

LYNNESFIELD HOMEOWNERS ASSOCIATION MEETING MINUTES

NOVEMBER 9, 2015

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

<u>Lot Number:</u>	<u>Name</u>
62	Charles and Kathleen Aldrich
40	Kevin A. Alexander
34	Lloyd R.(Joe) and Lynnette Campbell
11	Michael and Lynne Cassella-Blackburn by proxy by Charley Hough
3	Walter Comb and Phyllis Kvinsland by proxy to Tom Higgins
61	Cheri Farara by proxy to Charley Hough
53	Kathryn Fleming
8	Connie Hayes by proxy to April Speer
49	Robert Heuer and Jason Fussell by proxy to Charles Hough
4	Thomas and Virginia Higgins
20	Richard and Kathleen Hockaday by proxy to Charley Hough
30	Charles and Kathleen Hough
31	Charles and Kathleen Hough
28	Howard and Lucy Chambers
37	Robert and Carol Huber
16	Jerrold Johnson
17	Jerrold Johnson
22	Patrick and Heidi Kane
39	Randy and Jana Kessinger
65	Virginia "Ginny" King

<u>Lot Number:</u>	<u>Name</u>
MF 7	Sylvester Lahren and Zelda Kennedy by proxy to Virginia King
32	Dyrk and Miriam Landsdon
64	Steven & Linda Lockwood by proxy to Charley Hough
18	Germaine Harin by proxy to Sheila Moss
50	Frank and Paula McWhorter by proxy to Kevin Alexander
58	Bonita Menzies and JoBeth Capps by proxy to Virginia King
36	Edward and Cheryl Merrill
7	Sheila Moss
MF 5	Sally Murray by proxy to Charley Hough
27	Mystery Bay LLC by proxy to Charley Hough
66	Michael and Jan Pollard by proxy to Virginia King
24	David and Renee Sepler
10	Kenneth and April Speer
55	Margaret "Peggy" St.Clair
56	Margaret "Peggy" St. Clair
57	Glenda Tavernakis and Sophia Tavernakis
9	George and Katherine Thomas by proxy to April Speer
35	Michael Turner
63	Florence Zarro

A quorum of 39 votes was deemed present.

1. The 2015 Board of Directors was introduced to the homeowners.
2. President Charley Hough, Treasurer Tom Higgins, Vice-President April Speer and Secretary Virginia King. Mr. Hough inquired if any homeowner would like to be an officers in 2016 and there was no response. Therefore, Lloyd Campbell moved that all the officers extant for 2015 be re-elected. Margaret St. Clair second the motion. The motion was passed unanimously.
3. The Paint and building Committee consists of Kevin Alexander, Charles Aldrich, Glenda Tavernakis, Maragaret St. Clair and Marilyn Sandau. Homeowner Sheila Moss expressed interest in participating as a member of this committee. Charles Aldrich moved that

Sheila Moss be added to the Paint and Building committee. Tom Higgins second this motion. The motion was passed unanimously.

Margaret St. Clair moved that the 2015 members of the Paint and building Committee be re-elected. Cheryl Merrill seconded that motion and it was passed.

The Paint and Building Committee for 2016 will be, Kevin Alexander, Charles Aldrich, Glenda Tavernakis, Margaret St. Clair, Marilyn Sandau and Sheila Moss. By Laws require approval of three committee members for action relevant to this committee. Therefore, a committee of an even number is functional. And a signature of the President or Vice-President.

4. Charley Hough briefly reviewed the minutes of the 2014 Homeowners Association meeting held on October 20, 2014. As there were no comments, Charles Aldrich moved to approve the minutes as published on the Lynnesfield HOA web site. Kevin Alexander seconded this motion and it was passed.
5. Tom Higgins, Treasurer, presented the Treasurer's Report. Tom uses open source (free) software called "GnuCash".

Page 1 of his report is the Balance Sheet for Lynnesfield HOA. Page 2 is the Cash Flow report. Page 3 is the Detailed Transaction Report which list money in and money out on a monthly basic. Tree removal was our unexpected expense.

One Homeowner inquired as to the identity of Jeff Wikre, who was paid in 2015. He is a mower, another homeowner asked who Diane and Denny Mead were. It was explained that they were hired to clean the Lynnesfield pond. Zelda Kennedy also helped clean the pond at no charge. Mr. Hough also pointed out that he intends to haul out the cattails as soon as he can. Apparently the cattails absorb so much water that they can dry up the pond. The third question concerned monies paid to PTSA. The PTSA is the Port Townsend Senior Association and the expense is for the room rental at the Community Center where the Lynnesfield HOA meetings are held.

Another question concerned the Community Association Underwriters. That expense is for the HOA insurance. Because we have open spaces and a playground, we need to insure against injuries on these properties. The HOA pays insurance annually now. Previously we were billed for 3 years in one invoice. This change has reduced the actual amount paid out in 2015 compared to the budgeted amount covering a three year payment. Mr. Higgins noted that we have never filed a claim against our insurance.

