HARBOR LIGHTS ESTATES HOMEOWNERS ASSOCIATION

Board Meeting Minutes for 21 September 2015 at 6:00 p.m. at 2237 Steamboat Loop East

Board members in attendance:

Mary Jaffe, Vice President
Lisa Kirkemo, Secretary
Daniel Ransom, Treasurer

Other Home Owners in attendance:
Mandy Krause

The meeting was called to order by Vice President, Mary at 6:26 p.m.

Minutes

The minutes from the last Board meeting of 17 August 2015 were read and approved as written.
One Board member was given further clarification regarding WA Code 24.03.120 that requires face-to-face meetings or voice-recorded/accessed meetings.

Treasurer's Report

The sum of $240 reported on August 17th as collected but not deposited has been deposited. However, because one assessment check was not signed by the homeowner, the bank has held it until the homeowner's signature can be obtained. The treasurer will take care of the issue at his earliest convenience.

There is a present balance of $6, 60 0.79 in our account, and our bills to Puget Sound Power and C&L Lawn Maintenance have been paid. Our present Budget for FY 2015-2016 will have a Reserve Study deficit of $167.79. This deficit will continue to grow until we have an increase in the assessment amount to $120. Which would cover the present level of budget requirements to 2030.

Old Business:

Lot one report

Because the home has been sold and the owner is making improvements, the Board is satisfied that there is no more reporting to be done on Lot 1.

D&O Insurance *(Directors and Officers Insurance)*

There was a conversation regarding the location of the D&O bids obtained and presented to the President for the Committee at the last meeting. Ken Farmen asked Mary Jaffe to try to locate more copies and give them to Sherrie. Mary was able to locate a copy of one of those bids in her email, but it was not given to Chairperson Sherrie Jorgenson as Mary decided that the Committee needed more options than the one bid.

Mary's effort to receive more bids was suspended when Daniel Ransom, Treasurer, advised her that neither the HOA Budget nor the Reserve Study should be released in its original format to an Insurance company for the purpose of determining eligibility or cost. A discussion ensued that concluded in the decision that Daniel would provide Mary a summary of both documents that did not include specificity that is privy only to the HOA. When Daniel provides the summaries, Mary will continue to obtain several more bids and will contact Sherrie with the material she has accumulated.

Homeowner, Mandy Krause, expressed interest in the D&O issue, so Mary invited her to join the Committee, as she was not heard that it had been fully formed. Daniel located an email from Ken that had named Mike Bray, Troy Larson and Sherrie.

On the D&O issue, It was decided that a timeline is critical in moving the D&O plan along. Mary will meet with Ken and will present a recommendation by the Board that the committee be appointed by September 29 and commence activity soon thereafter.

Work Party

A work party had been set for Saturday, September 26th at 9:00 a.m. Lisa and Ken had not had an opportunity to meet at the entrance and decide what to do with the dead trees and overgrown shrubbery. Homeowner Mandy Krause said that her mother almost got hit at the entrance because a car was unable to see her. Lisa said that she would get together with Ken and assess the problems for a solution. The Board cancelled the party as the Board is not prepared.

Updated List of Members

Because the Secretary and President had not had time to complete the Welcome packets and visit new Homeowners for their contact information, Mary had assembled the packets and contacted everyone. All email signatures have been gathered except for the Allen's of Lot 1. They have been given the packet, the instructions and have yet to return the form. However, the new contact information from the other new Homeowners was sent to the other Board Members. There are two other households (Foster and Larochelle) that require contact for updates. Mary will do that as soon as she can.

Archive Progress

Mary Jaffe created an HOA Archive file and presented the model. It was agreed upon by the Board as a useable framework for saving our documents. A copy of that framework is attached. Homeowner Mandy Krause suggested that we should place all our documents into the Cloud. Because the other Board members were pleased that Mandy had a commercial-grade scanner and said she'd be happy to scan document and put them into the Cloud, Mary handed her the flash drive with the HOA Archive as it had been presented. However, additional hard copy documents that are paper copies in boxes will have to be sorted and organized for filing appropriately. Someone will have to sort through the clutter and find documents that are appropriate for archiving

Missing from the documents are the Financial Records. Daniel Ransom has all HOA financial records that exist in digital format, so he agreed to place them in our Archive when it has been placed in the Cloud. These will be organized by FY (*fiscal year).*

Mandy Krause introduced the social media program "Nextdoor.com." Because it provides a format for issues interested to the neighbors, it is within the neighbors' rights to join as they wish, but it will not be considered part or function of the HOA. The HOA will continue its website as the official resource and communication format for HOA Members and will provide only that business that lies within the statutory responsibility of the HOA. "Nextdoor.com.," as a private online network remains separate and outside of HOA official business. It is for the use of neighborhood and does not depend or relate in any way to the HOA.

New Business

Lists of work instructions

Mary presented a year-long, timeline-like narrative instructing Board Members about the regular and on-going obligations of the HOA Board. This included all tasks required by law, deadlines by which tasks should be completed, procedural directions, the WA Codes and Bylaws that drive the actions, and advice on which options fail and which are the most effective in this neighborhood. The Board agreed with the information, but also agreed that Daniel should put his editing and engineer's touch on a format so it is more user-friendly.

Secretary Resigns

Lisa Kirkemo, Secretary, stated that with her new job and exceptionally large work load, she had decided that she could not fulfill the obligations of her position with the HOA. She expressed her intention to resign the position but to continue to help out any other way she could. For example, she will still work with Ken on deciding what course of action to take with the entrance landscaping. A motion was made and passed by a two-thirds majority to accept her resignation.

Coming Meetings

It was determined that President Farmen should decide when the next Board meeting should take place.

At 7:46 p.m. a motion was made, seconded and carried to adjourn the meeting.

_______________________________________ ___________________________
Secretary, Lisa Kirkemo Date

_______________________________________ ___________________________
President, Kenneth Farmen Date