



BOARD MEETING MINUTES

November 4, 2019 - Mason PUD 3 – Auditorium, 2621 E Johns Prairie Rd, Shelton, WA 98584

Call to Order: Meeting called to order by Joe Schmit at 6:30 P.M.

Roll Call: All Board Members were in attendance constituting a quorum of the Board.

Board Members in Attendance:

- Joe Schmit – President
- Pam Stephens – Vice President
- Darlene Henson – Treasurer
- Debbie Schuffenauer – Member at Large
- Joel Thompson – Member at Large
- Mary Lofthus – Member at Large
- Wyndi Herrera – Member at Large

Proof of Meeting: Meeting Notice and Agenda was mailed via USPS on October 19, 2019

Action: Approval of Minutes

Darlene Henson motioned to approve the minutes of the December 15, 2018, General Meeting and the January 11, 2019, Board of Directors Meeting. Pam Stephens 2nd the motion, motion carried, all were in favor.

Management Report:

Darlene Henson presented the treasurer's report.

- a) Checking account balance as of November 4, 2019 is \$6,181.21
- b) Dues and assessments in-arrears balance of \$525.00 which is owed by 4 lot owners.
- c) HOA bills and expenses paid as of November 4, 2019 were \$2896.88 which included attorney's fees, property & board insurance, PO Box fees, and checks for the bank account.
- d) The treasurer's report was accepted as presented.

Action: SPHOA Mailing Address

Pam Stephens motioned to change the mailing address of SPHOA that is on file with OCCU to the new mailing address, which is PO Box 2234, Shelton, WA 98584. Debbie Schuffenauer 2nd the motion, motion carried, all were in favor.

Unfinished Business:

Discussion: Mailbox Replacement

The Board discussed the current status of the mailbox replacement.

Pam Stephens shared that the cost of the boxes had increased approx. \$10 from the price quote received in January of 2019.

Joe Schmit and Pam Stephens shared about their on-site meeting with the Shelton Assistant Post Master. He advised on the location and situation of the boxes.

The pros and cons of the new location for the mailboxes versus their current locations were discussed. The most noted concern of those in attendance was congestion during peak hours at the front entrance of the Loop. The benefits noted of the location change included reduced cost of



installation, central location, ability to install bollards, located next to a street light, boxes will no longer obstruct front view of homes within the neighborhood, and location advised by Ass Post Master.

The Board agreed to discussing the new location with the 2 homeowners adjoining the new location prior to moving forward with install. Debbie Schuffenauer and Pam Stephens volunteered to speak with the homeowners.

Joe Schmit will apply for the city permitting necessary for installation of the new boxes.

Action: Bylaws Approval

Darlene Henson motioned to approve the revised Bylaws and to present them for Member vote at the Annual Meeting. Pam Stephens 2nd the motion, motion carried, all were in favor.

Motion: Agenda Change

Joe Schmit motioned to move agenda item 6 (c. & d.) to later in the meeting, following item 8 and prior to item 9 to allow for Members in attendance to leave early if so desired. Joel Thompson 2nd the motion, motion carried, all were in favor.

New Business:

Action: 2020 Budget

The Board discussed the need to increase yearly dues to cover the cost of operation.

Expenses discussed for the new year included: cleanup and mowing of the common property, posting No Trespassing signage on the common property, increase insurance coverage to include the new mailboxes, and maintaining a reserve fund of \$1500.00.

The Board discussed plans to prepare a budget for maintenance and repair of the Brockdale fencing in 2020.

Mary Lofthus motioned to set the 2020 yearly dues at \$75.00. Joe Schmit 2nd the motion, motion carried, all were in favor.

Executive Session: 7:55 P.M. to 8:15 P.M.

Members attending the meeting were asked to step outside and the Board went into executive session. Members with dues and assessments that are in-arrears and potential actions to remedy these accounts were discussed.

Adjourned at 8:18 P.M.