

Lynnesfield Homeowners Association Meeting Minutes  
October 20, 2014

The meeting was called to order at 6:05 PM by President Charley Hough.  
Members present were as follows:

<u>Lot No.</u>	<u>Name</u>
3	Combs/Kvinsland by proxy to Tom Higgins
4	Tom and Virginia Higgins
9	George and Katherine "Tassie" Thomas
10	Kenneth B. and April Speer by proxy to Charley Hough
14	Leona Maddock & William Schmitt by proxy to Charley Hough
15	Stephen and Debra Brochin by proxy to Charley Hough
16	Jerrold Johnson by proxy to Charley Hough
17	Jerrold Johnson by proxy to Tom Higgins
21	Marilyn Sandau by proxy to Charley Hough
22	Patrick and Heidi Kane
24	David/Renee Sepler by proxy to Charley Hough
26	James S. Duncan by proxy to Charles Hough
27	Mystery Bay LLC by proxy to Charles Hough
28	Jonathan Langdon by proxy to Charley Hough
30	Charley and Kathleen Hough
31	Charley and Kathleen Hough
32	Dyrk and Miriam Lansdon
34	Joe and Lynnette Campbell
35	Rebecca Benjamin and Matthew Berberich by proxy to Charley Hough
36	Ed and Cheryl Merrill
40	Kevin Alexander
49	Robert Heuer by proxy to Charley Hough
52	Mary K. Strand by proxy to Charley Hough
53	Katie Fleming
55	Margaret "Peggy" St. Clair by proxy to Charley Hough
56	Margaret "Peggy" St. Clair by proxy to Charley Hough
57	Glenda Tavernakis
58	Bonita Menzies/Jobeth Capps by proxy to Virginia King
61	Cheri R. Farara by proxy to Charley Hough
63	Florence Zarro
64	Steve & Linda Lockwood by proxy to Charley Hough
65	Virginia "Ginny" King
66	Michael Turner by proxy to Charley Hough
MF1	PT Arnold LLC proxy to Charley Hough
MF5	Sally Murray by proxy to Charley Hough
MF6	PT Arnold LLC proxy to Charley Hough

A quorum of 36 votes was deemed present.

1. The 2014 Board of Directors was introduced to the homeowners. President Charley Hough, Treasurer Tom Higgins, and Secretary Virginia King. Vice President April Speer was absent.
2. The minutes for the 2013 Annual Meeting were unanimously approved without discussion.
3. Treasurer Tom Higgins noted that he currently uses New Cash Software for preparing the financial statements. This software runs on Windows, Linux and MAC machines. Mr. Higgins presented and passed out to members of the Lynnesfield Homeowner's Association ("LHOA") a copy of the current Treasurer's Report. This report included the Lynnesfield LHOA Balance Sheet dated 10/20/2014, Lynnesfield HOA Cash Flow for the period 01/01/14 to 10/20/2014, Lynnesfield HOA Transaction Report From 01/01/2014 To 10/20/2014, and a spreadsheet summarizing expenditures entitled LHOA Budget for 2014 vs Actual, and a proposed LHOA Budget for 2015. This six page report is available on the web site Lynnesfield.com in the Annual Meeting Minutes Report section. Mr. Higgins reviewed each page of the financial reports. The checking account for Lynnesfield HOA is with USBank. Tom explained that the Cash Flow shows where we got our money and where it was spent. Mr. Lansdon inquired about the landscaping charges from Mr. Berberich and asked what services or products were provided. Joe Campbell replied that Matt Berberich did water the trees planted last year in the open space beside Mr. Lansdon's property and that bark was brought in and spread. In addition, several new trees were planted to replace the three trees lost during the past year. Kevin Alexander asked about a service charge listed on page 3. Mr. Higgins replied that it was a service charge from USBank and that the charge was refunded. On page 4 of the reports, Mr. Higgins pointed out that the bottom line is \$3667.38 to the good. This is money not spent as planned for tree removal.

