passed with Twohey abstaining. Portz moved to approve the 23 June 2018 Special Board Meeting Minutes, Guillien seconded and the motion passed with Twohey abstaining. Hammond moved to approve the 8 October 2018 Special Board Meeting Minutes, Guillien seconded and the motion passed with Twohey abstaining.

Spagle opened a discussion of the Treasurer's Report. There is one delinquent account. There will be no dues holiday this year and most likely no dues holiday next year due to Bayview Pond maintenance costs. Spagle moved to reaffirm the electronic Board vote to approve \$81.90 be paid to Chuck Gerstenberger for the purchase of battery operated holiday wreaths for the lower entrance, Hammond seconded and the motion passed unanimously. Hammond moved to accept the Treasurer's Report (see attached), Twohey seconded and the motion passed unanimously.

Regarding the Board Member resignation and after discussion, Portz moved to maintain the Board at six (6) Members, Guillien seconded. Lois Ruggles suggested an odd number is preferable. It was noted that the President may cast a vote to break a tie, but not to create a tie. The motion passed unanimously. Portz moved that Hammond take the Landscape Chair position, Guillien seconded and the motion passed unanimously.

Hammond opened a lengthy discussion of Landscape issues by giving a recap of the lighting problems at the lower entrance which has cost the Village approximately \$5,500 to date. To correct it fully (the wiring under Crestview Dr. is not shielded in conduit) is estimated to cost \$6,000-\$8,000. He suggested a possible solar alternative be considered, the cost of which is approximately \$1,500. Soozie Darrow noted the purpose of the light was to illuminate the flag. Guillien noted the junction box for the light fills with water during rain storms. Hammond and Guillien will meet with Double D Electric to discuss this and advise the Board of their findings. Regarding landscape maintenance, Hammond explained NLS has a Village map noting homeowners who opt out of various services. To

opt out, homeowners should email Hammond at shammond46@reagan.com or Portz at jjpportz@gmail.com. Regarding Bayview's Retention Pond, Hammond noted it is owned by Bayview, however TLVA is required to pay a pro-rated share (62%) for its maintenance. Hammond recapped the work Bayview has done this year, and future work. If they dredge next year, the estimated cost to TLVA would be just under \$20,000. Otherwise, Bayview's long term plan would cost TLVA approximately \$3,000 - \$4,000 per year. Homeowners were reminded not to leave trash cans out as they draw unwanted wildlife. Please put cans out Monday morning and collect them Monday evening. Also, our CC&Rs allow cars to be parked on the street for no more than 48 hours. Marlene Merritt gave Hammond articles and spoke of the health concerns that have been associated with Round-Up weed control use. Hammond will advise where NLS uses Round-Up and reminded homeowners they may opt out of its use. Monthly landscape notices will be sent to homeowners. Regarding sidewalk maintenance Hammond will contact the county to find out when they will return to finish their work. Soozie Darrow asked about power washing sidewalks, no action was taken. Hammond advised homeowners who want NLS to bid on bark application in their yards should email him; NLS will then give each interested homeowner a bid. Work will take place this winter. Portz moved to accept the Landscape Report. Hammond seconded and the motion passed unanimously.

Guillien advised TLVA ARC had three requests in the past two months. After a discussion Portz moved to approve the TLVA Common Area Modification Permit Application (see attached) with the addition of "I have notified my neighbors.", Twohey seconded and the motion passed unanimously. Homeowners with ARC questions should email Guillien at joeguillien@wavecable.com. Forms may be found at www.plsbca.org/teal-lake-village-information.

Portz noted a volunteer is needed to update the TLVA Welcome Packet. Interested parties should email her at jjpportz@gmail.com.

Bill VanRy opened a discussion regarding Village fire concerns. Portz will coordinate a Board walk-around of the neighborhood with a Jefferson County Fire Chief to identify concerns. Information will be shared at the next Board Meeting.

