

Teal Lake Village Association (TLVA)
Board of Directors Teleconference Meeting
Monday, 16 March 2020 10:00 am
And
Friday, 20 March 2020 10:00 a.m.

DRAFT

At 10:00 a.m. Sheila Twohey called the meeting to order. Jen Portz called the roll and Tom Sprandel, Joe Guillien and Jere Sheldon were present. Nine (9) homeowners were also in attendance. A quorum was determined.

Portz asked to amend the Agenda to include reaffirming a second electronic vote to hold this meeting via teleconference. Portz then moved to approve the 16 December 2019 Board Meeting Minutes, Guillien seconded and the motion passed unanimously. Portz moved to reaffirm the two electronic votes, Sprandel seconded and the motion passed unanimously. (The two electronic votes were: 1. Portz moved "That we contract with NLS to bark the Teal Lake common areas for a cost not to exceed \$3,000 (this includes tax)," Guillien seconded and the motion passed unanimously. 2. Portz moved "Due to issues raised from the spread of the novel coronavirus, I move that the TLVA Board work to meet electronically, via teleconference, for the 16 March 2020 Board Meeting." Sprandel seconded and the motion passed unanimously.)

Sprandel gave a brief overview of the Treasurer's Report (see attached). We may have to re-examine the 2020 budget in April after Bayview's pond costs are clear. We have 7 owners delinquent in their dues, but none over 60 days. We have \$9,400 prepaid dues. TLVA's tax return is completed and in the mail. He then gave an update on the Bayview pond explaining they are working up a plan and will vote on it in April. Currently their estimate of TLVA's portion of their costs is slightly over \$41,000; in 2019 they had estimated the costs at approximately \$20,000. The difference is they are having work done on both the small and large cells of the pond. Additionally, there will be mowing expenses from fall 2019 and spring 2020 of approximately \$2,000. Bayview has not yet approved these costs. No action was taken.

Sheldon gave the Landscape Report (see attached). Northwest Landscape Services (NLS) is working 2 days per week (Mondays and Tuesdays). Common Area bark is completed. A date to start the sprinkler systems has not been announced. Lawn treatments for moss and crane fly larvae are still two weeks out due to cold weather. Addressing vegetation encroachments on sidewalks will be looked at in the next 4-8 weeks.

Guillien gave the ARC Report (see attached). There is one application in the works for a deck repair and two applications have been approved by SBCA for a deck and a house modification. There is one violation that has been submitted to SBCA for action.

Portz moved to include all reports into the minutes, Sheldon seconded and the motion passed unanimously.

Portz explained that after our December 2019 Meeting we had sent the DRAFT Compliance Policy to the Village and received one response suggesting a slight wording change. A discussion ensued. Portz then moved to revise the Draft Compliance Policy with the slight word change, to email the revised Draft Policy to the village and give notice of two informational meetings to be held in person or via teleconference on Monday, 27 April at 6:00 p.m. and Monday, 11 May at 10:00 a.m. Guillien seconded and the motion passed unanimously. (Chris Spagle informed the group that SBCA was closing the Bay Club for an indefinite time over concerns with the novel coronavirus. How these informational meetings will be held is dependent on conditions that exist at the time.)

Portz noted volunteers are needed for a Village Welcome Committee and Block Captains / Disaster Prep Chair. (Interested persons should email the board at board919@tlva.us) Merrilyn Carpenter has volunteered as a Block Captain for Clear View Pl.

Sprandel explained the new TLVA website is up and running at tlva.us and moved to work to remove the old webpage (<https://www.plsbca.org/teal-lake-village-information/>) and update the SBCA's TLVA informational webpage (<https://www.plsbca.org/teal-lake-village/>) to direct people to our tlva.us website. Guillien seconded and the motion passed unanimously. A person is needed to back up Sprandel regarding website updates. (Anyone interested should email tgsz@protonmail.com) Additionally, Sprandel is constructing a help file to explain how to manage the site. The total cost to maintain our domain names is \$18/year. Hosting is currently piggybacked on Sprandel's account however TLVA should eventually purchase a hosting package which will cost approximately \$50-100 per year.

Twohey opened a discussion regarding an Outlook Lane homeowners' concerns. Jim Krall gave an overview of the issues. A broad discussion ensued in which all parties participated. No action was taken.

Regarding the June Board Meeting, Portz noted volunteers are needed for the upcoming 2020-2022 Board. She moved that we e-mail to the Village each month (April - July) requesting volunteers for the Board, encouraging those who have been on the Board previously as their expertise is invaluable and those who are new residents who are interested in being a part of our Village's success to send a short bio to the board by July 31. Sheldon seconded and the motion passed unanimously.

Twohey informed the group of a draft Jefferson County Public Utility District (PUD) policy on tree trimming around electrical lines and boxes. There is the potential that the PUD will aggressively and severely trim or cut trees and vegetation in these areas. More information may be found at: <https://files.jeffpud.org/wp-content/uploads/2020/01/28122536/2020-Tree-trimming-policy-draft.pdf>

No action was taken on purchasing a set of large-scale plat maps for TLVA.

Portz noted that the Board was about to go into Closed Executive Session, and because the teleconference was new, such a session would be handled in this manner: We would vote to go into executive session. No action would be taken during Executive Session. When the Executive Session was over the Board would return to open meeting and recess the meeting. The Board would then send an email to all homeowners with information as to whether and when the Board would meet electronically to take action (if needed), and give instructions on how homeowners could attend electronically. At 11:10 a.m. Portz made a motion to move into Closed Executive Session (Per RCW 64.38.035 to: "consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association,"), Sprandel seconded and the motion passed unanimously.

