

**FOUR SEASONS PARK HOA  
MONTHLY BOARD MEETING  
PORT ANGELES FOOD BANK  
JANUARY 20, 2024  
10:00 AM  
MINUTES**

1. Call to order 10:10 by Theresa Lehman
2. 12.09.2023 minutes were reviewed. Two corrections were proposed: under #3, the audit is for 2021; under #4, the discussion was about the proposed 2024 budget.

**Motion from Brian, second from Duke to amend the 12.09.2023 minutes to include these two date changes. The board voted in the affirmative.**

3. Election-Kathy Villegas conducted the recording of voters and counting of ballots with the assistance of members.

Regular business resumed at 11:33. Vote totals were read, and the following trustees were elected: Ken Langley, Theresa Lehman, Duke Mehlhaff and Nick Spurrier. Officers will be appointed at the February meeting.

4. Treasurer's report-Nick's report was attached to the December minutes. During discussion, Theresa answered a member's inquiry about the cost of placing a lien, \$303. Nick reviewed January bills to be paid.

**Motion from Tom, seconded by Sue to pay January bills. The board voted in the affirmative.**

5. Maintenance-Brian passed around the copy of the survey for the power line park. He is still waiting for estimates for fencing. The fence will give us a 100' buffer around the well. He is going to check with Rainbow Sweepers for a fence quote, too.
6. Water-Tom updated us on the water tank low water problem and the fact that there seems to be a major leak somewhere. An alarm notified him that the tank was below 8 feet. PUD had to feed water into the tank, but the level still fell below 4 feet Friday. Beginning Monday, Tom and crew will shut off one section at a time, until they find the leak. Tom suggested homeowners look for leaks, and he and a member gave us suggestions for how to do that. Tom said, to cover emergencies like this, he doesn't spend all his budget before the end of the year. He also told us there is a blockage in the mixing tubes, and he is using a bypass right now. Parts must be ordered for this repair. He passed around the recent Spectra Labs report that found no significant gas, oil, or hydrocarbons in our water. Good news.
7. Roads-Duke said that Rainbow Sweepers did a pretty good job on the recent snow. He asked us to consider bringing the snow removal job in-house. Discussion followed about Roger Putnam taking this over, with the Park purchasing equipment and Roger buying it from us. Concerns were raised, including insurance and other bids. Duke said we can discuss this further at the next meeting.

Duke said we will not have Dave for pothole repair this season.

Duke asked if we want to consider installing a gate to enter the Park. Discussion followed, and it was agreed that we would have to get a vote of the members, and it would require a special assessment. We would have to have one at both ends. Brian said it was worth doing research. No decision was made.

8. Emergency Preparedness-Cameo has spoken to Ken Langley, and he has agreed to be the coordinator for our community emergency plan. She said that Ken has a lot of experience in fields related to this. She asked that the next newsletter include an item regarding our community plan.

A member asked that we recognize Cameo for being the coordinator and getting this plan started.

9. 2021 Draft Audit-Duke led the discussion of the draft audit report. The discussion was wide-ranging, particularly focusing on how we proceed to address the deficiencies brought up in the report. Cameo has more experience with this process than anyone else on the board, and so she had more input. She volunteered to communicate with the auditor to determine what our next best steps should be.

**Duke moved and Brian seconded that the Board designate Cameo to communicate with the auditor and present us a plan for correcting audit deficiencies and improving our process. The Board voted in the affirmative.**

Discussion on the South Maple Lane property is tabled to the next meeting, as we are waiting for word from our attorney.

10. Theresa scheduled the next meeting for February 17, and the Board voted to adjourn at 1:18.

I, Theresa Lehman, Four Seasons Park HOA President, do hereby certify that the above minutes have been reviewed and approved at a duly held Board of Trustees meeting at the Port Angeles Food Bank in Port Angeles, Washington.

