

Teal Lake Village Association (TLVA)  
Board of Directors Meeting  
Monday, 18 June 2018 10:00 am

**DRAFT**

Steve Hammond called the meeting to order at 10:00a.m.. Peggy Ponto, Jen Portz, Chris Spagle, Glenn Waldenberg and Bob Logan were present. Twelve (12) homeowners were in attendance. A quorum was determined.

Portz opened a brief discussion regarding electronic votes the Board had taken after the March 19, 2018 Board Meeting. During the March Board Meeting there had been a vote to approve "the February (5, 2018 Special Board Meeting) minutes after two corrections." Minutes must reflect what went on at a meeting therefore the language used in the March Meeting motion was incorrect, however the intent was to fix two items voted on at the February Meeting and then approve the February Meeting Minutes as originally written. These votes were taken electronically (see emails in the TLVA archives), and are re-affirmed here.

1) Portz moved to approve the February 5, 2018 Special Board Meeting Minutes as originally written. Ponto seconded and it passed 5 - 1 (Logan voted no).

2) To clarify the intent of a motion during the February 5, 2018 Special Board Meeting regarding Spagle being approved to "contract for a professional reserve study", Portz moved that the Board authorizes Spagle to obtain proposals for a professional Reserve Study for further Board review. Hammond seconded and it passed unanimously.

3) To modify the directive from the February 5, 2018 Special Board Meeting minutes regarding the approval of a fine for violation of TLV CC&Rs and SBCA CC&Rs and Design Standards, as the fine cannot be implemented due to a lack of legal prerequisites by either TLVA or SBCA, therefore Portz moved that the TLVA Board authorizes Steve Hammond to write a letter to the homeowner notifying her of the Board's determination of rule violations. The letter should demand corrective action and provide copies of the SBCA and TLVA CC&Rs and Design Standards justifying the violation determination. A draft of the letter will be provided to the Board for review prior to mailing. Ponto seconded and it passed 5-1 (Logan voted no).

4) Portz moved to approve the March 19, 2018 Board Meeting Minutes. Spagle seconded and the motion passed 5-1 (Logan voted no).

Spagle gave a financial report (see attached). A lengthy discussion ensued. As there are several projects in the near future, the costs of which are as yet unknown, specifically the dredging of Bayview Ponds (for which TLVA must pay a portion) and possible concerns that might be found with the Tree Survey (due at the end of June), therefore newspaper box care or removal and sidewalk power washing were not authorized. Logan bought up the bookkeeping service agreement. A discussion ensued. Hammond moved to continue on a month to month basis with Jolley Financial Services until a decision is made to retain her full time with a contract or discontinue her service, based on criteria the Board will define. Portz seconded. Further discussion ensued. Logan moved to amend the motion to spell out "bookkeeping services", Spagle seconded and the amendment passed unanimously. Logan again moved to amend Hammond's motion to include "to produce an acceptable financial report within ten days of the end of the month." No second was heard and the amendment failed. Hammond's motion then passed 5-1 (Logan voted no).

Ponto gave the ARC report (see attached). It has been busy with eight applications sent to SBCA. The new guidelines have made it easier. Spagle moved to accept the ARC Report, Portz seconded and it passed unanimously.

Waldenberg opened a discussion regarding the Landscape Report (see attached). The Tree Survey will be complete by the end of June. (Note: Later in the meeting a homeowner asked about maintenance of large trees in the common area. Should one become a danger it would be the financial responsibility of TLVA. See TLVA Board Meeting Minutes of 3/21/2016) Portz moved to accept the Landscape Report, Ponto seconded and it passed on a 5-1 vote (Logan abstained).

