

**FOUR SEASONS PARK HOA
MONTHLY BOARD MEETING
THE MARKET
March 16, 2024
10:00 AM
MINUTES**

1. Call to order 10:09 by Theresa Lehman
Board members present: Theresa Lehman, Tom Cline, Kathy Villegas, Nick Spurrier, Duke Mehlhaff, Brian Steinmetz, Ken Langley, Sue Haskin.
2. Theresa welcomed two new members to the park: Karen and Theresa. Nick made a correction to the financial information printed for the meeting, and the corrected sheet is attached to these minutes.
3. The minutes were reviewed by members prior to the meeting.

Motion: To approve 2.17.2024 minutes with the correction to the financial information. Tom moved and Sue seconded. Confirmed by voice vote.

4. **Treasurer's Report**-Nick gave his financial report and said that we have submitted our request to have the 2021 audit finalized. Theresa responded to a member question and said that the final audit report will be mailed to all members. Duke asked about what the savings account is used for, and Nick said for unforeseen emergencies. A member asked how long the savings have been accumulating, and Nick said about five years. The deferred maintenance in this year's budget is not in a separate account. Nick said that there has been no bill yet from PUD for filling the tank during the recent major leak.
5. **Water Report**-Tom reported that the repair at the mixing tubes near the pump house has been repaired. Chemicals had caused buildup in the lines.
6. **Maintenance/Grounds**- Brian reviewed the fencing quotes he had received from RSI. Fencing the entire piece of property with a 6 ft chain link is more than \$30,000, and 5 ft \$29,000+. Brian said the quotes were a bit vague, and discussion followed. Alternative types of fencing were mentioned, including ecology blocks. Our initial plan was to provide a 100 ft buffer around the pump house, so Brian is going to get a quote for fencing just that. A member said that the project should be voted on by all members. Nick said we have no funds budgeted for the project this year. A member suggested we think about using volunteer park member labor and consider different types of fencing. Brian will try to get more quotes from other companies, but he has had no replies yet.
7. **Roads**-Duke said the Lakeside Industries contract is signed, and the work is scheduled for late June or early July. By doing two projects this year, we are getting \$40,000 extra work done. Bridge painting is delayed until March 26 or 27. Materials are ordered, and the committee chose a brown color. There were questions about the sanding process, and Duke said a vacuum system will be used. No bridge closures are expected, the paint will be rolled on, and it is a specialty paint from Sherwin Williams. It is estimated that the painting will last conservatively 10 years. The underside of the bridge will not be painted in this project, but some cracks will be treated with a special rust conversion product.
8. **New Business**
Theresa explained that, with Nick's retiring from the treasurer's position, Kathy will be taking up some of Nick's duties, and we will be contracting a bookkeeping firm. Nick went over his list of responsibilities. Discussion followed about what aspects of the job will be done by the bookkeeper and whether the jobs done by members of the Board should be compensated and at what level. Nick is compensated \$750 mo. for his work. If the job is divided up, the compensation would also be apportioned. The division of duties was discussed. In the past, as many as 3 people did the job.

Motion: The Board will write a job description for a paid in-park treasurer position and send out a notice to all members, soliciting resumes. Duke moved and Tom seconded. Voice vote in the affirmative.

Duke spoke about possible code violations for commercial parking, with the South Maple property a concern. The 2021 code violation letter was, according to our attorney, poorly written and with no follow up, and therefore is not pertinent. Commercial activity in a residential zone violates county zoning codes and park regulations. After discussion, the member agreed to begin moving all vehicles not registered to him from the lot, and the issue will be revisited in 90 days.

Duke also reported that the Board has been conducting an audit of the combined lots in the Park for the purpose of reduced assessments. There are some combined lot files that do not have the Four Seasons Park Notice of Restrictive Covenants documentation recorded with the county. When the audit is completed, the Board will notify members in writing to update their records and determine if any Board actions need to be taken. Duke also clarified that according to Article XXIII – Definitions, there is no requirement that the lots be combined in county records, only that the Notice of Restrictive Covenants be recorded.