At 11:37 a.m. Portz made a motion to move into Closed Executive Session to discuss "matters involving possible violations of the governing documents of the association", Spagle seconded and the motion passed unanimously. At 12:20 p.m. Portz moved to return to Open Session; Spagle seconded and the motion passed unanimously. Portz then moved to have the Board coordinate via email to formulate a letter to notify a homeowner of violations of the governing documents and, if the homeowner is unresponsive to the prescribed timeframe for compliance, the Board will coordinate via email to create a formal letter of complaint to be sent to the SBCA Board, Twohey seconded and the motion passed with Ponto abstaining.

At 12:25 p.m. Hammond moved to adjourn, Twohey seconded and the motion passed unanimously. **The next Regularly Scheduled Board Meeting will be Monday, 22 April 2019 at 10:00 a.m. in the Bay Club Conference Room. All members are welcome to attend.**

Teal Lake Village HOA
Treasurer's Report
Period ended: November 30, 2018

Cash in Bank	
Checking	\$37,156.78
Savings	<u>\$35,303.36</u>
Total	\$72,460.14

Uncleared Transactions:	
Checks	\$12,294.52
Deposits	\$ 450.00

Delinquent Accounts – 1 totaling \$459
Advance payments for CY 2019 dues total \$4,260

No dues Holiday as I'm sure everyone noted upon receipt of their 4th quarter invoice.

As of Nov 30, 91% of the year has expired and our expenses are running at 89.36%, so we are on track overall.

Upcoming expenses:
December: payment to Bayview for pond maintenance: \$4,707

2019: pond maintenance and landscaping look to be our largest expenses next year.
Front entrance electrical may be an issue.
With the pond issues not completely resolved (the steep section the vendor did not want to tackle and the larger pond which is not on the dredging timeline) I foresee no dues Holidays in 2019.

Teal Lake Village Association
Balance Sheet
As of November 30, 2018

ASSETS					
			Operating	Reserve	
			Fund	Fund	Total
Cash and Cash Equivalents			72,460.14		72,460.14
Dues receivable			450.00		450.00
Utility Recovery receivable					
Prepaid Expenses					
Prepaid insurance			1,807.51		1,807.51
Total Assets			74,717.65		74,717.65
LIABILITIES AND FUND BALANCES					
Dues collected in advance			4,260.00		4,260.00
Accounts payable			191.89		191.89
Federal income tax payable					
Total Liabilities			4,451.89		4,451.89
Fund Balances			70,265.76		70,265.76
Total Liabilities and Fund Balances			74,717.65		74,717.65

Teal Lake Village Association
Statement of Revenues, Expenses, and Changes in Fund Balances
For the Month and Year to date Ended November 30, 2018

	Actual			
	Operating Fund	Operating	Annual	% of Budget
	Month	Fund	Budget	
	NOVEMBER	YTD		
Revenues				
Contribution	0.00	50.00	0.00	
Utility Recovery	0.00	91.50	0.00	
Homeowner Fin. Charges	0.00	4.50	4.50	
Late Fee Income	0.00	9.00	90.00	10.00%
Escrow Fee Income	0.00	175.00	25.00	700.00%
Homeowner Dues Income	0.00	176,400.00	176,400.00	100.00%
Interest Income	4.36	35.89	30.00	119.63%
Dues Credit*	0.00	(200.00)	(14,700.00)	1.36%
Total Revenues	4.36	176,565.89	161,849.50	109.09%
Expenses				
Admin Expense				
Accounting	150.00	2,794.00	8,500.00	32.87%
Insurance	200.83	1,939.13	2,350.00	82.52%
Legal			500.00	0.00%
Postage/Office		450.81	900.00	50.09%
Landscape Expense				
Landscape Contract	11,399.91	125,399.01	137,454.00	91.23%
Landscape Contract Discount	(248.52)	(2,733.72)		
Landscape Contract WSST	1,025.99	11,356.63	12,371.00	91.80%
Landscape Misc.		4,765.40	6,000.00	79.42%
Repairs & Maintenance				
Holding Pond		6,319.47	6,200.00	101.93%
General Maintenance	500.65	5,447.76	500.00	1089.55%
Tax Expense				
Jeff County Property Tax		17.90	20.00	89.50%
Tax Preparation		375.00	375.00	100.00%
Utility Expense				
Electricity	41.89	448.89	410.00	109.49%
Water		861.55	480.00	179.49%
Website		13.50	150.00	9.00%
Total Expenses	13,070.75	157,455.33	176,210.00	89.36%
Excess (Deficiency) Revenues Over Expenses	(13,066.39)	19,110.56	(14,360.50)	
Fund Balances Beginning	83,332.15	51,155.20		
Fund Balances Ending	70,265.76	70,265.76		

