

Teal Lake Village Association
Meeting of the Board of Directors
Bay Club, Port Ludow, Washington

April 17, 2023
MINUTES

1. Call to Order: Sheila Twohey called the meeting to order at 10:02 AM.

2. Establish Quorum: Board members Tom Sprandel, Claus Svendsen, Sheila Twohey, and Chris Wolle were present, James Lawson was absent. Quorum established.

General members present were: Jim Tipton, Christine Spagle, Glenn Waldenberg, Phyllis Waldenberg, Deborah Bozanich, Gil Skinner, Fran Wickham, Bruce Parsons, Cindy Parsons, Kim Younger, Dan Darrow, Suzi Darrow.

Thanks go to Christine Spagle for managing the Zoom connection.

3. Approve Agenda: Agenda Rev D was amended to include 7.11 Landscaping Drains and 7.12 De-Thatching of Lawns. Amended agenda was approved unanimously.

4. Approve Minutes: MOTION: Approve minutes of 1/16/23, Revision A. Approved unanimously.

5. Officers & Committee Reports

5.1 Presidents Report -- Sheila Twohey

SBCA is considering what to do about the tennis court lease. SBCA is considering restoration of the area behind the Bay Club. We need emergency block captains in Teal Lake Village, contact Port Ludlow Village Council if you are interested.

5.2 Treasurer's Report -- Tom Sprandel

We are in a comfortable cash position. The reserve is being funded at the budgeted rate. Full report is attached.

5.3 ARC Report -- Sheila Twohey

SBCA is considering its regulations on fire pits and on composting. Full report attached.

5.4 Landscaping Report -- Chris Wolle

-- The board has been sending out weekly reports.

-- We have been experiencing delays due to bad weather.

-- De-Thatching has been delayed and is now expected in mid-May.

-- Glenn Waldenberg agreed to contact PLM asking them to schedule a presentation in June.

-- We discussed ways to make the "Complaint" form work (put something, anything, in every box.)

5.5 Pond Report -- Claus Svendsen

Svendsen and Sprandel attended a meeting with representatives from Bayview Village. Svendsen explained the approach to introduce plants and animals that will minimize maintenance costs. Sprandel reported that expected costs appear to be within budget. Full report attached.

5.6 Welcome Committee Report -- Phyllis Waldenberg

-- Apparently 114 Crestview has sold, but the sale has not yet appeared on county records.
-- We need to set a date for the summer party.

6. Old Business: Report on previous topics and close them if possible

6.1 Landscaping Opt-Out List: Wolle and Sprandel

Wolle reported that identifying opt-out choices with stakes is working well. Since all residents have accepted mowing, the first category of opt-out now applies only to edging.

6.2 Check Signing:

Sprandel, Twohey and Wolle will go to Sound Community bank this week and complete the signing authorization. *[Completed 4/20/23]*

6.3 Storage Locker for Records:

6.3.1 Commercial storage is \$90 to \$100 per month. So, Twohey will store the paper records at her house for now.

6.3.2 We will remove documents from the Bay Club. *[Records were removed after the meeting. 4/25/23]*

6.3.3 We agreed that we will get records digitized at a cost not to exceed \$3,000. If final quotes exceed that amount we will adjust.

6.3.4 Record retention will be reviewed to comply with RCW 64.38045

6.4 Landscape Remediation:

6.4.1 MOTION: Ratify the decision to have NLS de-thatch member lawns for a cost not to exceed \$13,000. Moved by Wolle, seconded by Sprandel, approved unanimously.

6.4.2 NLS has been doing some cross-mowing on steep slopes. This practice can damage the slope, Chris Wolle will follow up with NLS.

6.4.3 Investigate mole treatment.

6.4.4 Landslide area on the downslope from Sea Vista Terrace. In the past, the county required we post warning signs. We will investigate the condition of the signs and the requirement to replace them. We also discussed the advisability of planting salal to stabilize the slope. Needs followup. *[The condition of the signs has been investigated. Three signs are missing and need to be replaced to be in compliance with Department of Community Development requirement. 4/25/23]*

6.4.5 We need to plan common area restoration and propose actions.

6.5 Agent to Oversee Landscaping:

We will call a special meeting to review the cost of hiring a manager for landscaping and financial tasks.

6.6 Firewise Program:

Twohey will contact the fire department to see if they will help us update our fire risk.

7. New Business

7.1 Making our meetings more productive.

Twohey presented the need to make our meetings move faster. In response, Sprandel presented a proposal describing how to use Roberts Rules for Small Organizations. There was no motion, but we did agree to follow the suggestions. Details attached.

7.2 Landscaping Complaint System: See Landscape report above.

7.3 Replacement Parts for Mailbox Stands:

We agreed that the our association would stock replacement locks and keys for the mailboxes. The cost is minimal, but we may choose to assess a fee for lost keys. Agreed unanimously.

