

Teal Lake Village Association (TLVA)
Annual Members Meeting
Monday, 16 September 2019, 3:00 pm

DRAFT MINUTES

Peggy Ponto called the meeting to order at 3:00 p.m. Steve Hammond, Christine Spagle, Jen Portz, Joe Guillien, and Sheila Twohey were also present. Additionally, 36 homeowners were in attendance and 64 ballots were collected. A quorum was determined. (**Note:** Member questions and comments from throughout the meeting are noted at the end of this narrative.)

Ponto introduced the Board and gave brief remarks. Guillien moved to approve the 17 September 2018 Annual Meeting Minutes, Portz seconded and the motion passed unanimously.

Spagle discussed the Treasurer's Report (see attached), explaining that most items were in line with what was expected. She noted the costs and timing for Bayview's pond maintenance project, for which we must pay 62 percent, is still unknown and no contracts have been signed by Bayview. Additionally, there are other unknowns regarding tree maintenance and a general aging of infrastructure (landscaping, electrical, sprinklers). Therefore, there will be no "Dues Holiday" for the fourth quarter of 2019 and possibly none in 2020 to cover pond expenses and replenish savings. There is a new bookkeeper, Katherine Klint-Simmons with WestSound Services LLC, out of Kingston. **Please mail all to dues: TLVA, c/o WestSound Services LLC, PO Box 754, Kingston, WA 98346.**

Ponto asked for nominations from the floor; none volunteered so Harvey Portz, Chuck Gerstenberger, Gary Hicks departed to count ballots.

Hammond summarized the Landscape Report (see attached) and noted Northwest Landscaping Services (NLS) has been very responsible and easy to work with but they are landscapers, not gardeners. **Please do not address concerns to the workers, but rather contact the Landscape Committee if you have questions.**

Guillien gave a brief ARC Report (see attached).

Hammond gave an overview of the Bayview Pond issues. We are required to pay 62 percent of the cost of maintenance, yet we have no say in maintenance decisions as the ponds are owned by Bayview Village. Bayview is currently working with the county to get a permit and plan for slope stability around the pond. Our share of the 2019-2021 work could be \$20,000.

Spagle gave an update on the TLVA Compliance Policy. Three years ago (July 2016) the TLVA Board voted to approve such a policy, however this was put on hold while South Bay Community Association (SBCA) completed their Enforcement Policy which went into effect 1 April 2019. This SBCA Enforcement Policy covers homeowner lots within Teal Lake Village; TLVA's Compliance Policy will cover our Common Area. This issue will be addressed by the new (2019-2020) Board.

Portz advised that the three Firewise “hotspot area” trimmings had been completed; maintenance needs for these areas will be reviewed with NLS each June and addressed as needed. As their work was complete Portz moved to dissolve the AdHoc Firewise committee, Guillien seconded and the motion passed unanimously. Portz then moved to have NLS complete the slope stability work for Firewise area #2 at a cost of \$694 (plus tax), Twohey seconded and the motion passed unanimously. Portz then moved to have NLS remove various dead shrubs and replace one shrub in the Common Areas at a cost of \$556 (plus tax), Twohey seconded and the motion passed unanimously.

Portz then gave an update regarding “Legacy Trees” (large evergreens in our Common Areas) one contractor had advised that the health of three trees was questionable. A second opinion was sought and a certified arborist advised these three trees had 10 to 15 years left and should be monitored on a yearly or every-other-year basis; the trees in question are not a danger to structures.

Votes were as follows:

- 2020 Budget: 60 approve, 3 abstain;
- Waive Audit: 58 approve, 1 abstain, 4 disapprove;
- Nominees for the Board: Bob Duncan and Tom Sprandel are approved
- 1 Ballot was not counted as there was no address, name or signature.

Portz read Bob Duncan’s resignation letter and moved to appoint Jere Sheldon to fill Bob’s term, Twohey seconded and the motion passed unanimously.