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Theresa Lehman, President

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Date

# FOUR SEASONS PARK

## MONTHLY TREASURERS REPORT

### JANUARY 2024

BANK BALANCES FOR THE PARK AS OF JANUARY 1ST 2024

CHECKING \$59,040.90

SAVINGS \$47,873.45

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

| DATE                         | COMPANY NAME/PAYEE         | IN PAYMENT OF                                   | AMOUNT     |
|------------------------------|----------------------------|-------------------------------------------------|------------|
| 1/5/24                       | Matthew Lind               | Attorney Fees (G)                               | \$869.00   |
| 1/8/24                       | Roger Putnam               | Street Sweeping (R)                             | \$761.60   |
| 1/8/24                       | Tundra Water Inc           | Monthly, Worked on Pump (W)                     | \$584.08   |
| 1/8/24                       | CC Health & Human Services | Water Testing (W)                               | \$23.00    |
| 1/8/24                       | Spectra Laboratories       | Water Testing (W)                               | \$51.00    |
| 1/10/24                      | Clallam County Auditor     | Lien Placements x8 (G)                          | \$2,428.00 |
| 1/16/24                      | Jamestown Land Survey      | Land Survey (Powerline Park) (R)                | \$2,158.50 |
| 1/16/24                      | RSI Rainbow Sweepers       | Snow Plowing/ Deicing (R)                       | \$1,310.88 |
| 1/16/24                      | Baker Overby & Moore       | 2021 Audit (G)                                  | \$4,000.00 |
| 1/16/24                      | Clallam County PUD         | Pump House (W)                                  | \$258.51   |
| 1/16/24                      | Clallam County PUD         | Street Lights (R)                               | \$313.52   |
| 1/16/24                      | Spectra Laboratories       | Water Testing (W)                               | \$51.00    |
| 1/16/24                      | Brian Steinmetz            | Reimbursement for File Box, 2 Dump Runs (G) (R) | \$134.95   |
| 1/17/24                      | First Federal Bank         | Bank Fee (G)                                    | \$3.00     |
| 1/19/24                      | HP Instant Ink             | Printer Ink, \$11.94 extra for Newsletters (G)  | \$13.02    |
| 1/19/24                      | RSI Rainbow Sweepers       | Snow Plowing/ Deicing (R)                       | \$1,059.06 |
| 1/22/24                      | Port Angeles Food Bank     | Meeting Expense (G)                             | \$200.00   |
| 1/26/24                      | RSI Rainbow Sweepers       | Snow Plowing/ Deicing (R)                       | \$623.45   |
| 1/26/24                      | CC Health & Human Services | Water Testing (W)                               | \$23.00    |
| 1/26/24                      | CenturyLink                | Pump House Phone (W)                            | \$64.04    |
| 1/27/24                      | Nick Spurrier              | January Bookkeeping, Stamps (G)                 | \$815.75   |
| <b>CURRENT BUDGET TOTALS</b> |                            |                                                 |            |

| GENERAL (G) |             | WATER (W)  |             | ROAD (R)   |             |
|-------------|-------------|------------|-------------|------------|-------------|
| MONTH USED  | \$8,343.19  | MONTH USED | \$1,054.63  | MONTH USED | \$6,347.54  |
| YTD USED    | \$8,343.19  | YTD USED   | \$1,054.63  | YTD USED   | \$6,347.54  |
| BUDGETED    | \$25,811.11 | BUDGETED   | \$42,782.42 | BUDGETED   | \$63,093.67 |
| REMAINING   | \$17,467.92 | REMAINING  | \$41,727.79 | REMAINING  | \$56,746.13 |

|                       |              |
|-----------------------|--------------|
| <b>TOTAL BUDGETED</b> | \$131,687.20 |
| TOTAL SPENT           | \$15,745.36  |
| TOTAL REMAINING       | \$115,941.84 |

| SPECIAL ROAD ASSESSMENT |              |
|-------------------------|--------------|
| MONTH                   | \$300.00     |
| YTD                     | \$300.00     |
| ASSESSED                | \$110,200.00 |
| REMAINING               | \$109,900.00 |

| TOTAL DUES COLLECTED             |              |
|----------------------------------|--------------|
| MONTH                            | \$2,769.31   |
| YTD                              | \$2,769.31   |
| 2024 DUES                        | \$730.77     |
| BACK DUES                        | \$2,038.54   |
| TOTAL DUES COLLECTED BROKEN DOWN |              |
| ASSESSED                         | \$131,687.20 |
| 2024 TOTAL DUES COLLECTED        | \$730.77     |
| PRE PAID DUES                    | 214.75       |
| REMAINING                        | \$130,741.68 |