Logan opened a discussion regarding his efforts to seek reimbursement for repairs TLVA made for damage to the lower entrance utilities and landscaping from WAVE's and its subcontractor's trenching activities. Logan had sent several letters, including one labeled "draft" to the local WAVE office, but with the recipient being James Holanda who is based in New Jersey. Logan also filed a complaint with Washington State regarding the damage. Letters and the complaint were written and sent without any Board input; all were signed "Robert Logan, TLVA Board". A lengthy discussion ensued. Logan handed out a revision of the "draft" letter he had already sent and then made a motion to have Board Members sign a letter to James Hollanda, CEO RCN Corporation dated June 20, 2018 and send it out as soon as possible. Ponto seconded. More discussion ensued. The motion failed on a 3-3 vote (Hammond, Spagle and Portz voted no). Further discussion ensued. Amendments and corrections to Logan's letter will be conducted via email.

Hammond gave an update on SBCA's progress in creating a Fine Policy. A discussion ensued. Carol Katuzny opened a discussion regarding a community Flag Ceremony. Portz moved to create an Ad Hoc Flag Ceremony Committee with Katuzny as Chair and populated as she sees fit. Waldenberg seconded and it passed unanimously.

Logan announced this September he will again run for the Board. Portz moved to approve the Annual Meeting Packet (sent to the Board via email) with the addition of Logan as a candidate, his bio and with the 2019 Budget which would be sent immediately prior to mailing packets. Ponto seconded. The motion was tabled after a lengthy discussion regarding a vote taken during the September 2016 Annual Meeting, the minutes of which read "to amend the By-laws to increase the TLVA Board from five to seven stood and was passed with a raise of hands in the majority." This vote is in conflict with TLVA Articles of Incorporation and CC&Rs which state "The Board shall be composed of at least three (3) and no more than nine (9) members." Additionally, The By-Laws state "in the case of any conflict between the Declarations (CC&Rs) and these By-Laws, the Declarations shall control." Portz then moved that the amendment to the TLVA By-Laws, enacted at the September 19, 2016 Annual Meeting be rescinded retroactively to that date so as to be considered null and void, Hammond seconded. Further discussion ensued. The motion was tabled to the 2018 Annual Meeting. Hammond then moved to place on the 2018 Annual Meeting Ballot a measure to clarify that the Board should be composed of at least three (3) and no more than nine (9) members as stated in our CC&Rs, Articles of Incorporation and By-Laws. Ponto seconded and it passed 5-1 (Logan voted no).

Portz then moved to approve the Annual Meeting Packet with the addition of Logan as a candidate, his bio and the Ballot measure just passed, Ponto seconded. A discussion ensued and the motion passed with 3 votes for, 1 abstain (Ponto) and 2 against (Logan and Spagle). Ponto left the meeting. Portz moved to approve the Annual Meeting Packet with the addition of Logan as a candidate, his bio, the Ballot measure just passed and enough nominees and write-ins to equal the open Board slots, Hammond seconded and it passed with 4 affirmative votes. Logan would neither vote for, nor against, nor abstain.

TLVA's web-pages, which are on SBCA's website (which is currently being revised), will now be managed by Portz under the Board's guidance. Spagle will send a note to our current website contact to thank her for her past help and ensure there are no outstanding bills. Phyllis Waldenberg resigned as the New Neighbor Welcome Committee and advised the New Member Packet should be revised. The Board thanked Phyllis for her years of service. Until a replacement can be found, the task will fall to the Secretary. At 12:31 p.m. Portz moved to adjourn, Spagle seconded and it passed unanimously.

The **Annual Member Meeting** will be held in the **Bay Club Auditorium on September 17, 2018 at 3:00 p.m.** All members are encouraged to attend.

