Inland Shores Community
Staats Lake • Keizer, OR

Lake Forest Estates
Westlake Village
Lakefair Village



Board Meeting Minutes - Tuesday, October 27, 2026 / 6:00pm

The meeting was called to order. Board Attendance:

Board President: Tom Ippolito (Lakefair Village) - Elected President during meeting
Board Treasurer: Debbra Newton (Lakefair Village) - Elected Treasurer effective beginning of 2027
Director: Kathy Verboort (Westlake Village) - Present
Director: Matt Betts (Westlake Village) - Present
Director: George Butzek (Lake Forest Estates) - Absent
Guests / Participants: Don Matsunaga, Dorn, Steven Addams, Bob Olson, Randy Hostetler

Business Topics

1. Call to Order, Introductions & Open Forum

- Meeting opened for the Inland Shores HOA followed by introductions and an opportunity for open forum.
- Participants identifying themselves during introductions: Tom Ippolito, Debra Newton, Kathy Verboort, Don Matsunaga, Laura Dorn, Steven Addams, Bob Olson, Randy Hostetler and Matt Betts. George Bachik was noted as unable to attend due to visiting family.
- Board emphasized long-range Vision 2050 planning as a framework for keeping the community relevant while recognizing that many initiatives will be phased over multiple years.

2. Website & Homeowner Communications

- Tom and Randy are continuing work to make the community website more current, mobile-friendly and easier to navigate.
- Board/community feedback on the refreshed website was positive, including the updated aerial imagery and easier access to information.
- Top-of-page buttons can highlight timely information such as meetings, geese/lake updates, surveys and approved minutes.
- Financial information, budgets and meeting minutes should remain easy to locate, particularly for homeowners, realtors and lenders during property sales.
- A future website search function is desired so homeowners can quickly locate topics within governing documents, such as fencing requirements.

ACTION: Continue website improvements and post timely community updates and documents in prominent locations.

3. Board Officers

- Two new Board members were identified: Debbra Newton and George Bachik.

4. Budget, Management Company & Taxes

- A proposed three-year budget plan was distributed. It includes the SLA increase of $335 per month, or $4,020 annually.

- Taylor Management has e-filed the 2024 and 2025 tax returns and mailed the 2023 return. The amount of any late fees, penalties and interest remains unresolved.
- Taylor has indicated it will address applicable late fees/penalties. Because the potential exposure could be approximately $5,000–$6,000. Board Treasurer follow up was discussed to ensure that all past due tax late fees and penalties have been adequately resolved.
- Questions remain regarding allowable management-related tax deductions and the appropriate percentage. Additional clarification may be sought from AMS and tax professionals before decisions are made.

ACTION: Resolve outstanding tax filings, penalties/interest and management-related tax questions before finalizing any management-company transition.

5. Landscape & Tree Management

- Tom and Matt walked the lake with Pacific Landscape to review the south-side rejuvenation work; progress was reported as generally good.
- Pacific suggested a possible Phase II project elsewhere around the lake at approximately $16,000. The Board did not identify a current need sufficient to justify that expenditure and favored reassessing after 2027 budget performance is clearer.
- Pacific also recommended add-on services such as crabgrass/turf treatment, aeration and moss control. These will be evaluated individually rather than automatically added.
- 2027 landscape maintenance was discussed at approximately $66,000, with a working assumption of roughly 3% annual increases in longer-range budgeting.
- R&R Tree Service proposal: approximately $13,271 to remove 20 trees and plant 10 replacements. This compared favorably with Pacific's approximately $9,600 removal-only proposal.
- Replacement-tree discussion favored species such as ginkgo and styrax; crabapple was discouraged because of maintenance/mess concerns. Katsura should be confirmed with R&R before selection.
- No formal motion/second was stated for the R&R proposal; however, no objections were voiced and direction was given to Matt to move forward with the bid.

ACTION: Matt to proceed with R&R Tree Service planning, confirm appropriate replacement species and avoid crabapple unless later reconsidered.

6. Staats Lake, Wildlife & Water Quality

- Fish & Wildlife testing of an initial group of deceased geese reportedly identified rodenticide exposure; bird flu and aspergillus/fungal causes were not found in that initial group.
- An additional group of approximately 54 birds was submitted for testing; results were pending at the time of the meeting.
- SLA has a contract with a licensed provider for removal of deceased birds from the lake/path area. Birds on HOA common areas, streets or private property may require different arrangements.
- A concise geese communication update is to be posted prominently on the community website.
- Lake-water testing: an informal preliminary check was considered insufficient; the regular testing provider has been engaged and results are pending.
- Seasonal algae/plankton discoloration was discussed as a recurring lake condition. No unusual fish mortality was reported.
- Summer security efforts were reported to have reduced illegal fishing, although occasional rule violations continue.
- Reports were discussed of individuals shining bright lights at geese at night. The Board recognized waterfowl as a longstanding part of the lake environment and community.

