

Four Seasons Park

HOA Board of Trustees Monthly Meeting

8/19/2023

Trustees present: Theresa R. Lehman, Nick Spurrier, Tom Cline, John "Duke" Mehlhaff, Cameo Little, Brian Steinmetz, Kathy Villegas

- 1) Called to order 1:09 pm

Members present were introduced.

- 2) Minutes for 7/15/2023 were approved.

- 3) President's month in Review

Theresa reminded members that the September and October meetings will be at the Port Angeles Food Bank. The September meeting will be on the emergency plan and the Neighborhood Watch Program. The Board agreed to a \$200 donation to the Food Bank for each meeting.

An issue with speeding in the park was mentioned, and members were reminded that the speed limit inside the park is 15 mph.

Theresa mentioned that the Neighborhood Watch signs are \$40 each. The Board will publicize the upcoming meetings on the whiteboard and the website. In addition, we will mail an announcement to all members at the end of August.

There continues to be an issue with mail theft. Theresa is encouraging members to get locking boxes. If space on the banks of boxes becomes a problem, we can extend the posts.

- 4) Nick-Treasurer's Report – Nick made his financial report. He reported that a new chemical pump was purchased. Dave Mills has been doing a good job on maintenance. 10% was withheld from the second payment to Lakeside, until the agreed upon correction to the guard rail. Nick purchased a locking mailbox for the Park. He updated us on the collection of past due assessments and on new liens that will be placed at the end of September.

- 5) Tom-Water

Tom updated us on the leak at Red Cedar and South Alder. Dale installed a meter on the shut off valve that was rusted open, and Tom will install a lock; water will remain off until past due assessments are paid.

- 6) Duke-Roads

Duke reported that the speed bumps have been repainted at a cost of \$2300, and markers for snowplows will be finished soon. We discussed adding more speed bumps on South Alder and the relative cost of asphalt v. rubber. Further discussion of speed bumps was tabled for the October annual meeting. Duke will resurrect the old map of speed bumps.

Duke updated us on the correction for the guard rail and the repair on Red Cedar. The garbage truck is contributing to the damage.

Concerning the bridge, Duke is still working on it. We have to be clear on the environmental rules. Fish and Game officials are out of the office during August, so no advice yet from them. Duke has a bridge painter, but it is super expensive, and we have to be clear on any restrictions for sandblasting and protecting the creek.

The area at the top of the hill on South Alder above the creek will need erosion mitigation. Also, Hemlock will need major work. Duke would like to propose a maintenance bond in next year's budget to redo the roadway. Jo may know someone to help on the erosion problem.

Duke updated us on the motorcycle club issue. He met with county code enforcement official and told him that our end goal is to have an unobstructed emergency exit for Park members.

7) Brian-Maintenance

Dave removed a down tree near the kiosk and cleaned up the area. Brian asked members to let him know if there are any areas of the grounds in need of maintenance. Duke said that, overall, the Park is looking good.

8) New Business

Cameo spoke about the upcoming training in the emergency program, Map Your Neighborhood, which will be held at the September meeting. We will be looking for interested members to become neighborhood leaders in the program.

Theresa will send another letter to the member who is having difficulty with both speed limits and leash laws within the Park.

Theresa will plan to provide refreshments for the September meeting.

Meeting adjourned at 2:25 pm.

