

FOUR SEASONS PARK HOA
MONTHLY BOARD MEETING
THE MARKET
April 20, 2024
10:00 AM
MINUTES

1. Call to order 10:05 by Theresa Lehman
Board members present: Theresa Lehman, Tom Cline, Kathy Villegas, Nick Spurrier, Duke Mehlhaff, Brian Steinmetz, Sue Haskin.
2. Theresa welcomed Brian, new member to the park. Theresa said the Board will meet at 12:45 with a member regarding easement rights. She updated us on the status of liens, saying that we had 14-15 liens placed, and that number is down to 4-5. The federal program for housing assistance has ended. There is a WA State program, and details can be obtained on the HAF site.
3. The minutes were reviewed by members prior to the meeting.

Motion: To approve 3.14.2024 minutes as presented. Brian moved and Sue seconded. Confirmed by voice vote.

4. **Treasurer's Report**-Nick reported that Kathy has been doing some of the treasurer responsibilities this month, and that Kathy and Nick had met with Wendy, the CPA who will be doing our bookkeeping beginning May 1. He reviewed the bills for this month. Nick would like to see some clarification on the deferred funding budget category and consideration of a payment plan for assessments. He is concerned that some members may be pushed out of the park as assessments increase. He reported on current balances and said that about 1/3 of 2024 assessments have been received. He suggested a new printer for the Park to be installed at Kathy's house. Theresa mentioned at this time that the 2021 audit will be mailed to all members, and she distributed a copy to those members in attendance, in lieu of mailing.
5. **Roads Report**-Duke reviewed the bridge painting project and mentioned that someone had complained to Fish & Game early in the project. The complaint was dismissed. Landons Painting had run into unexpected complications and cost overruns in the work, including plugged drain holes and extensive rust in some areas. Duke asked the Board to authorize additional funds to help the contractor break even, and a member suggested we should do better than breaking even.

Motion: The Board authorize up to \$8000 additional funding to pay Landons Painting at the completion of the bridge painting. Sue so o moved. Tom asked to amend, authorizing up to \$10,000, with any additional needs to be brought back to the Board for further authorization. Brian seconded the amended motion. Confirmed by voice vote in the affirmative.

Duke reported that Ken is working on a plan to replace the delaminated brace metal, and the damaged decking was also discussed. Once the decking is removed, a waterproof layer should be installed before the new decking, and materials' estimate is \$2500. Duke recommends the work be done this year, rather than waiting until next year. Hiring help may cost \$7000. Volunteer work may have safety and liability issues. There was a question of using emergency savings. Nick said road funds could be used, and Nick said he anticipates that all the budget categories, except water, will be over budget this year. Brian asked about doing the walkways. Duke said Ken will put together a plan, and we should table the discussion of further bridge maintenance until Ken is able to complete his plan.

Theresa reminded us that the next meetings are May 18 and June 15.

Motion to Adjourn: Tom moved and Sue seconded. Voice vote in the affirmative.
Meeting adjourned 11:35 pm.

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.

Theresa Lehman, President

Date

FOUR SEASONS PARK

MONTHLY TREASURERS REPORT

APRIL 2024

BANK BALANCES FOR THE PARK AS OF APRIL 1ST 2024

CHECKING \$103,979.89

SAVINGS \$47,877.03

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

DATE	COMPANY NAME/ PAYEE	IN PAYMENT OF	AMOUNT
4/1/24	Kathy Villegas	Reimbursement for Printer Ink, Certified Letters (G)	\$39.11
4/2/24	Matt Lind	Attorney Fees (G)	\$942.50
4/2/24	Fryer Insurance	Directors Liability Policy (G)	\$1,897.00
4/2/24	Spectra Laboratories	Water Testing (W)	\$51.00
4/2/24	Tundra Water Inc	Monthly, Pipe Replacement (W)	\$1,428.72
4/4/24	Brian Steinmetz	Reimbursement for Dump Runs (R)	\$8.88
4/4/24	Landon's Painting	Tree Removal near Bridge (R)	\$871.20
4/7/24	Christian Davis	Refund for Overpayment on Assessment	\$1,753.33
4/10/24	First Federal Bank	Bank Fee (G)	\$3.00
4/11/24	Spectra Laboratories	Water Testing (W)	\$51.00
4/11/24	Clallam County PUD	Street Lights (R)	\$324.46
4/11/24	Clallam County PUD	Pump House (W)	\$216.44
4/14/24	CC Health & Human Services	Water Testing (W)	\$23.00
4/15/24	Spectra Laboratories	Water Testing (W)	\$51.00
4/16/24	Amazon.com	Printer Toner (G)	\$25.33
4/17/24	HP Instant Ink	Printer Ink (G)	\$1.62
4/20/24	Nick Spurrier	April Bookkeeping (G)	\$750.00
4/20/24	Port Angeles Food Bank	Meeting Expense (G)	\$200.00
4/20/24	Brian Steinmetz	Reimbursement for Block Watch Mounting Supplies (G)	\$71.41
4/20/24	Theresa Lehman	Reimbursement for Meeting Snacks, Ink x4, Postage, Notary (G)	\$558.21
4/25/24	USPS.com	Stamped Envelopes for Statements (G)	\$424.45
4/26/24	CenturyLink	Pump House Phone (W)	\$77.22
4/26/24	Dave Mills	Road Maintenance (R)	\$1,050.00
CURRENT BUDGET TOTALS			

GENERAL (G)		WATER (W)		ROAD (R)	
MONTH USED	\$4,488.18	MONTH USED	\$1,898.38	MONTH USED	\$2,254.54
YTD USED	\$16,800.68	YTD USED	\$8,519.97	YTD USED	\$21,559.33
BUDGETED	\$25,811.11	BUDGETED	\$42,782.42	BUDGETED	\$63,093.67
REMAINING	\$9,010.43	REMAINING	\$34,262.45	REMAINING	\$41,534.34

TOTAL BUDGETED	\$131,687.20
TOTAL SPENT	\$46,879.98
TOTAL REMAINING	\$84,807.22

SPECIAL ROAD ASSESSMENT 49%		TOTAL DUES COLLECTED 51%	
YTD	\$53,823.32	ASSESSED	\$131,687.20
ASSESSED	\$110,200.00	2024 TOTAL DUES COLLECTED	\$66,693.65
REMAINING	\$56,376.68	REMAINING	\$64,993.55