

**FOUR SEASONS PARK HOA
MONTHLY BOARD MEETING
PORT ANGELES FOOD BANK
February 17, 2024
10:00 AM
MINUTES**

1. Call to order 10:17 by Theresa Lehman
Board members present: Theresa Lehman, Tom Cline, Kathy Villegas, Nick Spurrier, Duke Mehlhaff, Brian Steinmetz, Ken Langley. Sue Haskin absent.
2. Kathy Villegas conducted a recount of the votes on the road projects, to verify only those votes for projects 1 & 2 combined and the "no" votes on all projects. The final tally was: Project 1-14; Project 2-8; Projects 1&2-26; No Project-19. It was confirmed that Projects 1&2 received the majority, and each lot will be assessed \$725 in 2024. Theresa said that the committee that handled the voting will make recommendations to improve the ballot format for the December 2024 election. Nick mentioned that invoices will be mailed next week, and that regular and road assessments are due in full by June 15. After that date, a 1% interest charge will be added monthly to any unpaid balances.
3. Theresa welcomed Ken Langley to the Board, and mentioned that Ken has been a member for over twenty years and has been active as a volunteer in the Park, having worked with Rick, Duke, Ken and Tom.
4. Nominations of officers took place. The following officers will serve for 2024: Theresa Lehman, President; Tom Cline, Vice-president; Kathy Villegas, Secretary; Nick Spurrier, Treasurer.
President: Tom nominated Theresa, Nick seconded. A voice vote selected Theresa as President. Theresa thanked everyone for a team effort this past year,

Nick nominated Tom for Vice-president, and Brian seconded. Cameo nominated Brian. The second was not recorded. A voice vote selected Tom for Vice-president.

Brian nominated Kathy Villegas for Secretary, Tom seconded. A voice vote confirmed Kathy as Secretary.

Duke nominated Nick for Treasurer in a temporary capacity, with a second from Brian. A voice vote confirmed Nick for Treasurer. A discussion followed about considering a division of duties for this role. Duke suggested that Nick get a small group together to make recommendations on this, and Nick agreed to do that.

5. Approval of Minutes

Motion: Duke moved to approve the minutes as submitted; Tom seconded. By voice vote, the minutes were approved as submitted.

6. Nick reviewed the bills, and by voice vote, the Board agreed to pay the bills. Discussion was held about the audit.

Motion: Tom moved and Duke seconded that the Board authorize finalizing the 2021 audit.

7. Tom gave a report on the recent leaks, and there was discussion about the cost of the water we purchased from PUD to fill the tanks during the major leak. Members asked if we could ask PUD for a

discount on the bill, and could the member whose home had the leak be charged for some of the water, which Ken estimated could have been 30 gal/min. Tom said that we have no provision in the Bylaws for that, and until all lots are metered, we would have no way of knowing the amount of water lost to the leak.

8. Brian is still gathering quotes for the fencing project near the pump house. He has not had a response from Rainbow Sweepers yet on fencing, and Theresa suggested contacting Cara at RSI. Brian is going to work on fixing some signs and getting the Neighborhood Watch signs up. It was also mentioned that Dave will do grounds again this year.
9. Duke spoke about pothole repair. RSI had given him an informal quote of \$700-1000 for each pothole. Dave's partner, Tob, will do a single repair for \$100 per square foot area.
10. Ken mentioned that he had picked up the garbage near Hwy 101 and consolidated it. There was another discussion about installing a trail cam in the area, with a member volunteering to buy a camera, if someone can install it. Duke brought up considering installing a post and cable barrier across the area. No action was taken.
11. Duke spoke about the Maple Ln bridge painting. The cost will be \$24,660.41. Sherwin Williams paint will be used, and the permit requires that no rust fall in Morse Creek. This proposal is for painting only the top of the bridge. There was a question about the structural integrity of the bridge, but Duke has been unable to get anyone willing to inspect it. Nick said that this should have been a special project, that it is legal but not proper to fund it the way we are. Duke said it is regular maintenance. Duke said he was unable to get any additional bids, after a year-long search.

Motion: Duke moved to hire the contractor and complete the bridge painting, and to dispense with soliciting two additional bids. Tom seconded. By a voice vote, the Board voted to accept the bid as presented.

A committee was formed to decide on the paint color. Ken, Brian, Paris and Jerry volunteered.

Duke discussed the hole at the corner of Cottonwood and North Alder. It is a safety concern. The estimate is \$1000.

Motion: Duke moved to fill the hole; Tom seconded. The Board voted to fill the hole.

Duke gave a detailed presentation on Projects 1&2, with visuals. Because Lakeside Industries has a new machine, at \$6000 per day that makes use of the material already in the roadway, we are able to take advantage of huge cost savings in doing both jobs this year. The "big dip" will be fixed, and a transition to the owner's road at that spot will be built. Alligator repair will be completed. The cost is \$114,030. There was no vote on this issue, since the full membership voted on the road projects on the December 2024 ballot.

12. Duke made a presentation on the fence issue at 13 Willow, Division 3, Lot 35. The fence is encroaching on the roadway and needs to be moved in 12 ft. Discussion followed about other fences which may be a problem.

