

Teal Lake Village Association  
Special Meeting of the Board of Directors  
The Bay Club, Port Ludlow, Washington  
October 27, 2022, 10 AM  
Minutes

**1. Call to Order:** The meeting was at 10:00 AM

**2. Quorum:**

All directors present: James Lawson, Tom Sprandel, Claus Svendsen, Sheila Twohey, and Chris Wolle. Quorum established. Members present: Tom Anderson, Kate Anderson, Marie Sprandel, Dave Hanson, Steve Hammond, Christine Spigel, Dick Meryhew, Glenn Waldenberg, Esther Darrow, Dan Darrow.

**3. Agenda:**

MOTION: Add three items to the agenda (broken entryway light, email for board appreciation dinner, Woodridge walking path notice.) Moved by Sprandel to approve as amended, seconded by Lawson, approved unanimously.

**4. Minutes:**

MOTION: Approve Minutes of August 17, 2022. Moved by Wolle, Seconded by Sprandel approved unanimously.

**5. Officers & Committee Reports:**

ARC Report -- See Attached. Other Reports were waived because this was a special meeting.

**6. Old Business**

**6.1 Broken drain** on narrow common between 192 and 214 Seaway Place:

Lawson reported that there was a broken connection and a missing connection. Lawson will get a quote from a licensed and bonded handyman.

**6.2 Dead tree** in common near Lot 91, 112 Clear View Pl:

Twohey has received a quote (\$1,200.10) and is expecting two more quotes within a few days. This is a 14 inch diameter (measured 5 feet off ground) hemlock.

MOTION: Have tree removed and site cleaned by a licensed and bonded service at a pretax cost not to exceed \$1,200.10. Moved by Sprandel, seconded by Wolle, passed unanimously.

**6.3 Update landscaping op out list.** (Who does not want pruning, chemical lawn treatment, etc?)

## **7. New Business**

### **7.1 New Board Members:**

MOTION: Confirm that the general members have elected James Lawson, Sheila Twohey and Chris Wolle to the Board of Directors; each to serve a two year term expiring at the 2024 Annual General Meeting. Moved by Sprandel, seconded by Wolle, approved unanimously.

### **7.2 Officers:**

MOTION: Appoint Sheila Twohey as President, Chris Wolle as VP, and Tom Sprandel as Secretary-Treasurer. All these officers to be granted check signing authority. Moved by Wolle, seconded by Lawson, approved unanimously.

### **7.3 Agents:**

MOTION: Appoint Phyllis Waldenberg as an unpaid agent of the board. Moved by Wolle, seconded by Lawson, approved unanimously.

### **7.4 Committee Chairs:**

MOTION: Appoint the following committee chairs:

- Architectural Review (ARC): Sheila Twohey
- Landscaping: Chris Wolle
- Maintenance: James Lawson
- Pond: Claus Svendsen
- Website & Email List: Tom Sprandel
- Welcome: Phyllis Waldenberg

Moved by Wolle, seconded by Lawson, approved unanimously.

### **7.5 Establish schedule of meetings:**

- Thursday, 12/1/22, 10 AM, Special Board Meeting to finalize landscaping & dues
- Monday, 1/16/23, 10 AM, Board of Directors
- Monday, 4/17/23, 10 AM, Board of Directors
- Monday, 7/17/23, 10 AM, Board of Directors
- Monday, 8/28/23, 10 AM, Special BOD Budget Meeting
- Monday, 10/16/23, 10 AM, Annual General Meeting
- Other meetings called as required.

### **7.6 Check Signing:**

MOTION: The treasurer will no longer get a second signature on checks, instead will present a list of checks and get approval from at least one other officer. Background: Our banks do not require a second signature, so the second signature provides only internal control. Approving the check list will provide the same control without the hassle. Motion presented and then withdrawn by Sprandel.

**7.7 Light out in front entryway:**

Lawson to investigate. Wolle and Waldenberg to assist.

**7.8 Sprinkler broken at front entryway:**

Lawson to investigate. Wolle and Waldenberg to assist.

**7.9 Flooding from sprinkler:**

It was reported that there was flooding around 20 Sea View Terrace last winter.

Lawson to investigate.

**7.10 Landscaping committee:**

MOTION: Establish a landscaping committee. Committee to advise the board on contract specifications and continuing management. Members to include Tom Anderson, Dave Hanson, Lee Kitchell, Dick Meryhew, Glenn Waldenberg and Chris Wolle. Moved by Sprandel, seconded by Lawson, approved unanimously.

**8. Member Comments:** There were frequent comments during the meeting.

**9. Adjournment:** The meeting was adjourned at 11:30 AM by unanimous agreement.

**10. Next Meeting:** Special meeting tentatively scheduled for Thursday 12/1/22. The next regular meeting is 1/16/23 at 10 AM. All meetings to be held at The Bay Club, Port Ludlow, WA.

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Drafted, 10/29/22, Tom Sprandel, Secretary-Treasurer

Rev A, 10/31/22, Tom Sprandel

Rev B, 12/1/22, Corrected amount in 6.2 Motion. (Was \$12,000.10, now is \$1,200.10.) Tom Sprandel

Applications Approved:

22-072 Repair/ Replacement of roof and gutter sections

22-079 Removal of Danger Tree

Removal of dead tree in Common Area Tract E: one bid in, seeking alternative bids

No Application Needed – Replacement of roof with same color

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*[Sheila Twohey]*