TLV – Treasurer’s Report  
6/18/18

- Cash in Bank 5/31/18

Checking	46,315.64
Money Market	35,276.82
Uncleared checks	(543.81)
Total	81,048.65

- No delinquent dues

- Areas of budget concern:

- General Maintenance:

- Significantly over budget due to repair at entrance
- Potential additional expense for pressure washing sidewalks of \$3,478
- The mailbox pressure washing cost will post in June for \$646

- Pond Maintenance:

- Expenditure to date is \$1,812
- Bayview seems to be having difficulty identifying a vendor to do the dredging
- The pond may be in very bad condition which could result in significant cost to remedy

- Other:

- Accounting:

- We are and should remain under budget
- I anticipate reduced bookkeeping costs with new service provider

Teal Lake Village Association  
Statement of Revenues, Expenses, and Changes in Fund Balances  
**CY 2018 - PROJECTED**

	<b>Annual</b>	<b>Actual</b>	<b>Projected</b>	
	<b>Budget</b>	<b>Operating</b>	<b>Fund</b>	<b>Annual</b>
	<b>2018</b>	<b>Jan - May</b>	<b>2018</b>	
<b>Revenues</b>				
Contribution	0	0		
Utility Recovery	0	92	92	
Homeowner Fin. Charges	0	5	10	
Late Fee Income	90	0	90	
Escrow Fee Income	25	125	200	
Homeowner Dues Income	176,400	176,400	176,400	
Interest Income	30	9	20	
Dues Credit	-14,700	0	(14,700)	
<b>Total Revenues</b>	<b>161,845</b>	<b>176,630</b>	162,112	
<b>Expenses</b>				
<b>Admin Expense</b>				
Accounting	8,500	2,080	3,280	2080+1200
Insurance	2,350	958	2,350	
Legal	500	0	500	
Postage/Office	900	124	600	124+476
<b>Landscape Expense</b>				
Landscape Contract	137,454	57,000	137,454	
Landscape Contract Discount		(1,243)	(2,988)	
Landscape Contract WSST	12,371	5,271	12,371	
Landscaping Misc.	6,000	786	4,909	786+645+3478
<b>Repairs &amp; Maintenance</b>				
Holding Pond	6,200	1,812	1,812	unknown
General Maintenance	500	4,293	4,293	
<b>Tax Expense</b>				
Jeff County Property Tax	20	18	18	
Tax Preparation	375	375	375	
<b>Utility Expense</b>				
Electricity	410	192	475	
Water	480	73	600	
Website	150	0	150	
<b>Total Expenses</b>	176,210	71,739	166,199	
<b>Excess (Deficiency) Revenues</b>				
<b>Over Expenses</b>	-14,365	104,891	-4,087	

## **TLVA ARC Report 6/18/18**

8 requests needed to be forwarded to SBCA ARC for approval. All received approval and work has been completed.

(3) New Roof replacement

(1) New Deck

(4) exterior house painting.

The TLV ARC signed off on several requests for trimming of trees too close to the house, and addition of a bird house.

NOTE: The new regulations put in place by the SBCA ARC have simplified this process for the home owners.

## **6/18/18 Landscape Committee Report to Board**

Arborist Survey: The Monarch Company Arborist spent last week on site tagging and surveying the large legacy trees in all of the common areas A thru F. The survey should be completed by the end of this month and hopefully be available for the board to review and set some priorities for 2019 and beyond.

Current work for the month of June includes the usual mowing and edging at individual homes and the trimming of shrubs. All of the irrigation repairs have been completed.

Mailbox Kiosk: The cleaning of the ten mailbox kiosks and concrete pads was completed this past Thursday by Charlie Walker who did a good job, at a competitive price, in a timely manner and was bonded and licensed.

Northwest Landscape Services:

I was advised this past week by Pat Hall that Bayview Village HOA Landscape Committee has retained Northwest Landscape Services to maintain their village landscape. Pat Hall indicated the previous contractor Landcare ( Formerly True Green ) was not performing satisfactorily, and in fact, was getting less professional and much less cooperative with each passing month. The past three years was a real trial for their homeowners.

The Bay Club also retained Northwest Landscape Services beginning last year to maintain the campus at the Club.

Teal Lake Village HOA will be completing the third year in December of the three year contract with NLS.