7.4 Repair of retaining wall. The retaining wall on Crestview Drive between Sea Breeze and Sea Vista Way was repaired by Joseph Collier Lscp for \$150.

7.5 Diseased tree in commons (near Waldenberg).

This tree was deemed not to be a safety hazard, but the Waldenberg's may have it removed at their own expense. *[Tree removed 4/19/23]*

7.6 Dangerous tree in commons (near Wickeham)

This tree was deemed to be a safety threat so the association paid for its removal. *[Tree removed 4/19/23]*

7.7. Executive Session -- CANCELED --

7.8 Preparation for 2024 Budget:

Sprandel will prepare a worst case budget for discussion purposes. The point is to show the cost of various management and landscaping decisions that we have been discussing.

7.9 Yard Waste:

NLS will collect yard waste on Mondays. They ask that yard waste be in open containers or open plastic bags. The association asks you to put out the yard waste no longer than one day in advance.

7.10 Advertising:

A resident asked the board to ask a landscaper to refrain from leaving cards on their driveway. The board did not feel they had the right or responsibility to do this.

7.11 Exposed Landscaping Drains:

Is the association responsible for repair and cleaning of exposed drains? Such exposed drains are subject to clogging from runoff debris. Investigation is needed. Is drain on commons, is it on a PLUA area or is it on the residents property?

8. Member Comments: Comments and questions were handled during discussion above.

9. Adjournment: The meeting was unanimously adjourned at 11:54 AM.

10. Next Meeting: There will be a special meeting to follow up on unresolved issues, most likely in mid-May.

Drafted, 4/23/23, Tom Sprandel, Secretary-Treasurer.

Rev A, 4/25/23, Tom Sprandel, added completion note to 6.3, renumberd items under 6.4 and added complition note to 6.4.4, Changed "lost locks" to "lost keys" in 7.3, added completion notes to 7.5 & 7.6., reworded 7.9, first sentence of 7.11 now ends in question mark.

Teal Lake Village Association
Board Meeting -- Attendance Record

Date April 17 2023

Name (Please Print)

Name (Please Print)

Tom Sprandel

Shela Tooty

Clara R. Spudis

Jim & Annie Tipton

CHRISTINA STALE

COLLEEN WALKER

Phyllis Walker

CHRIS WOLFE

Debi Zornick

Gil Skinner

F. Wiekeham

Bence Parsons

Kim Younger

Dan & Soozie Darrow

Teal Lake Village ARC Report

January - April 2023

Five applications to SBCA ARC for:

Roof Replacement

House Painting

Landscape Modification

Roller Shade Installation

All Applications **Approved**

One application for Tree Removal in Teal Lake Limited Common Area revisited:

Application Amended with Approval of cost to be paid by TLVA.

One Application directly to Bayview Village for:

Tree Removal for view restoration

Application **Denied**

SBCA ARC currently reviewing the topics of Fire Pits and Composting.

[Sheila Twohey 4/17/23]

Teal Lake Village Association
Treasurer's Report
April 17, 2023

Cash Position March 31, 2023

Operating Fund Cash		
Sound Com Bank Chk	\$34,715.38	
Total Operating Fund Cash		\$ 34,715.38
Reserve Fund Cash		
Kitsap Bank MMkt	\$13,258.51	
Kitsap Bank Checking	\$ 1,917.74	
Total Reserve Fund Cash		15,176.25

Total Cash 3/31/23		\$ 49,891.63
		=====

Dues Receivable

As of March 31st, we have \$657.00 receivable and \$4,516.00 prepaid. These amounts are at the close of the first quarter and do not include second quarter 2023 dues.

Reserve Fund

The reserve fund had \$15,176.25 cash at the end of the first quarter. We made the first quarter contribution of \$3,528.00 on 3/8/23. Funding vs BOY \$44,033 is 34%.

Submitted by,
Tom Sprandel
Treasurer

Rev-A, Corrected dates, all cash positions as of 3/31/23, Tom Sprandel

Introduction:

In general we have tried to follow Roberts Rules, but there are some problems. Many local organizations follow the less formal Robert's Rules for Small Boards. The main difference is that the small boards version does not require a motion to initiate discussion.

That makes sense. We are seldom able to formulate a motion until we've talked about the issue for a while. The problem is that we have unfocused, off topic rambling. Our board is small, but we frequently deal with issues that demand input from the general members, too many speakers to be using small board rules.

We want input from our general members, but it often dominates meetings and prevents board members from getting their own questions answered. The board members are responsible, not the general members. I believe that a more structured approach would be productive.

Therefore, I move that the following rules for conduct of the meetings of this board be adopted. Future boards may do as they like.

