

LYNNESFIELD HOA BOARD MEETING NOTES
NOVEMBER 16, 2005

ATTENDEES

Terra Farrar, President – HOA@cablespeed.com – 379-9960
George Thomas, Vice President – thomge@olypen.com – 385-5699
Lynne Cassella-Blackburn, Treasurer – stardancer1960@yahoo.com – 385-2347
Bus Lahren & Zelda Kennedy, Apartment Owner Representatives – 379-8348
slahren@cablespeed.com
Jerry Johnson, Board Member at Large – johnsjerry@gmail.com – 379-2855
Joe Campbell, Developer

REVIEW OF 'UNFINISHED BUSINESS' FROM HOA MEETING OCT. 12, 2005

1. Bank signature cards for HOA bank account

- The HOA bank account is set-up to require 2 officer's signatures on a check.
- The Board President, Vice President, and Treasurer will go to US Bank and update the signature card on file.

2. Board Insurance

- President Terra Farrar stated that the Lynnesfield HOA Board officers are covered by insurance while serving.
- A letter will be sent to the insurance company to update their files. (This has been done).

3. Treasurer's report

- There is a net balance of \$5837.51
- Treasurer, Lynne estimates that approximately \$2100 will be received by December 31, 2005 from dues yet to be collected.

4. Lot #18 Past Due dues

- When Lot #18 was sold in August of 2005, the seller had yet to pay their dues for 2005 and the title company failed to collect them from the seller.
- The former Board Treasurer, Charlie Hough, has been in contact with the seller regarding the past due amount and no payment has been made at this time.
- Terra indicated that she would visit the title company and request that the title company collect or pay the \$100 owed to the HOA.
- (Terra has since spoken to the title company. They said the dues will be paid to Lynnesfield HOA and they will contact with the seller. Either the seller will pay the funds or the title company will).

5. Children's Play Area

- City code requires a 6" layer of gravel cover the ground in the swing area. After 5-6 years of usage, the layer has diminished below this code.
- President Terra will be making the necessary arrangements to have 5 yards of pea gravel brought in.
- (The pea gravel has been delivered and is the process of being spread out at the time of this mailing).

- Discussion occurred regarding the placement of signage in the play area stating the area was private property and for the use of members of the Lynnesfield HOA. Such a notice may reduce our HOA liability insurance. Terra will contact the insurance company and find out what our options are.

6. Public Trails

- Discussion of the trails within Lynnesfield and their maintenance issues.
- Board members Lynne and her husband Mike volunteered to investigate the position of the City with regards to the trails and their maintenance.
- Discussion on whether or not to turn the trails over to the city. Lynne and Mike will discuss with the City what would be required of Lynnesfield HOA if the trails were turned over.
- Once all the information has been gathered, a mail-in ballot will go out to the HOA members for a vote.

7. Empty Lot Dues

- Discussion of concern expressed by HOA members that owners of empty lots should not have to pay the full \$200 per year.
- Board agreed to uphold the vote taken June 16, 2004 by the HOA meeting whereby all members of the HOA are to pay \$200/year/lot with or without improvements.

8. Conformance to CC & R's

- The HOA Board discussed and agreed that a homeowner with an infraction will be sent a letter reminding them of the C C & R's governing our neighborhood and be asked to comply.
- If the lot/home owner does not comply within 30 days of receiving the initial letter, a second letter will be sent out. If the second notice does not bring results, then the Board will seek legal means for a resolve.
- HOA board agreed to send a letter to Troy Frutiger apologizing for a previous letter sent by the former HOA Board commenting on his truck and trailer as an infraction as they do comply (see paragraph below).
- The letter will also point out that Troy's "wood hauling" trailer, covered with the blue plastic tarp, currently parked on his lot #18, does not comply and must be parked on a hard driveway surface behind his residence.
- Article III – Restrictions – Section 11 – Vehicle Parking: Vehicles (except automobiles), boats, trailers, etc. shall be garaged or parked behind single-family residences on a driveway or a suitable paved or gravel surface. Automobiles shall be parked on a lot in a driveway or garage. No automobiles or other vehicles of any type shall be parked or stored nearer than 5' to any side lot line.