Member Comments:

- Spagle suggested a Reserve Fund to cover large, needed expenses.
- Ponto noted the need for volunteers for TLVA Disaster Preparedness and Welcome Committee; those interested should contact the Board at tlvaboard@plsbca.org
- Hammond revived a previous idea of acquiring a shipping container, burying it, landscaping over it and filling it with supplies to create a communal disaster preparedness storage. He will look into costs and equipment needed.
- Fran Wickeham noted there was no mention in the budget regarding new mailing boxes. Ponto noted (Legacy) Trees and Ponds would take precedence.
- Lois Ruggles requested Common Area trees behind their home be addressed as there was an infestation. Clark Ruggles added these were not tent caterpillars but dead limbs on evergreens. These trees will be addressed by the new Board.
- Portz advised that Port Ludlow Fire & Rescue will assist residents returning from hospital, if you call in advance they will help you transition from car to home.
- Dan Darrow requested the new Board look into a secret ballot for next year.

At 4:01 p.m. Wickeham moved to adjourn the meeting, Portz seconded and the motion passed unanimously.

Regular TLVA Board Meetings are held in the Conference Room, as follows:

- December 16, 2019 at 10:00 a.m.;
- March 16, 2020 at 10:00 a.m.; and
- June 15, 2020 at 10:00 a.m.

The Annual Meeting will be September 21, 2020 at 3:00 p.m. in the Auditorium.

Treasurer's Report

Teal Lake Village Association
 Balance Sheet
 As of August 31, 2019

Accrual Basis

ASSETS					
			Operating	Reserve	
			Fund	Fund	Total
Cash and Cash Equivalents			78,810.64		78,810.64
Dues receivable			36,950.00		36,950.00
Fees Receivable			0.00		0.00
Prepaid Expenses					
Prepaid insurance			2,213.84		2,213.84
Total Assets			117,974.48		117,974.48
LIABILITIES AND FUND BALANCES					
Dues collected in advance			1,000.00		1,000.00
Accounts payable			0.00		0.00
Federal income tax payable					
Total Liabilities			1,000.00		1,000.00
Fund Balances			116,974.48		116,974.48
Total Liabilities and Fund Balances			117,974.48		117,974.48

Teal Lake Village Association
Statement of Revenues, Expenses, and Changes in Fund Balances
Month ended August 31, 2019

Accrual Basis

	Actual			
	Operating Fund	Operating	2019	
	Month	Fund	Annual	% of
	July	YTD	Budget	Budget
Revenues	0.00			
Contribution	0.00	0.00		
Utility Recovery	0.00	101.50		
Homeowner Fin. Charges	0.00	49.98		
Late Fee Income	0.00	25.00	130.00	19.23%
Escrow Fee Income	0.00			
Homeowner Dues Income	0.00	176,400.00	176,400.00	100.00%
Interest Income	4.50	35.28	20.00	176.40%
Total Revenues	4.50	176,611.76	176,550.00	100.03%
Expenses				
Admin Expense				
Accounting	96.75	1,032.00	7,000.00	14.74%
Insurance	402.08	1,807.89	2,475.00	73.05%
Legal			500.00	0.00%
Postage/Office	300.24	412.72	612.00	67.44%
Landscape Expense				
Landscape Contract	11,627.91	93,027.80	141,440.00	65.77%
Landscape Contract Discount	(253.48)	(1,774.36)		
Landscape Contract WSST	1,046.51	8,372.52	12,730.00	65.77%
Landscaping Misc.		710.83	1,000.00	71.08%
Repairs & Maintenance				
Holding Pond	0.00	3,676.35	19,260.00	19.09%
General Maintenance	2,289.00	4,476.05	1,000.00	447.61%
Tax Expense				
Jeff County Property Tax	0.00	17.90	18.00	99.44%
Tax Preparation	0.00	275.00	375.00	73.33%
Utility Expense				
Electricity	40.18	343.61	500.00	68.72%
Water	223.16	344.24	650.00	52.96%
Website			0.00	
Total Expenses	15,772.35	112,722.55	187,560.00	60.10%
Excess (Deficiency) Revenues Over Expenses	(15,767.85)	63,889.21	(11,010.00)	
Fund Balances Beginning	132,742.33	53,085.27		
Fund Balances Ending	116,974.48	116,974.48		