1:51 PM
12/12/18

Teal Lake Village Association
Reconciliation Detail
Kitsap Business Checking, Period Ending 11/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,372.71
Cleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	11/05/2018	20571	Monarch Landscape...	X	-12,177.38	-12,177.38
Bill Pmt -Check	11/05/2018	20572	Olympic Water & Se...	X	-190.04	-12,367.42
Bill Pmt -Check	11/05/2018	20570	Jolley Financial Ser...	X	-150.00	-12,517.42
Bill Pmt -Check	11/05/2018	20573	PUD #1 of Jefferson...	X	-37.86	-12,555.28
Bill Pmt -Check	11/16/2018	20574	Double D Electrical,...	X	-500.65	-13,055.93
Total Checks and Payments					-13,055.93	-13,055.93
Deposits and Credits - 5 items						
Deposit	11/01/2018			X	9,440.00	9,440.00
Deposit	11/05/2018			X	2,700.00	12,140.00
Deposit	11/06/2018			X	900.00	13,040.00
Deposit	11/07/2018			X	900.00	13,940.00
Deposit	11/26/2018			X	900.00	14,840.00
Total Deposits and Credits					14,840.00	14,840.00
Total Cleared Transactions					1,784.07	1,784.07
Cleared Balance					1,784.07	37,156.78
Register Balance as of 11/30/2018					1,784.07	37,156.78
New Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	12/01/2018	20575	Monarch Landscape...		-12,177.38	-12,177.38
Bill Pmt -Check	12/01/2018	20577	Jolley Financial Ser...		-75.25	-12,252.63
Bill Pmt -Check	12/01/2018	20576	PUD #1 of Jefferson...		-41.89	-12,294.52
Total Checks and Payments					-12,294.52	-12,294.52
Total New Transactions					-12,294.52	-12,294.52
Ending Balance					-10,510.45	24,862.26

1:53 PM
12/12/18

Teal Lake Village Association
Reconciliation Detail
Kitsap Money Market Plus, Period Ending 11/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,299.00
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2018			X	4.36	4.36
Total Deposits and Credits					4.36	4.36
Total Cleared Transactions					4.36	4.36
Cleared Balance					4.36	35,303.36
Register Balance as of 11/30/2018					4.36	35,303.36
Ending Balance					4.36	35,303.36



For 24-hour telephone line or online access:
360.876.3644 • 800.283.5537 | kitsapbank.com

Direct general inquiries to your local bank: 360.437.7863
P.O. Box 65052, Port Ludlow, WA 98365

Statement of Account

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Statement Period 10/31/18-11/30/18
Total Days in Statement Period 30

3065

TEAL LAKE VILLAGE ASSOCIATION
PO BOX 65011
PORT LUDLOW WA 98365-0011

We sincerely thank you for your
loyalty and business, and wish
you happiness and prosperity
throughout the coming year.

Happy Holidays from your
Kitsap Bank Family!

Account Balances

ACCOUNT	ACCOUNT NUMBER	BEGINNING BALANCE	ENDING BALANCE
Money Market Plus		\$35,299.00	\$35,303.36

Money Market Plus:

Beginning Balance	\$35,299.00	Low Balance	\$35,299.00
Interest Paid Year-To-Date	\$35.89	High Balance	\$35,303.36
Total Additions	\$4.36	Ending Balance	\$35,303.36
Total Subtractions	\$0.00		

Deposits / Credits

Date	Transaction Description	Additions
11/30/18	INTEREST CR	\$4.36

Daily Balance

DATE	ENDING BALANCE	DATE	ENDING BALANCE
10/31/18	\$35,299.00	11/30/18	\$35,303.36





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Statement Period 10/31/18-11/30/18