At 12:11 p.m. the Board returned to Open Session and Recessed until **Friday, 20 March 2020 at 10:00 a.m., at which time a Special Teleconference Board Meeting** will be held to address the Executive Session. An email will be sent to all members explaining how to attend, and all members are encouraged to do so.

At 10:00 a.m. on Friday 20 March 2020 President Twohey called the Teleconference Meeting to Order from Recess. Portz took a roll call and all Board Members were present. Four homeowners were also in attendance. A quorum was determined.

Portz explained that during Executive Session the Board had drafted a response to Jim and Janine Krall's request that the Board "hire a contractor to locate and repair this drain". She then moved that the Board send the response, drafted in Executive Session, to the Krall's both electronically and via US Mail. Guillien seconded and the motion passed unanimously.

Twohey asked for questions or comments. There was a suggestion the letter be read aloud, however Krall felt the audio on the teleconference would make it difficult to understand.

At 10:07 a.m. Portz moved to Adjourn the March Board Meeting, Guillien seconded and the motion passed unanimously.

The next TLVA Board Meeting will be held on **Monday, 15 June at 10:00 a.m.**, whether as a teleconference or in-person meeting is still to be determined.

**Teal Lake Village Association
Treasurer's Report**

March 16, 2020

Cash (2/29/20):	
Checking:	\$37,239.96
Money Mkt:	35,369.57

Total:	\$72,609.53
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Current Position:

We are in satisfactory financial position. February 29 statements are attached. Our performance vs budget is satisfactory, but will need to be re-examined after Bayview makes a decision on the Pond expenses.

Pond:

Bayview estimates that the pond maintenance will take place this summer or early fall. They are now planning to clean out both the small and large ponds at the same time. They plan to present the proposals to their board in early April. Best estimates are that our share of the expenses will be \$41,113. We can also expect to be billed \$2,070 for mowing (Fall 2019 plus Spring 2020).

Delinquencies: As of 3/13/20 there were seven delinquent dues accounts (none over 60 days) totaling \$3,330. We also had \$9,400 in prepaid accounts.

Tax Return: Our 2019 tax return has been completed and will be mailed later this week. We owe nothing nor are we due a repayment.

Submitted by,
Tom Sprandel, Treasurer

**Teal Lake Village Association
Website Report
March 16, 2020**

Website Motion (from Minutes of Dec 16, 2019)

Sprandel moved to establish our website at <https://tlva.us>, replace the old website at <https://www.plsbca.org/teal-lake-village-information/>, and have the two sites run in parallel until the March 2020 Board Meeting, Portz seconded and the motion passed unanimously.

Portz then moved to designate Sprandel as webmaster, as part of that function, to have him provide documentation for all items and have a Board Member be designated as a Domain Name Registrar, Sheldon seconded and the motion passed unanimously.

Portz will notify homeowners of the new site and seek volunteers to be a back-up for Sprandel.

Status March 16, 2020

1. Website is up at <https://tlva.us/>
2. Need to remove <https://www.plsbca.org/teal-lake-village-information/>
3. Need to update <https://www.plsbca.org/teal-lake-village/>
4. Need to find someone to backup Sprandel
5. Need to publish website help file.
6. Last backup of website and pdf's: *tlva.us.inside.20200315.0107.tar.gz (37.1 MB)*
7. Domain Names are registered with <https://porkbun.com/>. Username is *tlva*. Domains owned are *tlva.net* & *tlva.us*. The registrations expire 2021-07-13 and cost for both is \$18 per year.
8. Hosting is Piggy-backed on Sprandel's account at no charge. Eventually TLVA will want to get independent hosting, That will cost \$50 to \$100 per year. Independent hosting will allow full access to any TLVA designated person and will simplify uploading new PDF's and managing email lists.

TEAL LAKE VILLAGE ASSOCIATION LANDSCAPE REPORT 1st QTR
2020 March 16, 2020

- NLS Winter Maintenance: During most of the winter, ground maintenance was down to 1 day a week. Regular 2 day maintenance has now resumed. The Board approved project to have NLS apply bark to the common areas has been completed for a total of \$2937.56 [One small area at the end of Seaway Place was missed, but has been or will be soon be completed.]

Once NLS announces a schedule for inspections of the sprinkler system and back-flushing, it will be sent to the Teal Lake residents.

- Shrubs and Tree Limbs Extending Over Sidewalks: Efforts to address the few instances where homeowner shrubs encroach more than 3 inches into the sidewalk, or where homeowner tree limbs overhang the sidewalk with less than 6 feet of vertical clearance, was put on hold during the winter months. The Landscape Committee will resume its evaluation and action plan within the next 4 to 8 weeks.

Teal Lake Village Association Architectural Review Committee Report

March 16, 2020

The residents of Teal Lake Village have continued to keep their property looking better than ever with each improvement or repair.

We have one application currently in work for approval.

We have had two applications that needed SBCA approval: All have been approved or in work 2020.

The applications have been for modification of the houses, and deck improvements, all have been approved by SBCA.

We have one violation referred to SBCA for resolution.

Joe Guillien
ARC. for TLVA