

Deer Park HOA Board – Regular Meeting Agenda

- Meeting Date: April 1, 2014
- Attendance (minimum of 3 required)
 - President - Kent Kading
 - Vice President - Peter Hawkes
 - Treasurer - Justin LeRoux
 - Secretary – Michael King
 - At-Large / Maintenance Chair - Bob Hathaway
 - At-Large / ACC Position #1 - Luiz Camargo
- Review of Prior Meeting Minutes and the Status of Any Open Projects or Activities (Secretary)
 - Board agreed that a “Quarterly Newsletter” should be restarted to communicate important events and reminders for the residence of Deer Park. **Kent Kading** will work with Ann Kading and **Rick Theiss (ACC member)** to develop a newsletter format and content for the Board members to review and approve (prior newsletter are available as a sample). Target deadline April 25. The Board discussed various means that may be used to communicate with the HOA members including email, mailed flyers/letters, social media and the website. Further discussions and actions will emerge as part of the updating of the website.
 - Dumpster Days are tentatively scheduled for Saturday, May 17 from 8 am – 2pm (if not filled sooner). **Bob Hathaway** to develop an announcement that will be sent to the HOA residences requesting volunteers to monitor the items being thrown away. Once we have enough volunteers (6-8), we will schedule the ordering of the dumpsters (request the dumpsters with closeable/locking lids). **Bob** will work with **Michael King**. An announcement will be included in the Quarterly Newsletter regarding Dumpster Days.
 - We will also plan on placing the Deer Park Garage Sale signs up on Saturday, May 10 for any resident interested in holding a garage sale. **Peter Hawkes** will contact **Andrew Drapp** to obtain the signs.
 - **Luiz Camargo** will follow-up with former Board member Chris Loeliger for any applicable HOA files or paper documents associated with the ACC decisions.
 - **Michael King** will check to verify that the HOA server archives documents sent and received by the HOA Board.
 - **Michael King** will contact King County to obtain a clean copy of the CCREs with the official seal for posting to the HOA website.
 - **All Board members** are requested to review the fine structure information posted on the Deer Park HOA website and be prepared to discuss during our next Board

Deer Park HOA Board – Regular Meeting Agenda

- meeting. We will discuss whether we want to try to resurrect the fine structure proposal for a vote of the HOA residence (need >70%), or decide not to pursue.
- **Peter Hawkes** will work with **Michael King** to get a bid estimate and scope for an arborist to assess trees in the HOA common areas. Target date to have the arborist assessment completed during the summer.
 - The Board discussed the need for completing the review of CCREs, Bylaws and Articles of Incorporation to update the language to reflect current methods/ technologies... e.g., use of the internet to vote, communicate, etc. **Michael King** suggested we have a legal review performed of the current HOA governance documents with recommendations to update as applicable. **Kent Kading** to contact former President Eric Albright to obtain recommendations of attorneys that may have been involved in the past.
 - **Bob Hathaway** has received the landscaping contract the HOA has with Signature Landscaping. **Bob** will meet with a management representative to better understand the work scheduled to be performed and periodically verify that the work is being performed to the contract. **Bob** needs to verify whether “barking” is part of the Signature contract.
 - **Bob Hathaway** will work to establish a new landscaping contract as of July 1, 2014. **Michael King** has a list of landscape contractors who can bid on the work (including Signature).
 - **Bob Hathaway** will work with **Michael King** to get the contact information (Williams Pipeline and gravel company) to have gravel spread on the common greenbelt pathways. The work needs to be scheduled for completion during the summer.
 - **Luiz Camargo** will organize the effort to have the HOA residence addresses repainted on the curb in front of each house. **Luiz** will prepare an email that will be distributed to the HOA residence to let them know that repainting of the curbs will be occurring in July/August timeframe.
 - **Luiz Camargo** will work with **Michael King** to add the name and address of neighbors who sign the ACC form for neighbor changes and upgrades (painting, roofing, fences, etc.)
 - **Justin Le Roux** will send out letters to those homeowners who have not paid their 2014 HOA dues. A late fee of \$25 will be assessed.
 - **Justin Le Roux** will investigate the advantages of combining the checking/saving accounts into one account to avoid any month bank fees by maintaining the balances above \$3,000.
 - **The Board** needs to consider options/upgrades for the server used to distribute/receive information to the HOA residence.

Deer Park HOA Board – Regular Meeting Agenda

- The Board needs clarification regarding who are the “voting members” on the Board. **Michael King** may be able to explain how this process works. The Deer Park HOA Bylaws state that the Board will be comprised of nine (9) directors.
- Financial Status Report (Treasurer)
 - ~90% of HOA members have submitted their annual HOA dues to date.
 - Income is ~\$1,400 behind budget to date (i.e., approximately the unpaid dues to date).
- Maintenance Activities Report (Maintenance Chair)
 - No further items to report.
- Summary of ACC Actions Since Last Meeting (ACC members)
 - No issues (i.e., proposed ACC actions or complaints) noted or reported at this time.
- Proposed Issues, Concerns or Improvements (any Board member)
- Meeting Minutes Summary and Assignments of Any Planned Actions (Secretary)
- Adjourn – ***NEXT MEETING – June 3, 2014 at 7 pm at Justin Le Roux house - 23241 NE 20th Place***