1. Recognition of Board Members and Guests
 - 1.1 Both board members and guests shall remain silent unless recognized by the chair.
 - 1.2 Board members shall raise their hand to be recognized.
 - 1.3 When the chair calls for comments, guests must stand to be recognized.
 - 1.4 The chair may set time limits as appropriate.
2. Physical Layout
 - 2.1 Board members and agents shall face each other around a table.
 - 2.2 Guests will be seated elsewhere, preferably in view of the chair.
3. Old Business and New Business
 - 3.1 An agenda will be created by the secretary and approved by the president before each meeting.
 - 3.2 The secretary shall include any open topics under "Old Business".
 - 3.3 Directors may add new topics either before the meeting or during review of the agenda.
 - 3.4 General members may add a new topic, if sponsored by a director.
4. General Discussion
 - 4.1 General discussion of "Old Business" and "New Business" may begin without a formal motion.
 - 4.2 The sponsoring director shall introduce the topic.
 - 4.3 Discussion shall be orderly. After introduction by the sponsor, every director shall be invited to speak before rebuttal is allowed.
 - 4.4 The chair may call for additional rounds of discussion as appropriate.

4. General Discussion, cont.

- 4.5 Guests will not be recognized until and unless the chair calls for comments.
- 4.6 Any director may move to end general discussion, a second is required. The chair will then call for an immediate vote on ending discussion. Simple majority is required.
- 4.7 Once general discussion is ended, the chair may entertain a motion for action, a motion to table (closes the topic), or a motion postpone for a later time. Failing any of these, the chair will proceed with the agenda.

5. Motions

- 5.1 A director may make a motion at any time, as specified in Roberts Rules.
- 5.2 A second is required.
- 5.3 The maker of the motion shall speak first. Makers may not speak against the motion. Every director shall have the opportunity to speak before any rebuttal is allowed.
- 5.4 A director may move to amend the motion. Discussion is allowed.
- 5.5 A director may move to end discussion on the previous motion. No discussion, immediate vote.

6. Point of Order

- 6.1 Any director may interrupt proceedings by making a "point of order" objection. This may not be done repeatedly for the same conditions. The chair decides.

Bayview Village & Teal Lake Village
Pond Task Force
March 31, 2023
DRAFT MINUTES

1. Call to Order:

Lynne Pihl called the meeting to order at 9:00 AM

2. Attendees:

Mary Beth Neill, Ray Newsom, Lynne Pihl, Tom Sprandel, Rick Stafford, Claus Svendsen

3. Agenda:

No formal agenda, we agreed to review the goals and steps necessary to reduce pond maintenance costs by introducing certain plants and encouraging certain wildlife.

4. Previous Minutes

See "Pond Vegetation Project -- First Steps" dated 10/19/22

5. Old Business:

5.1 Claus reviewed the goals of the project stressing that we are looking to introduce plants and animals which will compete with weeds, especially cat tails.

5.2 The pond was mowed in March, cost was roughly \$2,700. The additional \$1,000 on this Spring's mowing was for the removal of the plastic, and the re-supported of the 100 year drain.

5.3 The pond will need to be mowed again in the fall with an expected cost of roughly \$1,700.

7. Action Items:

7.1 Salal:

Some of the hot house plantings of salal failed but Claus reported that he expects to have an adequate supply. The salal will be planted around the hundred year drain, probably in late April.

https://en.wikipedia.org/wiki/Gaultheria_shallon

7.2 Bracken Fern:

We will plant bracken fern on the slopes of the pond. Claus will supply some plants for a small starter patch. <https://en.wikipedia.org/wiki/Bracken>

7.3 Water Lily:

We will introduce water lilies to the pond. Claus will supply a few plants to get them started.

<https://en.wikipedia.org/wiki/Nymphoides>

7.4 Wood Ducks:

BVA will buy two wood duck houses, TLVA will pay it's share. ~\$100+

-- Amazon: <https://www.amazon.com/wood-duck-house/s?k=wood+duck+house>

--Wood Ducks: https://en.wikipedia.org/wiki/Wood_duck

7.5 Nootka Rose:

We agreed that Nooka Rose is a suitable planting to block access in certain areas.

https://en.wikipedia.org/wiki/Rosa_nutkana

7.6 Muskrats:

Claus explained that muskrats eat cattail roots, therefore they are welcome in the pond. Cattails are difficult to remove because their roots go deep. Muskrats would not live permanently in the pond, they move up and down the waterways. Our pond is not well connected to the wider waterways so we may not get any muskrats, but we can wait and see.

<https://en.wikipedia.org/wiki/Muskrat>

7.7 Coots:

We will provide a nesting platform for coots. Coots, like wood ducks provide beneficial agitation of the pond bottom. They are aggressive and territorial towards other coots, our pond may be big enough for one or two "families". The nesting platform could be a simple flat square of wood that floats on the pond surface. It would be a good idea to anchor it so it stays in place.

<https://en.wikipedia.org/wiki/Coot>

8. Member Comments: No other members present.

9. Adjournment: 11:30

10. Next Meeting: Mid May 2023

4/9/23, Draft, Tom Sprandel, TLVA

4/11/23 Rev A, Added "The additional \$1,000 . . ." to item 5.2, Tom Sprandel