

TEAL LAKE VILLAGE ASSOCIATION
QUARTERLY BOARD MEETING July 18, 2022
Minutes

1. Call to order at 10:00 AM
2. Quorum determined to exist:
 - a. Members present- Patterson, Svendsen, Hammond
 - b. Members on phone: James Lawson and Tom Sprandel (connection interruption)
 - c. Residents attending: Darrows, Skinner, Waldenbergs, Tinaza, Twohey, Thuotte
3. Motion to approve April 25, 2022 Board Meeting Minutes - Approved
4. Motion to approve July 18 amended meeting agenda - Approved
 - a. Added - Digitizing TLVA records
5. President's comments - Patty Patterson
 - a. Thanks for board members contributions and those of Phyllis Waldenberg, Gary Hicks,
 - b. Explained need for volunteers for Board and committees
6. Officer and Committee Reports
 - a. **Treasurer's report** - Tom Sprandel report summarized by Steve Hammond
 - i. Finances in good shape and as expected
 - ii. See attachment - details on website
 - b. **Landscape Report** - Steve Hammond - see attachment
 - i. Contract update -
 1. Expect 15% increase next year

2. Possible change to reduce cost by eliminating some or all of bed care, sprinklers, pruning, weeding
 3. Exploring with SBCA a “buying group” approach with another company for service improvements and cost containment
- ii. Sprinkler issues -
 1. Many problems as system age
 2. Sprinkler tech, no longer with NLS appeared to neglect his duties which caused problems
 - iii. Overall progress with NLS
 1. Local supervisor doing well
 2. Staff and training issues improving
 - iv. Option of leaving Common area to go “wild” discussed

c. **ARC Report** - Patty Patterson

- i. See attachment
- ii. A tree topping approved but concern voiced about doing so again in the future

d. **Pond Report** - Claus Svendsen

- i. Mowing expenses higher than expected. Maybe about \$5000 a year for routine ongoing maintenance.
- ii. Claus working with Bayview to plan improvements of landscape via use of Salal, berries and competitive vegetation as well as wood shavings.
- iii. Clause working with Bayview to plan improvements in water ecology by use of

water lilies, and other tools to reduce nutrients in water and combat cattails, etc.

- iv. Required government inspections discussed by James Lawson

7. Old Business

- a. Voting & counting procedures completed by Gary Hicks for annual meeting - Motion to approve - Approved
- b. TLVA Summer Party - Phyllis Waldenberg
 - i. Flyers up on mail boxes...Thanks James Lawson
 - ii. Few RSVP so far
 - iii. Permits done and SBCA Club planning going well
- c. Tree removal - Crestview property - Patty Patterson
 - i. Home owner requests to remove 3 Alders in Common Area. Conflict with Government requirement not an issue.
 - ii. Motion to approve - Approved
- d. Digitizing records - Tom Sprandel phone connection at board room inoperative... report tabled

8. New Business

- a. 2022- 2023 Budget planning - Tom Sprandel
 - i. Steve Hammond suggested adding \$5000 for Bayview ongoing expenses and 15% increase for Landscape to facilitate planning budget for Annual Meeting.
- b. Board recruiting & Position descriptions

- i. Patty Patterson discussed Board and committee position job descriptions.
- c. Phone Lists discussed
 - i. Need for optional landscape arrangements
 - ii. Many members would like to have
 - iii. Will require approval to do so by each member thus a potential item for Annual Meeting

9. Member comments

- a. Glenn Waldenberg concerned about some houses not being maintained as required by CC&Rs
 - i. Inspection and notices discussed and supported by Gil Skinner and others
 - ii. Board is already responding to appearance issues on a case by case basis
- b. Dan Darrow asked board to send out an eblast to notify members of the Community Opportunity Fair.

10. Adjourn at approximately 11:30 AM

Teal Lake Village Association
Treasurer's Report
July 18, 2022

Cash Position June 30, 2022

Operating Fund Cash		
Sound Com Bank Chk	\$ 31,362.09	
Total Operating Fund Cash		\$ 31,362.09
Reserve Fund Cash		
Kitsap Bank MMkt	\$ 2,862.36	
Kitsap Bank Checking	\$ 1,917.74	
Total Reserve Fund Cash		4,780.10
Total Cash 6/30/22		\$ 36,142.19
		=====

Dues Receivable

As of July 8th we have \$23,943.00 receivable and \$4,820.00 prepaid. These amounts are from the third quarter. The second quarter closed with no amounts overdue.

Reserve Fund

We have contributed \$6,860.00 to the reserve fund, as we budgeted for the first two quarters. The fund has also earned \$1.29 in interest. The fund has had \$2,081.19 expenses. That leaves the fund with \$4,780.10 in assets. The fund was started this year with a zero balance, our current funding percentage is 13.8% (\$4,780 / \$34,600).

Budgeting for 2023

We expect a significant increase in landscaping expenses, and may have an increase in pond mowing expense. We will probably need to propose a budget before these two elements are firmed up.

Submitted by,
Tom Sprandel
Treasurer

TEAL LAKE VILLAGE ASSOCIATION 7-18 -2022 LANDSCAPE REPORT

- New supervisor, Mike Wilcox, doing good job
 - o Crews still have problems
 - o Sprinkler surveys and valve errors
- Rough common areas getting mowed
- Pruning delayed and haphazard
- Estimate for '23 costs
 - o Package bid with SBCA and other villages
 - o Delete all bed work and pruning ?
- Encroachment area abatement seems to be working
 - o About \$500
- Service badges still stalled
-

TEAL LAKE VILLAGE 4TH QUARTER BOARD MEETING, July 18, 2022
ARC REPORT

There were 7 applications submitted for architectural review in this quarter.

Five were approved by SBCA ARC:

Two were to replace the decks with modified designs.

