

# **LWRHOA Quarterly Meeting**

**Aug 26, 2008 7:30pm**

## **Planned Agenda**

1. Call to Order
2. Roll Call
3. Board member comments
  - a. Leighton Lien, President
  - b. Vince Wallace, Vice President
  - c. Karlene Johnson, Secretary
  - d. Jason Nap, Treasurer

### **General Business**

- Treasurer's Report – Jason Nap, LWRHOA – 15 minutes
- 118<sup>th</sup> Ave Retaining wall update – Vince Wallace, LWRHOA – 5 minutes
- Email Address collection update – Karlene Johnson, LWRHOA – 5 minutes
- Monument electricity – Leighton Lien, LWRHOA – 10 minutes
- Sub-division watering – Leighton Lien, LWRHOA – 15 minutes
- 116<sup>th</sup> Ave Fence discussion – LWRHOA – 30 minutes
- Website update/management – Karlene Johnson – 10 minutes
- CCR's – Leighton Lien, LWRHOA – 30 minutes

**Meeting will adjourn no later than 10:30pm.**

## **Meeting Notes**

1. Call to Order: The meeting was called to order at 7:30 pm.
2. Roll Call
  - a. Board Members:
    - Leighton Lien, President
    - Vince Wallace, Vice President
    - Karlene Johnson, Secretary
    - Jason Nap, Treasurer
  - b. Other attendees:
    - Gary Thompson, Past President
    - Anita Thompson, Architectural Review Committee (ARC) Chair
    - Gerardo Hueto, Past President

3. Board member comments

a. Leighton Lien, President:

The President stated that this is not intended to be an “us vs. them” meeting. He invited additional attendees to this meeting as a way to get historical information on some issues on the agenda. He clarified that for any items at the meeting requiring a vote, only the board will be voting. The meeting was scheduled based on the schedules of the board members only, not any other attendees.

b. Vince Wallace, Vice President:

The Vice President stated that he envisions the board functioning as a “business entity” even though we are volunteers. His goal is to focus on resolving the issues and moving through the difficult feelings.

c. Karlene Johnson, Secretary:

The Secretary noted for the record that last quarter’s meeting minutes were approved via email before posting to the website. She also agrees with V. Wallace & L. Lien in wanting to resolve any issues in a professional and positive manner. She hopes that everyone can put aside any past difficulties and work together for the common good of the neighborhood.

d. Jason Nap, Treasurer:

The Treasurer stated that as fairly new board members we’re all trying to learn on the fly. He suggested that for the future we try to create something so that there is a more seamless transition from one board to another. He believes that some of the issues we’re facing may just be misunderstandings that have continued on.

## General Business

### Architectural Review Committee (ARC) Report, Anita Thompson, chair

- A. Thompson, ARC Chair, agrees that she would like everyone to step back in looking at some of the challenging issues. She also suggested that if things get to be too difficult, we could hire someone to manage the HOA.
- A. Thompson recommended that we distribute a current copy of the bylaws & the CCRs for all homeowners. The board discussed that currently the CCRs, the Bylaws and the 2 known amendments – the main documents governing the Association – are currently available for all homeowners on the website. May need to remind homeowners of that in an upcoming email.
- Thompson said the ARC tries to get approvals out in a week as much as possible in order to be responsive to homeowners. The approvals are done in no longer than 30 days. She believes that some homeowners are not aware of the need to have ARC approvals and could use a reminder.

***ACTION – A. Thompson:*** ARC provide a list of approvals to the Board on a monthly basis.

## **Landscape Committee Report**

NONE. The Landscape Committee chair was on vacation and unable to attend.

## **Treasurer's Report – Jason Nap**

- J. Nap, Treasurer, explained the Treasurer's report he provided. (See report at end of minutes.)
- The Board reviewed the proposed 2008 Landscape budget & requests provided by the Landscape Chair in July. Discussion on particular items:
  - Greenway Agreements: standard monthly maintenance is \$1,400 to mow, fertilize & weed-treat the grass areas. Plus additional cost for irrigation scheduled system maintenance and repair. Need to confirm with Landscape Committee Chair that she is checking Greenway's work prior to the Treasurer paying their monthly invoices.
  - Monument Bed Plants:
    - Landscape committee chair reimbursed for expenses from 2008 and 2007, which had not previously been submitted. Board wanted to ensure that the Chair was reimbursed for all she had spent. However, the Board agreed that going forward they would not reimburse expenses carried over from one budget year to another.
    - No additional planting of monuments for 2008 – includes plants & labor
  - Water Meters: Noted that the 2 line items in the budget for water meters are accounted for separately in the LWRHOA budget.
  - Thatching & Reseeding: Wait on this activity
  - Tree Trimming: The Board does not wish to for the LWRHOA to pay to trim the trees if they are on city property, because that would be the city's responsibility.