ACTION: Post the geese update; await the additional Fish & Wildlife and lake-water test results and communicate material findings to homeowners.

7. McClure Common Area & Fence Line

- Board discussed the grass area along the McClure fence line and agreed to continue the existing lawn treatment rather than undertake a redesign at this time.
- The fence has visible growth/mold near the bottom and may need power washing in spring. Existing water access points may be difficult to locate, so a contractor may need to use a portable water tank.

- A larger redesign of the McClure strip can be reconsidered for 2028 or later.

ACTION: Obtain pricing for spring cleaning/power washing of the McClure fence as appropriate.

8. ARC Committee & Architectural Guidelines

- ARC matters include painting/repair follow-up associated with tree removal at two homes: one in Lake Forest Estates and one in Lakefair Village. A site review was discussed for Tuesday around 5:15–5:30 p.m., or earlier if committee members are available.
- River-rock rule: current language broadly prohibits river rock as the sole covering of a large areas, Limited use as accents is allowed – such as: dry creek beds, drainage applications, borders, or rock integrated with bark/plantings, subject to ARC approval.
- The intent is to prevent conversion of entire front yards to rock while allowing attractive and functional limited use.

ACTION: More details may be added to the rule's documents.

- The HOA Board is currently reevaluating the contract language on solar panels.
- Exterior lighting: existing rules address light/glare leaving a property. The Board discussed practical enforcement when lighting materially affects neighbors, accompanied by a courteous notice and copy of the applicable rule.
- Fence rules: existing provisions use different setback references and can be confusing. The ARC intends to simplify the language clarity so it more clearly reflects rule intent and historical practice.

ACTION: ARC members to clarify a few areas of confusing language in the rule documents.

9. Streets, Speed Humps & School Traffic

- The Board discussed installing gradual speed humps rather than abrupt speed bumps to reduce speeding without creating excessive vehicle noise.
- A preliminary concept is up to two humps on Lakefair and two on Crystal Springs Lane, strategically located away from driveways and, where possible, near property-line/common-area locations.
- Preliminary contractor guidance was approximately $1,500 per hump, or roughly $6,000 for four. A formal bid and proposed locations are still needed.
- The preferred process is to identify locations and obtain a bid, then communicate the proposed spring project to homeowners before installation so concerns can be raised.
- School pickup/drop-off traffic near Waterford continues to create concerns. Temporary A-frame signage and renewed communication with school staff were discussed.
- Existing artwork for temporary neighborhood traffic signs may be reused; volunteers can place/remove signs when available.

ACTION: Develop proposed speed-hump locations and obtain a formal bid; communicate the plan to homeowners before installation. Reestablish temporary school-traffic signage and contact the school regarding neighborhood traffic concerns.

10. Newsletter & Additional Common-Area Items

- The draft newsletter was reviewed favorably. Requested revisions have been made, including a question-and-answer page promised to homeowners.
- Tom will resend the newsletter for final review. Board feedback is requested by the weekend, with a target of sending the finalized version to Taylor Management the following Monday.
- R&R Tree Service indicated it may have a city contact who can address dead trees along McClure that are not the HOA's responsibility. Tom will continue pursuing this option.

ACTION: Board members to return newsletter comments by the weekend; Tom to finalize and forward the newsletter to Taylor Management the following Monday.

ACTION: Tom to follow up with R&R regarding possible City removal of dead trees along McClure.

11. Motions, Votes & Board Direction Summary

- Officer election: Tom Ippolito elected President; Debra Newton elected Treasurer. Final vote: all in favor; no objections stated.

- R&R tree work: direction to proceed after no objections were voiced; transcript did not contain a formal motion/second, so this is recorded as Board consensus/direction rather than a formal motion.
- McClure lawn: consensus to retain the existing lawn treatment and revisit broader changes in 2028 or later.
- Rules updates: consensus to prioritize solar, river rock and fencing with a working January 1, 2027 target; no formal vote stated.
- Speed humps: consensus to obtain a formal bid and identify locations before communicating the proposal to homeowners; no installation vote was taken.

12. Adjournment

- With no additional topics raised, the meeting was called for adjournment. No separate second or recorded adjournment vote was captured in the transcript.

Board Review / Approval

- These minutes are a concise summary of Board business and are not intended as a verbatim transcript.
- ☐ Approved as presented ☐ Approved with revisions ☐ Further review required
- Approval Date: ____10/27/2026_____ Board Representative: _____Tom Ippolito_____