Next, Mr. Higgins discussed his estimates used to prepare the budget for 2015. He noted that our insurance payment will come due. This payment covers three years and he estimates a 7% increase based on historical industry increases. Charley explained that we pay for three years coverage to lock in the rate. He also noted that this is liability insurance to cover eventualities such as someone getting hurt in the open areas, trails or pond. It was also mentioned that our mowing expenses have gone down because Charley is mowing the Open Space adjacent to the Lansdon property.

President Hough said that he doesn't want to raise our dues for 2015. He wants dues to remain stable at \$150 per year for single family dwellings. Lynnesfield does need to have some trees removed and we may need to raise dues in the future to cover that expense. This expense will include a \$2,000 arborist fee for trees on a trail as required by the City of Port Townsend. In addition, it is recommended that we hire an arborist that has positive experiences with the city to avoid expensive discussions. Arborists' fees have skyrocketed in recent years. Mr. Alexander inquired how long the trees that got planted will qualify as "tree replacements" and the response was "a long time". It was noted that the City is pleased that we are planting trees.

President Hough said we don't want to go through the process of hazardous tree removal such as The Tree House community near Fort Worden did. It is a time-consuming process (sometimes taking 2 days to remove a tree safely) and quite expensive.

Charley Hough said that Kathy Hockaday lost a tree due to wind this fall. The tree snapped off 6 feet above the ground.

4. A discussion of the Lynnesfield CC&R's followed. First it was clarified by Mr. Hough that Cheryl Merrill's new landscaping is fine and that her only requirement now is to maintain the landscaping.

Mr. Lansdon said that the landscaping on the Berberich/Benjamin property is blocking driver's views when heading down Jackman Street at the Hill Street intersection. Charlie Aldrich suggests that the city install a Yield sign on Hill Street. Ms. King has subsequently pruned this intersection which will make requests to the City to prune unnecessary.

Side Note: Matt and Virginia trimmed the shrubbery around the Yield sign.

Mr. Thomas brings up the trailer on Holcomb for Jerry Johnson. He reports that the trailer has been there for months. Patrick Kane said he'd move it to the side of the house. Mr. Thomas also asked if Joe Campbell can allocate a lot for parking. Joe explained that we gave that option away years ago. Mr. Campbell also reported that his Builder's Shed is now empty and he is ready to remove the shed. He also said Lynnesfield has an open space between the Multi-Family unit and Lot 60 that is 100' by 120'. There is a cyclone fence in the back of this lot. He suggested that the lot could be covered with gravel and homeowners could park trailers there. Charley Hough countered that we don't want a lot that is unmaintained parking and suggested that an example of this lot use is apparent in Towne Point.

Mr. Campbell updated us on the newest home construction on Hill street. Our new neighbor will be Katie Fleming and she is scheduled to move in before Christmas, 2014. Also, Lot 39 has been purchased by a young couple.

In Open Discussion, Mr. Campbell admits that he has left some job sites messy and that he will do better in the future by cleaning on a weekly basis. Charley Hough agreed and said that the wind blows construction material all over the neighborhood and that he has to pick it up. It was suggested that all construction sites have a dumpster on the lot but several homeowners said they don't like looking at dumpsters. Joe noted that he can't burn rubbish anymore as an option. Cheryl volunteered to take an non-treated wood scraps and Joe agreed to stack it up separately for her. Joe will also see if the garbage company could start weekly pick-ups at his construction sites. It was noted that garbage pickup is now \$24 per month.

6. Election of Board Members. President Hough asked if anyone was interested in running for office and no one volunteered. Therefore, all officers for 2014 will continue their service in 2015. This was unanimously approved.

It was noted that Zelda Kennedy requested that she be replaced on the Paint and Building Committee. Kevin Alexander said that this would be a time commitment of one to two hours per year. It is decided that Glenda Tavernakis will replace Zelda on this committee.

7. There being no further business, the meeting was adjourned at 6:55 pm.