One was to paint the house exterior.

One was to install a hot tub on the back deck.

One was to install retractable solar shades to cover the windows.

One house painting application is currently in review by SBCA.

One application was to top a pine tree at the edge of the Common area and that was approved.

Submitted by Patty Patterson, ARC

July 13, 2022

TLVA Annual Meeting Voting & Counting Procedures

Purpose: To delineate the TLVA Annual Meeting procedures for voting and vote counting. If any conflict exists between this document and the governing documents referenced below, the governing documents shall take precedence.

I. Board of Directors Responsibilities Pertaining to Voting

A. Prior to the Annual Meeting:

1. Determine the Annual Meeting date and the deadline date for receiving Proxy Forms and Instructions (Secret Ballots) from TLVA members.
2. Verify the current list of TLVA members eligible to vote.
3. Solicit member candidates for the Board of Directors ballot.
4. Solicit members for the Vote Counting Committee. Normally the committee will include two or three TLVA members.
5. Prepare the Annual Meeting packet to include the following contents:
 - a. Proxy Form for members to appoint a proxy to cast votes on their behalf.
 - b. Proxy Instructions (Secret Ballot) regarding their votes on issues and candidates for the Board of Directors.
 - c. Privacy envelope.
6. Mail the Annual Meeting packet to TLVA members within 30 to 50 days prior to the Annual Meeting date.
7. Create a vote-counting tally sheet of at least three columns for: items on the ballot (issues and candidates); tallies of the “yes” votes; and tallies of the blank votes.
8. Assemble, in sequential order by lot number, the returned ballots received by the voting deadline from TLVA members.
9. Mark the names of those who voted on the TLVA membership list.
10. Determine any required quorum based on the number of returned ballots.

B. During the Annual Meeting:

1. After the meeting is called to order, the second Agenda item should be Member Voting-change Opportunity. At this time any present member may change their

TLVA Annual Meeting Voting & Counting Procedures

vote per the procedure below. This must be done before proceeding with the rest of the Annual Meeting Agenda.

2. After any vote changes have been submitted the Secretary transfers the following items to the Vote Counting Committee:
 - a. All completed ballots (retained in the mailing envelopes and ordered by lot number);
 - b. Current TLVA members list;
 - c. Prepared tally sheet;
 - d. Blank Proxy Instructions (Secret Ballot) sheet.
3. The Vote Counting Committee adjourns to a separate room to proceed with the counting.
4. The Secretary announces the voting results to the assembled membership.

II. Annual Meeting Voting by Proxy

A. TLVA members vote as follows:

1. Cast votes for each item on the Proxy Instructions (Secret Ballot) sent to them in the Annual Meeting Packet.
2. For Board of Directors candidates vote for either a name(s) listed on the Proxy Instructions (Secret Ballot) or write name(s) of alternative candidates on the ballot. Cast votes only for the number of Board positions open on the ballot.
3. Place the completed Proxy Instructions (Secret Ballot) in the privacy envelope and seal it.
4. Place the completed Proxy Form and the sealed privacy envelope in the mailing envelope. Either mail the envelope to TLVA at the indicated address or deliver it to the drop-off location.

III. Revoking a Proxy

- A. Members may revoke a proxy by delivering a written revocation to the TLVA Secretary before the start of the Annual Meeting.
- B. The Secretary removes the revoked ballot mailing envelopes from the assembled ballots before transferring them to the Vote Counting Committee.

IV. Changing Votes at the Annual Meeting

TLVA Annual Meeting Voting & Counting Procedures

- A. Members who submitted their Secret Ballots by the voting deadline and are present at the start of the Annual Meeting may change their votes as follows:
 - 1. The Secretary provides a blank Proxy Form, Proxy Instructions (Secret Ballot) and privacy envelope to members requesting to change their votes.
 - 2. The members complete the voting documents, place the Secret Ballot in the privacy envelope and return the ballot materials to the Secretary.
 - 3. The Secretary replaces the original ballots with the changed ballots.

V. Vote Counting Procedure

- A. The Vote Counting Committee counts the votes as follows:
 - 1. Open the mailing envelopes and verify the Proxy Forms against the current TLVA member list.
 - 2. Ensure the Proxy Form is signed by a current member. If any are unsigned or not current members, remove the Proxy Forms and the privacy envelope (Secret Ballot) from the assembled ballots to be counted.
 - 3. Remove the Secret Ballots from the privacy envelopes.
 - 4. Separate the Proxy Forms from the Proxy Instructions (Secret Ballot) so that the identity of the voters cannot be determined when counting votes.
 - 5. Use the prepared tally sheet to tally the votes. Tally all the votes on each ballot before counting the next ballot. Tally the “no votes” for each ballot item. Tally each ballot item left blank by the voter. It is best to have one person announce the votes and another person tally the votes. Add any write-in votes to the tally sheet.
 - 6. At the completion of counting, record the tally totals next to each ballot item on the blank Proxy Instructions (Secret Ballot) sheet.
 - 9. Check the number of votes and non-votes against the number of ballots to ensure proper counting. Resolve any discrepancies.
 - 10. All members of the Vote Counting Committee sign the results.
 - 11. Return the results, tally sheet and ballots to the Secretary in the Annual Meeting.
 - 12. Remain in the Annual Meeting room until the results are announced.

VII. References

TLVA Annual Meeting Voting & Counting Procedures

A. The following documents form the basis of this procedure. They can be found at the TLVA website: <https://tlva.us/> under the “Governing Documents & Applicable Laws” tab.

1. RCW 24,03 Washington Nonprofit Corporation Act;
2. RCW 64.83 Homeowners Associations;
3. TLVA Supplemental Declaration of CC&R’s;
4. TLVA Articles of Incorporation;
5. TLVA Bylaws.