***ACTION – V. Wallace:*** check on the trees and whether they are on LWR or City property

***ACTION – L. Lien:*** Follow-up with Landscape Committee Chair re: budget and requests.

- Homeowner Dues
  - 5 homeowners have dues outstanding for 2007; 9 outstanding for 2008
  - J. Nap has sent letters to all the homeowners with outstanding dues. Next step is to apply liens. Note: A couple of homeowners who are delinquent in their dues have had liens on their property in the past.
  - Past president G. Thompson reminded the current Board that an official board action is required to place a lien.

## **118<sup>th</sup> Ave Retaining wall update – Vince Wallace, Board VP**

- In 2006, City of Newcastle was supposed to take care of fixing the retaining wall, but it was delayed.
- This year, after being contacted by V. Wallace on behalf of the LWRHOA, initially the city planned to put in a sidewalk & replace the wall with the correct kind of rock. But as they were going through Capital Budget, they realized there were no funds to do this work.
- V. Wallace pointed out to the city, the LWRHOA's safety concerns of the wall as it currently is. City did a soil analysis and concluded they are not concerned about rocks

falling into the street. They ARE concerned about kids climbing on the rocks & causing them to fall.

- Solution is a temporary black chain-link fence. Will be completed by the end of August.
- Goal is permanent structure in 2011, but may be 2010 if possible within the budget. Cost is approximately \$200,000 and is the responsibility of the City.
- G. Thompson: Gave background that there had been a formal board action in the past not to give or sell any land to the city. Discussion among current board that this action may not apply to the 1 foot right of way needed for the city to provide the sidewalk.
- V. Wallace has stayed visible with the city & will continue to do so. He will attend the meeting at the end of the year when the budget is voted on to include the replaced wall.

#### **Email Address collection update – Karlene Johnson, Board Secretary**

- 51 confirmations & 2 new email addresses (saw the signs & emailed), including 1 new owner name.
- 1 email failure notice, but we have a 2<sup>nd</sup> email for that person
- Discussion about how to get email for the homeowners for whom the HOA does not have an email. Suggestion of sending a letter with a postcard to return with the email address. G. & A. Thompson offered to personally contact any of their immediate neighbors for whom the HOA does not have emails because they thought that might be more effective than a letter. The current Board agreed that they would each be willing to contact their immediate neighbors in person as well. L. Lien requested that we still have a letter to share with people to explain what why we are collecting the emails.
- ACTION: K. Johnson create a letter and a list of homeowners for whom email addresses are needed sorted based on where they live.
- ACTION: The Thompsons & the Board members will contact their neighbors to get their emails. J. Nap will contact the 9 homeowners who are delinquent in dues so that he can also follow-up on that to make sure they have received the notices.
- ACTION: Next EMAIL update to HOA will be end of September. Include update on major issues discussed at Board meeting (referencing minutes on website for more info) and reminder about submitting requests to ARC.

#### **Monument electricity – Leighton Lien, Board President**

- Bob Geary did some initial research on behalf of the board earlier this year and found that it is not possible to run a pipe under SE 76th so that both monuments off 116<sup>th</sup> can be on one meter. He recommended putting a meter on each side of the street. Further research on this issue was then handed off to Beverly Fletcher. As of August 4, this issue is back in the hands of the Board President to research and resolve.
- The issue with electricity to the monuments has been going on for many years. In the past, one homeowner cut the wires bringing electricity to the monument. This homeowner has currently removed the light bulbs in the lights lighting the monument.
- L. Lien recently received newly surfaced communications from Puget Sound Energy to homeowners dating from 1991 stating that reselling electricity to the HOA is illegal. Based on this new information, it seems even more urgent to resolve this issue.

- 1) Div 1 Lot 1 has a separate meter that they installed. However they have removed the bulbs in the lights so they are not working. L. Lien has approached homeowner about the HOA paying the costs for the meter the homeowner installed and transferring the electrical service to the HOA. Waiting to hear a response.
- 2) Div 1 Lot 78: would need to have a meter installed. Requires boring or trenching. Goal is to get this resolved this fall.

