



## BOARD MEETING MINUTES

**1/11/2019**

The first board meeting.

Meeting called to order by Joe Schmit at 6:00 P.M.

Board Members in Attendance:

Joe Schmit – President  
Pam Stephens – Vice President  
Darlene Henson – Treasurer  
Mary Loftus – Member at Large 2  
Debbie Schuffenauer – Member at Large 3  
Joel Thompson – Member at Large 4

**Action: Adoption of bylaws**

Joe Schmit proposed to adopt the existing bylaws as written with the expectation that the board would work on updating the bylaws to better suit the needs of the neighborhood during 2019.

Pam Stephens moved to adopt the HOA Board Bylaws as written

Mary Loftus seconded the motion

No further discussion

Motion passed with no nays.

**Action: Establish of 2019 Budget, Dues and/or Fees**

Joe Schmit proposed the 2019 budget, suggesting maintaining the previous dues at \$50. This amount is sufficient to cover insurance for the common areas and the association and attorney's fees.

Pam Stephens shared the average on quotes sought for mailbox replacement: roughly \$4800 for boxes only.

The board then agreed to a one-time assessment of \$100 to cover the cost of the mailbox replacement.

The board then discussed opening a bank account at OCCU. It was agreed the signers on the account would be Joe Schmit, Pam Stephens, and Darlene Hensen.

The board then discussed locating any past funds from the previous sitting board. It was agreed Joe Schmit would take the lead on this.

Pam Stephens moved to adopt the 2019 budget and dues/fee schedule (\$50 per lot with a \$100 maintenance assessment to replace damaged and aging mailboxes), to open a bank account with agreed upon signers, and to locate any past remaining funds from previous board.

Joel Thompson seconded the motion

Motion passed with no nays.

No further discussion

## **New Business**

### **Discussion on steps to Mailbox Replacement**

Pam Stephens discussed the need to coordinate with the USPS Postmaster on process and approval for replacement. Joe Schmit discussed the need for the new boxes to meet city code and regulation. The board concurred that this was a good idea and was supportive having Pam take the lead on contacting the postmaster and Joe take the lead on researching city code and regulation requirements.

### **Discussion on Website**

The board discussed the need for a website as some residents do not use social media. It was agreed on by the board to pursue building a website and that there would be regular updates sharing financial information, and other related documents to keep homeowner's apprised of business and community events.

### **Discussion about Back 40 cleanup**

Joe Schmit discussed hosting another annual back 40 cleanup activity in March. The board concurred that this was a good idea and was supportive having Joe take the lead on organizing this event during the late spring.

### **Discussion on Main Entrance cleanup**

Debbie Schuffenauer proposed hosting a volunteer cleanup activity that would involve painting, cleaning up vegetation, the front entry median. The board concurred that this was a good idea and was supportive having Debbie take the lead on organizing this event during the late spring.

### **Discussion on Welcome Packets for new neighbors**

Mary Lofthus proposed organizing a Welcome Packet to be assembled and given to new neighbors moving into the development. The board concurred that this was a good idea and was supportive having Mary take the lead on organizing and assembly of packets with help from fellow board members and any neighbors who volunteer.

### **Discussion on City of Shelton's plan to implement Safe Routes to School**

Joe Schmit explained the city's plan to construct a round-about at Brockdale and Wallace-Kneeland 4-way stop along with a sidewalk from Springfield Park entrance down to the intersection. The board discussed the impact this will have on our neighborhood in regard to traffic revision, foot traffic along the fence side of the road, and possible partnership with the city on fencing issues. The board concurred that further discussion with the city was a good idea and was supportive of having Joe take the lead on contacting city officials.

**Adjourned at 7:40 P.M.**