9. Mailbox Station – Holcomb St.

- The US Postal Service has required mailboxes be clustered together for both ease and savings in time of postal delivery.
- At one time Joe Campbell had offered to construct a mailbox station for the cluster of homes located in the vicinity of 4600 Holcomb St.
- A discussion followed and with 3 members of the Board being a part of the homes located in this area, they expressed a desire to leave the individual mailboxes as they are.

- Since mailbox stations are not a part of the CC&R's the Board can not take any action on this matter and will be exempt from future discussions and/or decisions. This is between the affected homeowners, US Postal Service and Joe Campbell.

10. Open Spaces - Phase 3

- This Phase is under construction and the open spaces will be identified at a later date.
- At this time, Phase 3 belongs to Joe Campbell and has not been turned over to the HOA therefore the Board has no jurisdiction at this time.

11. Emergency Exit

- Discussion is ongoing (kind of) between Joe Campbell and City of Port Townsend. Nothing has been finalized at this time.

NEW BUSINESS

1. Laurel bushes at the apartment dumpsters

- Spring 2005 the former HOA Board allocated funds for Laurels to be planted.
- Some of the plantings have flourished and some plants may need to be replaced.
- This project should be accomplished in March 2006 when the new laurel bushes are available at the local nursery and will include soil amendments as the conditions in this area are not good.

2. Apartment Planters.

- The planting islands in front of the apartment complexes are the responsibility of the HOA. Other than trees, they have never been landscaped.
- Board member, Zelda Kennedy, proposed planting a hardy ground cover in all of the planters.
- Bus Lahren suggested hiring labor from Joe Campbell to spade and clean out all of the weeds from the planters to prepare them for the March 2006 re-planting.
- Zelda and Terra will discuss a strategy in the future.

3. Community Emergency Preparedness

- Terra committed to publish an informative report regarding this subject for HOA members. It will be attached to these minutes and mailed out.

4. "Neighborhood Watch"

- Terra proposed contacting the Police Department who is in charge of the Neighborhood Watch Program in Port Townsend (Police Officer Sheri made a presentation to the January 05 HOA meeting).
- Signs would be erected along the Jackman and Holcomb Street entrances to Lynnesfield.
- As part of the Program the HOA would be organized into zones with "Captain's" to facilitate the implementation of the watch program and for emergency preparedness.
- The Board agreed to pursue this. Terra will re-contact the Police Department.

5. Future Board Meetings

- Proposal was made that the HOA Board meets once each quarter and Bus suggested that regular e-mail communications be utilized amongst the Board to keep up to date of any situations or problems.

- Terra has access to a teleconference line whereby the Board can also meet to have a live discussion about impending decisions the Board may need to make.
- Actual Board meetings will occur on a per needed basis.

6. House Color

- All newly constructed homes as well as the re-painting of established homes are to submit color choices to the Lynnesfield Paint Committee for approval prior to beginning any painting. Contact Miriam Lansdon at 360-385-1621.
- The Committee follows the guidelines outlined in Article III – Section 3 – Item #12.

7. CC&R's Proposed Changes

- There were suggestions from Board members regarding proposed changes to the C C & R's. They would include:
 - i. -establish a time line for landscaping of front yards, including an acceptable overall appearance of the home/yard.
 - ii. -establish acceptable timelines for both painting of newly constructed homes as well as the re-staining or re-painting of established homes.
- Both of these will be researched by looking into other HOA guidelines. Once compiled, a mail-in ballot will be sent out to HOA members

Meeting was adjourned.

When any CC&R situations need to be brought to the attention of the Board of Directors, please contact the Board member of choice either via email (preferred as it is the most expedient way for the information to be shared amongst all the Board members) or via phone. Refer to contact information on page 1.