#### **Sub-division watering – Leighton Lien Board President**

- Cost of installing meters separate meters for the water going to the 2 monuments off 116<sup>th</sup> & the plants along 116<sup>th</sup> is about \$20K.
- L. Lien working to find out from Coal Creek Utility about whether reselling the water is illegal or not. Has not been able to get a response yet.
- Issue of watering plants along 116<sup>th</sup>. On south side of SE 77th Place, water has not been turned on this year – not sure why as homeowner had previously expressed approval to continue watering agreement. On north side of SE 77th Place, Greenway had installed a usage meter at Beverly's request (and paid for by HOA) but apparently there is some problem now that water is not getting out to the end of watering zone.
- Discussion about benefits of moving to “zeroscape” so that watering is not required.

Where watering currently occurs:

- 116<sup>th</sup> along fence
  - Tract I – belongs to the city of Newcastle but HOA maintains it (because the city would not water & mow frequently enough to keep it looking good)
  - Tract A – piping but no water
  - Tract J
  - Tract B – City owned
  - Note: Numerous walkways throughout LWR are not maintained
- L. Lien recommends that we stop watering from all the current meters where we have agreements with homeowners. This would not include Tract I, which is on a separate meter than the HOA manages. Discussion among attendees about pros and cons of letting Tract I go waterless.

**Motion:** LWRHOA will stop watering from all 3 meters where the HOA has water agreements with homeowners. These are

- Tract J
- Lot 78 – front entrance meter
- Lot 1 – front entrance meter

By the end of this year, the Board will notify the homeowners that the HOA is deactivating the meters and terminating the water agreements with them.

***Motion was seconded and approved unanimously by the 4 Board members.***

Due to the change in watering, the board will also communicate with the Landscape Committee Chair to please not remove any existing plants or put in any new plants at this time.

### **116<sup>th</sup> Ave Fence discussion – LWRHOA Board**

- L. Lien brought copies of documents provided by B. Fletcher, “Action of Architectural Control Committee and Owners of Lot 1, 76, 77 and 78” dated 11/6/1990.
- No one (board members, other homeowners) knew anything about the documents until July 2008.
- Document contains information about: 1) utility reimbursement; 2) Easement along fence 116th 3) maintenance of fence along 116<sup>th</sup> Ave SE.
- Discussion about validity of document. Is it a true amendment to the CCRs or is it an agreement (which is between specific homeowners). Agreed that we need more info.
- Discussion about fence guidelines. New fences need to be approved by the ARC
- 3-4 years ago, the ARC approved a paint color for the homeowners who share the 116<sup>th</sup> fence to paint it. The fence was not painted.

***ACTION – L. Lien:*** Contact Rick Slagle, who is an attorney, to get advice on the legitimacy of the document. Is it a legal & binding document? What does this document bind the HOA to do? What options does the HOA have? What is the impact of the motion at the annual meeting?

CCRs: state that the finances will be audited if the assessments are \$50,000 or greater. So we do not have audited financial statements because assessments are less than \$50K.

### **Website update/management – Karlene Johnson, Secretary**

- Ralph Mitchell is webmaster for theridegeline.com; he is located in Peru & travels frequently. He makes any content updates to current pages as part of web hosting package (for example, adding meeting minutes, updating board member names, etc)
- Any other changes incur a fee. For example, 2 possible changes (listed below) were estimated to be 3 hours @ \$75/hour = \$225. This is not an unreasonable price for a web developer, but is high relative to the overall LWRHOA web budget
  - Change the name of 1 or 2 navigation items
  - Create archive pages for each year for the minutes
- K. Johnson suggested we look at alternatives for managing the website so the board can edit it ourselves. Perhaps there is even a web developer among the homeowners who would be willing to develop the site for free? Goal would be to switch prior to the next time the annual payment is due for web hosting (Feb/March).

***Action- K. Johnson:*** research alternatives for the website (during the Fall).

### **Update to CCR's – Leighton Lien, President**

- Original CCRs are posted on website.
- Proposed updates to CCRs are in password-protected area of the site.
- Major changes: L. Lien plans to do a summary of these prior to the next annual meeting. Had intended to have that done by now, but has had to attend to other HOA issues that have arisen this summer. Goal is to have the summary distributed in January so homeowners have time to review.