Motion: Tom moved and Brian seconded that the Board send a letter to the member at 13 Willow Lane requesting that he move his fence and asking for a response by April 1. The motion was approved by voice vote.

13. Old Business- The Board is waiting for advice from our attorney regarding the South Maple Ln property with car storage. We tabled the issue to the next meeting. Regarding the S Alder Ln fence encroachment issue, we are still waiting on a response from our attorney which is expected soon.
14. New Business-Theresa denied a recent member request for a list of current owners and the number of votes each owner has. Discussion followed about our obligation to provide this information. It was agreed that the list of owners should be provided, and that all members are entitled to that list free of charge. Nick agreed to generate the list. Another recent request was reviewed, and what we should charge for research required to respond to record requests, including a fee for copies.

Motion: Tom moved and Duke seconded that we charge \$50 per hour and \$1 per page for record requests. The motion passed by voice vote.

Theresa said we are giving The Market (PA Food Bank) a \$200 donation for each meeting. Discussion followed about the frequency of meetings and the cost of the room. Members want to continue monthly meetings, and it was suggested we offer a smaller donation, perhaps \$150.

Discussion was held about the need for a website that hosts only Board-approved content. 4seasonsparkhoa.com and 4seasonsparkhoa@gmail.com are not Board-approved. Tom agreed to work on getting a new website up, and Duke will ask our attorney, if necessary, to have confusing things removed from the 4seasonsparkhoa.com site. Cameo agreed to make modifications to her site immediately.

Motion: Tom moved and Brian seconded to develop a website for official Park business. The Board approved the motion by voice vote.

15. **Motion:** Tom moved and Brian seconded to adjourn the meeting. Voice vote in the affirmative. Theresa adjourned the meeting at 12:57.

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

Attachments: Agenda and minutes notes
Certification of Election
Treasurer's Report
Member Sign-in sheet
2 member record requests
Landon's Painting Quote
Department of Fish and Wildlife Hydraulic Project Approval

FOUR SEASONS PARK

MONTHLY TREASURERS REPORT

FEBRUARY 2024

BANK BALANCES FOR THE PARK AS OF FEBRUARY 1ST 2024

CHECKING \$49,793.73

SAVINGS \$47,874.67

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

\$ 910.50

DATE	COMPANY NAME / PAYEE	IN PAYMENT OF	AMOUNT
2/9/24	CC Health & Human Services	Water Testing (W)	\$23.00
2/9/24	Matt Lind	Attorney Fees (G)	\$325.00
2/9/24	Baker, Overby and Moore	Accounting Fees (G)	\$30.00
2/9/24	Spectra Laboratories	Water Testing (W)	\$51.00
2/12/24	First Federal Bank	Bank Fee (G)	\$3.00
2/17/24	Port Angeles Food Bank	Meeting Cost (G)	\$200.00
2/19/24	HP Instand Ink	Printer Ink (G)	\$1.08
2/20/24	Clallam County PUD	Pump House (W)	\$340.80
2/20/24	Clallam County PUD	Street Lights (R)	\$313.52
2/22/24	USPS.com	200 Stamps (G)	\$138.35
2/26/24	CenturyLink	Pump House Phone (W)	\$69.60
2/26/24	USPS	160 Stamps For News Letter (G)	\$108.80
2/26/24	Clallam County Treasurer	Property Taxes (G)	\$324.23
2/26/24	Clallam County Treasurer	Property Taxes (G)	\$197.54
2/27/24	CC Health & Human Services	Water Testing (W)	\$23.00
2/27/24	Kathy Villegas	Reimbursement for Certified Letters (G)	\$26.19
2/28/24	Nick Spurrier	February Bookkeeping (G)	\$750.00
CURRENT BUDGET TOTALS			

GENERAL (G)	
MONTH USED <i>3014.69</i>	\$2,107.19
YTD USED <i>11,357.88</i>	\$10,447.38
BUDGETED	\$25,811.11
REMAINING	\$15,363.73

WATER (W)	
MONTH USED	\$507.70
YTD USED	\$1,562.33
BUDGETED	\$42,782.42
REMAINING	\$41,220.09

ROAD (R)	
MONTH USED	\$313.52
YTD USED	\$6,661.06
BUDGETED	\$63,093.67
REMAINING	\$56,432.61

TOTAL BUDGETED	
TOTAL SPENT	\$18,670.77
TOTAL REMAINING	\$113,016.43

TOTAL DUES COLLECTED	
MONTH	\$14,225.61
YTD	\$16,994.92
2024 DUES YTD	\$11,081.63
BACK DUES YTD	\$5,913.29

SPECIAL ROAD ASSESSMENT 8%	
MONTH	\$8,213.37
YTD	\$8,513.37
ASSESSED	\$110,200.00
REMAINING	\$101,686.63

TOTAL DUES COLLECTED BROKEN DOWN 8%	
ASSESSED	\$131,687.20
2024 TOTAL DUES COLLECTED	\$11,081.63
PRE PAID DUES	\$1,080.39
REMAINING	\$119,525.18

*Bridge maint 20 yrs
rust mort*

*557 K
847 K*

12

*Fence 6' \$30,982
5' \$29,865*

*Road proj 845K savings EOM 77,426.29
end of June*