The next page of the Treasurer's Report is the 2015 Budget vs. Actual. Mowing is our biggest expense. Mr. Higgins's report for these expenses are now broken down to separate categories; mowing the playfield, the pond and the trails. Mowing expenses rose in 2015. The mowing charges are in addition to Mr. Hough's significant mowing which is done for free.

Tree removal was the largest unbudgeted expense for 2015. We spent \$3,706.00 for removal and chipping of a large tree that blew down and a few smaller saplings that had rooted adjacent to the main tree.

The expense for the “gardens” was for the small garden surrounding the Lynnesfield sign and for plants put in near the playground. It was noted that the trees planted in the open space near Lansdon house no longer required water beyond rain water. These trees were planted to create a buffer between Hill Street and Jackman Street residents.

The budget for 2016 shows an increase of dues back to the long running of \$200 a year for single family homes. Dues for the 4-plex units would increase from ~~\$266~~ **\$200** a year to ~~\$300~~ **\$266**. The 6-plex unit dues will go up to \$400. Dues were lowered for several years but it is now necessary to bring them back up to the old assessments. We no longer have a cushion in our bank account and this increase in dues will increase our bank balance by \$2,600. Later in this meeting, Charles Aldrich moved that we raise the dues structure for 2016 as previously proposed. Dyrk Lansdon seconded this motion and the motion was passed with a unanimous verbal vote.

Mr. Higgins mentioned that we are required to maintain the trails and some of them are quite overgrown. Homeowners are responsible for their shrubbery if it impinges on the trails. Also, we must install post at the trail heads which cost about \$1,000 each. Approximately 3 to 4 per trail head are needed. Mr. Aldrich would like the city to pay for these concrete post. Mr. Hough mentioned that the city is difficult to deal with. The posts are necessary to prevent people from driving on trails. It was also mentioned that the trail behind Charley Hough’s lots are needed for sewer clean outs and currently the city cannot get their trucks in there. This is a cleanup priority. Mr. Hough reiterated that we want the trails to be very open for personal safety, among other reasons.

Mr. Hough reviewed that Lynnesfield has 53 votes total. There are 3 vacant lots that are owned by private individuals and the owners pay annual dues for these lots. Lloyd “Joe” Campbell has 14 vacant lots to build on. Ms. Moss asked if Mr. Campbell pays dues for his vacant lots and he does not.

It was clarified that we did give the City of port Townsend the streets and right of ways. The City will not take the trails.

Ms. Moss question why if there are 64 single lots, why not include them all in the annual dues collection. Mr. Hough stated that the developer, Lloyd “Joe” Campbell does not pay dues on his vacant lots. However, homeowners with extra lots do pay dues for those lots.

A note was made that our fiscal year is the calendar year. Mr. Higgins, Treasurer, verified this information.

The Treasurer’s Report ended.

★ **4-plex dues amounts corrected in 2016**

6. Discussion of issues relating to the Lynnesfield's C C & R's. Kevin Alexander mentioned exterior light restrictions. Homeowners were reminded to install and maintain lights that are not so bright that they might cause night blindness.

It was suggested that a notice of the existence, purpose and current members of the Paint and Building committee be included in the HOA web site.

An inquiry was made concerning renters who may be making or otherwise violating the C C & R's. M. Hough asked that these issues be reported to him and he will resolve any issues or problems by talking to the renters or owners of the property. Mr. Hough has so far been able to satisfactorily resolve neighborhood issues without legal expenses.

7. Open Discussion:

Mr. Aldrich reports that the asphalt in front of his home is cracking and he would like it repaired.

Mr. Lansdon heard there was another tree that might need to be removed and asked where it was located. Apparently the tree is behind Ms. Fleming's house and she has removed it.

With respect to the large tree and several nearby volunteer trees that were removed in 2015. Mr. Hough stated that the entire root ball popped out of the ground and left a large hole. We brought in rock and fill to repair the trail and level the ground out. We will need to bring in a stump grinder to remove the stumps.

Mr. and Mrs. Hockaday expressed that they were upset that trees need to be removed. Mr. Hough responded that several of the trees were marked for removal by our certified arborist. Mr. Hough reviewed the problem of the trees with root damage caused by housing construction. Three trees behind the Hough's house have fallen due to the combination of heavy rain followed by high winds. He also confirmed to Ms. Moss that the property behind his house is open space and not property owned by any homeowner.

Charles Aldrich complimented developer Lloyd "Joe" Campbell for an aesthetically pleasing fence he constructed to hide his construction material and storage items from view.

Mr. Campbell gave an update on his house construction progress. He introduced Randy and Jana Kessinger and Bob and Carol Huber. Construction is underway for the McWorter's house. He also mentioned that Margaret "Peggy" St. Clair will be building another home in Lynnesfield.

April Speer suggested having a work party in the spring to clean up the trails. There were many positive comments made in response to this idea.

The property for at least one home is quite overgrown. Mr. Hough will establish exactly where the property line and talk with the owners before any cleanup is started.

Charles Aldrich mentioned an old dumpster fence in front of MF 8. Mr. Hough will discuss this with Chris Ota. It is possible that it is no longer needed.

There being no further discussion, the meeting was adjourned at 7:15 p.m.