***Action- L. Lien:*** create CCR change summary

**Issue with Limousine Business, Leighton Lien, President**

- L Lien contacted the City of Newcastle regarding the LWRHOA homeowner who is running a limousine business out of their home. City's enforcement officer came out to inspect. The City does not allow a limousine business in residential zoning, and the homeowner does not have a business license to boot. The City is now in the process of having the city attorney write the homeowner a letter regarding the violations.
- L Lien will get a copy of the letter once it's sent (since it's public record) – and will follow-up with homeowners who have expressed concern. Will encourage homeowners to contact the city if the business continues because it is the city that has the leverage to resolve this issue. The Board will continue to track it.

**Meeting adjourned at 10:45pm.**

**LWRHOA EXPENSES A/O 8/26/08**

<b>Date</b>	<b>Landscaping - General Maintenance</b>	<b>Utilities - Maintenance</b>	<b>Administrative</b>	<b>Insurance</b>	<b>Social</b>	<b>Legal</b>	<b>Website</b>	<b>2007 Dues</b>	<b>2008 Dues</b>	<b>Total</b>
12/6/07		(84.49)								
12/6/07		-								
1/4/08		(142.01)								
1/4/08		(473.12)								
1/8/08				(1,300.00)						
1/8/08			(150.00)							
2/4/08	(1,399.37)									
2/4/08	(1,399.37)									
2/28/08								312.50		
3/7/08		(45.40)								
3/7/08		(45.40)								
3/17/08								500.00	6,092.00	
3/17/08	(1,399.37)									
3/24/08									1,000.00	
3/24/08								285.00	6,500.00	
3/26/08									3,500.00	
3/26/08							(420.00)			
4/3/08									3,750.00	
4/3/08	(1,400.66)									
4/25/08			150.00					567.50	1,785.00	
5/5/08		(45.40)								
5/5/08		(45.40)								
5/22/08									500.00	
5/22/08	(1,400.66)									
5/27/08	(1,951.64)									
5/28/08									250.00	
6/2/08									825.00	
6/20/08									1,325.00	
6/20/08	(1,680.30)									
7/3/08		(78.12)								
7/3/08		(98.57)								
7/18/08	(1,000.00)									
8/14/08									1,407.50	
8/14/08				(816.00)						
8/14/08	(2,899.37)									
8/20/08	(706.98)									
<b>TOTAL</b>	<b>(15,237.72)</b>	<b>(1,057.91)</b>	<b>-</b>	<b>(2,116.00)</b>	<b>-</b>	<b>-</b>	<b>(420.00)</b>	<b>1,665.00</b>	<b>26,934.50</b>	<b>9,767.87</b>



**PROJECTED EXPENSES THROUGH 12/31/08**

<b>Date</b>	<b>Landscaping - General Maintenance</b>	<b>Utilities - Maintenance</b>	<b>Administrative</b>	<b>Insurance</b>	<b>Social</b>	<b>Legal</b>	<b>Website</b>	<b>2007 Dues</b>	<b>2008 Dues</b>	<b>Total</b>
9/1/08	(1,400.66)									
10/1/08	(1,400.66)									
11/1/08	(1,400.66)									
12/1/08	(1,400.66)									
9/1/08		(45.40)								
9/1/08		(500.00)								
11/1/08		(45.40)								
11/1/08		(500.00)								
Dues Outstanding								1,250.00	2,250.00	
Bidle		(400.00)								
Fletcher		(500.00)								
Nguyen		(200.00)								
12/1/08			(192.00)							
<b>TOTAL</b>	<b>(5,602.64)</b>	<b>(2,190.80)</b>	<b>(192.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,250.00</b>	<b>2,250.00</b>	<b>(7,985.44)</b>

**PROJECTED TOTAL THROUGH 12/31/08**

<b>TOTAL</b>	<b>(20,840.36)</b>	<b>(3,248.71)</b>	<b>(192.00)</b>	<b>(2,116.00)</b>	<b>-</b>	<b>-</b>	<b>(420.00)</b>	<b>2,915.00</b>	<b>29,184.50</b>	<b>5,282.43</b>
<b>Budget</b>	<b>(17,000.00)</b>	<b>(3,500.00)</b>	<b>(400.00)</b>	<b>(2,500.00)</b>	<b>(600.00)</b>	<b>(500.00)</b>	<b>(500.00)</b>	<b>2,750.00</b>	<b>29,000.00</b>	<b>6,750.00</b>
<b>Over/Under</b>	<b>(3,840.36)</b>	<b>251.29</b>	<b>208.00</b>	<b>384.00</b>	<b>600.00</b>	<b>500.00</b>	<b>80.00</b>	<b>165.00</b>	<b>184.50</b>	<b>(1,467.57)</b>