A member questioned whether the Department of Fish and Wildlife and PUD pay assessments, and Theresa said yes.

A member who had previously requested the Park's mailing address list brought up his request again. Discussion followed, including the question as to whether members could request their information not be made available to other members. RCW's and Bylaws were discussed, and there was disagreement as to the interpretation of some language. It was decided that Nick would provide the list as requested. The member would also like clarification as to exactly how many members we have, for the purpose of calling a special meeting. Discussion continued about redactions of personal information, and we agreed to table it until we get more clarification if redactions are allowed by law.

A member brought up a committee to revise the bylaws. Discussion followed, including whether another HOA's bylaws might be helpful as a template for our own revisions.

Motion: Table the discussion of bylaw revision, and Duke will get a template from the attorney. Tom moved and Ken seconded. Voice vote in the affirmative.

A member asked Brian to reinforce all the mailbox supports, and some of the posts along the roadway need reinforcement. She was also concerned that companies bringing manufactured homes into the Park be held responsible for damage to the bridge.

Motion to Adjourn: Brian moved and Ken seconded. Voice vote in the affirmative.
Meeting adjourned at 12:34.

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

March 2024

BANK BALANCES FOR THE PARK AS OF MARCH 1ST 2024

CHECKING \$57,022.68

SAVINGS \$47,875.81

THE FOLLOWING BILLS WERE PRESENTED FOR PAYMENT:

DATE	COMPANY NAME/ PAYEE	IN PAYMENT OF	AMOUNT
3/1/24	Landon's Painting LLC	1/2 Bill for Bridge Painting (R)	\$12,330.21
3/6/24	Tundra Water Inc	Jan/Feb Bill, Water Leak (W)	\$4,019.30
3/11/24	Pat Tenesen	Excavator rental for water line repair (W)	\$560.00
3/11/24	CC Health & Human Services	Water Testing (W)	\$23.00
3/11/24	First Federal Bank	Bank Fee (G)	\$3.00
3/16/24	Port Angeles Food Bank	Meeting Expense (G)	\$200.00
3/16/24	Clallam County PUD	Pump House (W)	\$285.06
3/16/24	Clallam County PUD	Street Lights (R)	\$313.52
3/16/24	Cascade Columbia Dist.	Chemicals for Pump (W)	\$924.76
3/19/24	Spectra Laboratories	Water Testing (W)	\$51.00
3/19/24	HP Instant Ink	Printer Ink (G)	\$1.62
3/25/24	Spectra Laboratories	Water Testing (W)	\$51.00
3/25/24	CenturyLink	Pump House Phone (W)	\$69.60
3/31/24	Nick Spurrier	March Bookkeeping (G)	\$750.00
CURRENT BUDGET TOTALS			

GENERAL (G)	
MONTH USED	\$954.62
YTD USED	\$12,312.50
BUDGETED	\$25,811.11
REMAINING	\$13,498.61

WATER (W)	
MONTH USED	\$5,059.26
YTD USED	\$6,621.59
BUDGETED	\$42,782.42
REMAINING	\$36,160.83

ROAD (R)	
MONTH USED	\$12,643.73
YTD USED	\$19,304.79
BUDGETED	\$63,093.67
REMAINING	\$43,788.88

TOTAL BUDGETED	\$131,687.20
TOTAL SPENT	\$38,238.88
TOTAL REMAINING	\$93,448.32

SPECIAL ROAD ASSESSMENT 33%	
MONTH	\$25,431.25
YTD	\$36,106.25
ASSESSED	\$110,200.00
REMAINING	\$74,093.75

TOTAL DUES COLLECTED	
MONTH	\$44,469.67
YTD	\$61,464.59
2024 DUES YTD	\$48,836.33
BACK DUES YTD	\$12,628.26

TOTAL DUES COLLECTED BROKEN DOWN 37%	
ASSESSED	\$131,687.20
2024 TOTAL DUES COLLECTED	\$48,836.33
PRE PAID DUES	\$1,080.39
REMAINING	\$81,770.48