

Harbor Lights Estates Homeowners Association

Board Meeting

March 18, 2017

20170318

We opened the meeting at 3:04 p.m. at Bob and Mary Jaffe's home at 2665 Steamboat Loop E. In attendance were President Mary Jaffe, Treasurer Vanessa Lengyel, and Secretary Dan Ransom, PE.

Treasurer's report

The Treasurer's report was that we have \$5,510.19. We will continue next year with the dues increase of 10 percent to \$96.80. We are D&O (directors and officers) insured now, as of January 1.

Leadership planning

Planning for leadership is difficult for all groups—it has to be trained and cultivated. Mary has been busy with Bob Jaffe's poor health, so she has not had time to gather new, potential leaders. There has to be specific qualifications and expectations. We need people who have served on the ACC boards, and for the president must have served as a secretary or treasurer. Mary asked Dan to revise the Secretary and the Vice President duties in the bylaws. The Secretary will use modern, graphical email notifications (example, MailChimp) for Board Meeting notifications to the HOA members. For the Vice President, the intent is to train and to succeed the existing President into the office of the HOA President for the following two-year period. Revise Section 3 of Article V for the term of office. The expected schedule is three meetings per year, so a four-year commitment is not difficult. Part of the job of President is to make the HOA bylaws align with the Washington RCW for homeowners' associations.

Corporation status

In Article VI, Mary wants to strike the portion of the bylaws that mention the IRS filing—we don't have to do that. We must file only with the state for Nonprofit Corporation status. The Treasurer is responsible for updating and maintaining the contact address for bill paying and banking.

Annual membership meeting

Our annual HOA meeting is the first Saturday in June. This is the busiest time of the year in our community. It's the end of the school year, and many people have other meetings. Mary suggests to have the annual meeting later in June, on the **third Saturday of June**. Mary will modify Article III of the HOA bylaws.

Post boxes

With the establishment of the CBU boxes federal law mandates that we take care of the mail service in our community. Part of "normal maintenance" is repair and replacement of the CBUs, to the extent

of \$1,750 per box should the CBU need replacement (from extensive damage). See Article X, Section 2 in the phrase "normal maintenance expenses."

Map Your Neighborhood

Map Your Neighborhood is on the agenda for the summer meeting on June 17:

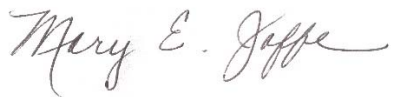
- Preparedness list
- How to shut off your gas
- Sign for window that has OK and Help (we could make these at our annual meeting)

Ballot and billing

We will send our annual ballot and billing ahead of time. We discussed when to mail the ballot and the dues billing for the new fiscal year. Vanessa volunteered to create the mailing. For this year, we are putting forward Katie Spencer for Vice President, and we need for Secretary Ransom to run on the ballot as well. Both must submit a statement.

We adjourned the meeting at 4:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary E. Jaffe".

President

A handwritten signature in cursive script that reads "Daniel L. Ransom".

Secretary