

Village at Lake Chelan
Board Meeting Minutes
January 4, 2017 7:00pm

Call to order:

Meeting called to order at 7:01pm via telephone conference call.

Present were Lee Parker, Karen Holst, Wayne Gordon, Toni House and Leslie Burns.

Board Reports:

Secretary-No report

Treasurer-No report

Committee Reports:

Architectural committee: Lee Parker is the ARC committee board liaison.

Landscape/Snowplow committee: Wayne Gordon and Karen Holst are the board liaisons for the Landscape Committee.

Pool committee: Leslie Burns is the Pool Committee board liaison. Leslie will be contacting Jack Rutter and Rick Sprecht in March for pool maintenance bids.

New Business:

Board position assignments/term expirations: Lee Parker-President (Term exp. 12/31/17), Karen Holst- VP (Term exp. 12/31/17), Leslie Burns-Secretary Term (exp 12/31/18), Wayne Gordon- Member at Large (Term exp 12/31/18). Resignation of Sarah Cushing from Board: Motion to accept Sarah Cushing's resignation, seconded, motion passed. Nominate Toni House to Board Treasurer/Vote: Motion to appoint Toni House to Board Treasurer position, seconded, motion passed (Term exp.12/31/17)

Banking requirements for account authorization: Karen reported she has received a banking authorization transfer from Leslie to add her to the account. Wayne will be handling his banking authorization transfer when he returns. Toni and Karen are meeting with the bank on 12/5/17 in order to transfer banking authorization over to the new board members.

Access to website, email account, PO Box and property security code information: Karen has provided the board members with login and password info to the board email account. Karen volunteered to contact the company who maintains our HOA website in order to get the password info for board access.

Karen received mailbox keys, kiosk key, a paper log of key assignments, the HOA debit card and PIN and a key to the information box from Sarah.

Recruitment of new ARC members/other committee members: Lee Parker made a motion to appoint Cliff House (Lead committee member) and Steve Ness to the ARC, seconded, motion passed. Brenda Zeiger will remain on the committee.

Dues increase (\$60) & how to handle payments at old rate/Acceptable payment schedules (monthly, quarterly, semi-annual, annual): Karen Holst made a motion to allow homeowners who only paid \$55 for their January 2017 dues to make up the difference of \$5 with their February payment without penalty, seconded, motion passed. Karen and Toni will notify owners who have paid the incorrect amount.

Collection of mail from HOA POB in February: Karen reported Jeanette Nelson may be willing to pick up the mail between mid-January and the third week of February, scan the checks and deliver them to the accountant. Karen and Toni will follow up with Jeanette.

Draft board position responsibilities and procedures: Wayne will provide some draft language for board position responsibilities and procedures. Karen and Toni will draft procedure language relating to the Treasurer's position. Leslie will work on draft language for Secretary related procedures.

Mailbox parking: Karen made a motion to have a sign made which reads, "10 minute parking 8:00am-8:00pm, except Sundays and Holidays," for the mailbox parking to keep people from parking long term and blocking access to the mailboxes, seconded, motion passed. Toni volunteered to have a sample sign made and once approved, have a permanent sign made for placement in the parking area.

Removal of holiday lights and decorations by Jan 15th: Place reminder in newsletter to please remove holiday lights and decorations by Jan 15th of each year.

Purchase of holiday lights for next year (on sale at Home Depot): Leslie made a motion to purchase holiday lights while they are on sale, with a maximum of \$100 to spend, seconded, motion passed.

Old Business:

Capital reserve study: Karen reported from the September 2016 meeting minutes that the board was going to initiate a capital study in the first quarter of 2017. The study is required to occur every three years. The study must occur in 2017. Lee has agreed to be the point for the study and to contact the same firm the HOA used the last time.

Insurance contact update: The insurance company representative (Diana Kaspar) needs to receive the names and contact info of the new board members. Karen has agreed to be responsible for updating the insurance agency. Lee requested Karen inquire about getting a copy of the policy.

Off Agenda Items: Board member to handle violations/complaints: Wayne volunteered to chair a committee to respond to complaints/violations. The board accepted his offer. Wayne will draft procedure language for handling complaints and violations.

Accounting reports: Karen would like to receive the accounting reports from Evergreen Accounting. Toni volunteered to have the reports sent to her and she will disseminate them as she receives them.

Contractor deposit: The Treasurer will hold the construction deposits and return them upon completion and final approval of construction.

Lot 75 update: Lee will contact Jason to find out what, if any, resolution was decided in regards to lot 75.

Next meeting:

March 11, 2017, 10:00am, location TBD

Adjourn:

The meeting was adjourned at 8:27pm