TEAL LAKE VILLAGE LANDSCAPE/POND REPORT 2018-2019

I – In first year of renewed contract; two more years to go
Cost for 2019 -2020 = \$142,325 about a \$3000 increase

II – Complaints this year (about average):

- Scalloped lawns
- Improper trimming
- Spilled chemicals
- Improper edging
- Water leak investigations/solutions
- NLS did not follow requests

NLS tries to do the job as you desire but remember crews are not English proficient and under pressure to work quickly make mistakes. Not many but they can be irritating. NLS has been exemplary in efforts to correct mistakes. Use “Don’t trim cards” to help. The more special requests are made the more chance for error... NLS are Landscapers not gardeners. Please try not to talk with landscape workers...most are not fluent in English and will nod understanding as is a Latin custom but may not really understand. Call or email landscape chairperson if you have problems or want a special request (include your name and address, please).

III – Possible additions to landscaping this coming year:

- Additional mow on common areas = \$1690
- Additional weed control common area =\$2500
- Re-seed common areas = \$2250
- Replace dying bushes = \$556
- Plant ground cover on steep slope to reduce slide risk = \$694

IV – Who to contact for what:

- Routine mow of common areas = Landscape Chair
- Request to reduce trees in common area = Village ARC
- Prune/cut/remove Resident trees (5ft+) = Village ARC
- Routine mow/trim/prune Residence areas = Landscape Chair

V - Coyotes

- Coyotes are “chickens” BUT keep track of small cats and dogs.
- It coyote is seen ... pick up your pet
- Carry a golf club if sightings are frequent
- Coyotes are sneaky and will mimic dog actions to come close

VI - Request to ask homeowners to trim limbs/etc. hanging over sidewalks

2018 -2019 Annual Meeting Pond Report

I - Good News/Bad News is that a lot of the expensive work scheduled for the Bayview pond is being delayed by County wanting to be sure proposed tree removal uphill of pond will not create slide danger. This is delaying work to be done on the hillside and the major work of dredging the pond to remove “horsetail plants”.

- For those unknowledgeable about the ponds you should know founding documents place a 62% burden of the pond maintenance costs on Teal Lake HOA but management of the work resides solely in the hands of Bayview Village HOA.

II - Planned work on the Pond:

- County Permits applications -\$2500 = \$1650 for TLV
- Fall mowing around the pond -\$1700 = \$1254 for TLV
- Possible Fall Tree Removal and Road work -\$15,125 = \$9,378 for TLV
- Unlikely Fall Pond Dredge - \$11,962 = \$7,416 for TLV
- GRAND TOTAL FOR PLANNED WORK = APPROX. \$19,698 (plus taxes)

II – More good news: Bayview has been successful at finding what appears to firms who will do the work better and at less cost. Virtually all of the credit for this goes to Bayview’s “Pond Maven” Lynn Pihl.

III – Bayview has added another volunteer to the pond maintenance: Ross Blaker

III - Bayview HOA is involved in a legal dispute which might affect the timing for the above work.

Teal Lake Village Association Architectural Review Committee Annual Report

September 16, 2019

This year Sheila Twohey and I have managed the applications to the ARC.

The residents of Teal Lake Village have continued to keep their property looking better than ever with each improvement or repair.

We have had eight applications that needed SBCA approval:

Most applications have been for painting of houses, roofing, deck improvements, as well as landscape improvements all have been approved by SBCA and most of the work has been accomplished.

We have had some applications to trim trees and shorten shrubs in the common areas.

Also, to lessen the danger of fire hazards, we have removed lower limbs on trees in three areas of concern. This work was done in June and July and is complete.

Joe Guillien