FOUR SEASONS PARK

MONTHLY TREASURERS REPORT

AUGUST 2023

BANK BALANCES FOR THE PARK AS OF AUGUST 1ST 2023

CHECKING \$90,030.47

SAVINGS \$46,617.49

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

DATE	COMPANY NAME/ PAYEE	IN PAYMENT OF	AMOUNT
8/2/23	Tundra Water Inc	Monthly, Leaks, New Chemical Pump (W)	\$1,882.26
8/2/23	Spectra Laboratories	Water Testing (W)	\$51.00
8/2/23	Clallam H&H Services	Water Testing (W)	\$23.00
8/4/23	Clallam County Auditor	Lien Removal (G)	\$203.50
8/9/23	Dave Mills	Mowing, Trimming/ Speed Bump Paiting (R)	\$3,459.68
8/9/23	Lakeside Industries	Special Road Project 2nd Payment -10%	\$28,320.16
8/9/23	Clallam County PUD	Pump House (W)	\$258.66
8/9/23	Clallam County PUD	Street Lights (R)	\$313.52
8/9/23	First Federal Bank	\$50 Transfers to Savings x3 (S)	\$150.00
8/10/23	First Federal Bank	Bank Fee (G)	\$3.00
8/13/23	Amazon.com	New Mail Box for Park (G)	\$173.75
8/14/23	United States Postal Service	500 Prestamped/Addressed Envelopes (G)	\$411.85
8/19/23	Theresa Lehman	Reimbursement for Cert Letters, Notary, Office Supplies (G)	\$329.05
8/19/23	Spectra Laboratories	Water Testing (W)	\$310.00
8/19/23	HP Instant Ink	Printer Ink (G)	\$1.08
8/22/23	Carolyn McGill	Reimbursement from Jamestown Tribe (G)	\$871.69
8/25/23	Dave Mills	Removal of Fallen Tree (R)	\$400.00
8/26/23	CenturyLink	Pump House Phone (W)	\$63.49
8/28/23	Clallam H&H Services	Water Testing (W)	\$23.00
8/29/23	Nick Spurrier	August Bookkeeping, 2 Rolls of Stamps (200) (G)	\$825.50
8/31/23	Intuit.com	QuickBooks Renewal (G)	\$568.52

CURRENT BUDGET TOTALS

GENERAL (G)

MONTH USED	\$3,387.94
YTD USED	\$14,789.85
BUDGETED	\$25,000.00
REMAINING	\$10,210.15

TOTAL BUDGETED	\$115,000.00
TOTAL REMAINING	\$55,924.56

TRANSFERS TO SAVING (S)

MONTH	\$150.00
YTD	\$5,150.00

WATER (W)

MONTH USED	\$2,611.41
YTD USED	\$18,512.99
BUDGETED	\$40,000.00
REMAINING	\$21,487.01

ROAD (R)

MONTH USED	\$4,173.20
YTD USED	\$25,772.60
BUDGETED	\$50,000.00
REMAINING	\$24,227.40

DUES COLLECTED

Month	\$17,088.20
YTD	\$116,722.70
DUES REMAINING	-\$1,722.70

SPECIAL ROAD ASSESSMENT

MONTH	\$4,254.00
YTD	\$55,215.33
REMAINING	\$4,784.67

FOUR SEASONS PARK

MONTHLY TREASURERS REPORT

SEPTEMBER 2023

BANK BALANCES FOR THE PARK AS OF SEPTEMBER 1ST 2023

CHECKING \$74,312.26

SAVINGS \$46,768.68

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

DATE	COMPANY NAME/ PAYEE	IN PAYMENT OF	AMOUNT
9/5/23	First Federal Bank	\$50 Transfers to Savings x12	\$600.00
9/5/23	Amazon.com	Evelopes, Address Labels	\$71.04
9/6/23	Tundra Water Inc.	Monthly, Install Meter, Water Leak, Parts, Sandfill	\$2,192.59
9/11/23	First Federal Bank	Bank Fee	\$3.00
9/14/23	Clallam County PUD	Pump House	\$201.74
9/14/23	Clallam County PUD	Street Lights	\$313.52
9/18/23	Clallam County Shefiff's Office	Neighborhood Watch Signs	\$322.40
9/19/23	HP Instant Ink	Printer Ink	\$1.08
9/26/23	CenturyLink	Pump House Phone	\$63.49
9/26/23	DNR	Forest Land Assessment	\$71.00
9/28/23	Nick Spurrier	September Bookkeeping	\$750.00
CURRENT BUDGET TOTALS			

GENERAL (G)		WATER (W)		ROAD (R)	
MONTH USED	\$1,218.52	MONTH USED	\$2,457.82	MONTH USED	\$313.52
YTD USED	\$16,001.37	YTD USED	\$20,970.81	YTD USED	\$26,096.12
BUDGETED	\$25,000.00	BUDGETED	\$40,000.00	BUDGETED	\$50,000.00
REMAINING	\$8,998.63	REMAINING	\$19,029.19	REMAINING	\$23,903.88
TOTAL BUDGETED	\$115,000.00	DUES COLLECTED			
TOTAL REMAINING	\$51,931.70	Month			
		YTD			
		DUES REMAINING			
		Month			
		YTD			
		REMAINING			
		Month			
		YTD			
		REMAINING			

TRANSFERS TO SAVING (S)	
MONTH	\$600.00
YTD	\$5,750.00

SPECIAL ROAD ASSESSMENT	
MONTH	\$1,050.00
YTD	\$56,265.33
REMAINING	\$3,734.67