Total Days in Statement Period 30

3064

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Account Balances

ACCOUNT	ACCOUNT NUMBER	BEGINNING BALANCE	ENDING BALANCE
Business Eco Checking		\$35,372.71	\$37,156.78

Business Eco Checking:

Beginning Balance	\$35,372.71	Low Balance	\$35,372.71
Total Additions	\$14,840.00	High Balance	\$49,312.71
Total Subtractions	\$13,055.93	Ending Balance	\$37,156.78

Deposits / Credits

Date	Transaction Description	Additions
11/01/18	DEPOSIT	\$9,440.00
11/05/18	DEPOSIT	\$2,700.00
11/06/18	DEPOSIT	\$900.00
11/07/18	DEPOSIT	\$900.00
11/26/18	DEPOSIT	\$900.00

Checks

NUMBER	DATE	AMOUNT	NUMBER	DATE	AMOUNT	NUMBER	DATE	AMOUNT
20570	11/14/18	\$150.00	20572	11/08/18	\$190.04	20574	11/26/18	\$500.65
20571	11/13/18	\$12,177.38	20573	11/13/18	\$37.86			

Daily Balance

DATE	ENDING BALANCE	DATE	ENDING BALANCE	DATE	ENDING BALANCE	DATE	ENDING BALANCE
10/31/18	\$35,372.71	11/06/18	\$48,412.71	11/08/18	\$49,122.67	11/14/18	\$36,757.43
11/01/18	\$44,812.71	11/07/18	\$49,312.71	11/13/18	\$36,907.43	11/26/18	\$37,156.78
11/05/18	\$47,512.71						



Landscape Report Dec 2018

#1 Light problem at entry. Cause: lousy installation of wiring to light, cheap non code wiring.

Cost to date: About \$5500. Problem still vulnerable.

D&D electrical est. to solve problem = \$6K -\$8K Not Acceptable

If failures re-occur consider Solar- Cost \$1000 - \$1500

#2 Landscape Contract: Bid invitations = 10 (by Joe Guillien...I was busy with Lois)

4 requested to bid.... 4 showed for the tour. Three bid.

NLS considerably cheaper. And we like them. They win

#3 ***"They trimmed my hedge and I told them not to do it!"***

Cause: People make mistakes.

Prevention: NLS has maps and notations in trucks and requires EE's to review

Other solutions: Print "Do not trim" plasticized cards in English and Spanish
and allow home owner to attach to endangered plant(s). Problems?

Complaints? Please contact Landscape Chairman or in a squeeze, Jessica

#4 The POND:

A problem that keeps giving.....ah, make that "Taking" money.

Our documents clearly require TLVHOA to pay 62% of pond maintenance.

Bayview has total control (and liability for) what is done. They ignored
maintenance for years and now are playing catch up. Progress is being made.

Work done and to be done (and estimated cost to TLV HOA):

<u>Work</u>	<u>When</u>	<u>Cost</u>	<u>TLV share</u>
Clear Bush & most S.side trees	Done	\$6965	\$4706 due
Clear high trees S. side	Spring '19	Delayed – Vendor refused	
Refresh mow/whack around pond	Spring '19	No Bid yet	
Clear high trees S.side	Unknown	No vendor	
Dredge small pond	Early Fall '19	Est \$31,068	\$19,260

Annual maintenance in following years should just be 2 x year mow & whack

#5 Reminder:

Please don't leave garbage cans out. Please don't park cars on street over 48 hrs.

Teal Lake Village Association

Common Area Modification Permit Application

Application Number: _____

Property Owner: _____

Address: _____

Telephone: (_____) _____

Email Address: _____

Lot: _____

Description of project work to be accomplished: _____

Notified neighbors of your work to be accomplished: YES___NO___

General Contractor to be use: _____

Phone No: _____

Starting Date: _____

Completion Date: _____

Signature of Owner: _____Date: _____

Teal Lake Village ARC Representative: () Approval () Disapproved

() Approval with Conditions: _____

Teal Lake Village ARC Representative: _____Date_____