

Lynnesfield Homeowner's Association

Annual Meeting minutes

October 26, 2017

- I. Welcome and call to order – President Michael Turner
 - a. Introductions and sign in
 - i. Proxy votes sent in = 37; 14 were returned to owners at the meeting
 - ii. Members present = owners of 29 lots were present
 - iii. A quorum was met with 52 owners and proxies (38 required); see attachment for list
- II. Election of Board members to one year term – Michael Turner
 - a. Michael Turner – President
 - b. Sally Giesler – Vice President
 - c. Kevin Alexander – Treasurer
 - d. Peggy St Clair – Secretary
 - e. All members of the Board agreed to serve for another year
 - f. Motion was made to reelect these board members; seconded. The vote was unanimous. Motion passed
- III. Election of Paint and Architecture Committee to one year term – Michael Turner
 - a. Cheryl M. volunteered to join existing members; other members agreed to serve again:
 - b. Charlie Aldrich
 - c. Bob and Carol Huber
 - d. Kevin Alexander
 - e. Peggy St Clair
 - f. Marilyn Sandau
 - g. Motion was made to elect these committee members; seconded. The vote was unanimous. Motion passed.

- IV. Approval of October 25, 2016 minutes – Michael Turner
 - a. No corrections were offered; minutes stand approved as written
- V. Treasurer's Report – Kevin A.
 - a. LHOA Budget and Actuals year to date reviewed (see attached). Full reports for 2017 will be posted on the website in January 2018.
 - b. Mowing fees have increased; Charlie H. was doing one area for free and we now have to pay for that.
 - c. Overall we're in pretty good shape, our bank balance is higher than it was at this time last year, but we do not really have enough to cover a large expense and need to build it up higher to avoid the need for a future special assessment. If no large expenses come up we are running a surplus so our balance is increasing slowly.
 - d. Charley H and Kevin A cut down a lot of the cattails in the pond but we still have a pending bill to haul them away. We will have to do occasional maintenance on the pond area. (note: completed in early November Juan did a wonderful job cleaning up all the cattails and taking them to the landfill but it cost us)
 - e. New expense this year is Web hosting, because Tom had been paying for it himself in the past; once this year's hosting expires Kevin will move the site to another host that is about \$15/year (note: completed on 11/17/2017, new rate for first year is about \$9.20, about \$15.20/year after that)
 - f. Cash flow and balance sheet year to date presented (see attached) Full reports for 2017 will be posted on the website in January 2018
 - g. Benches by the pond and the goose box need repair; anyone can do repairs, just check with Michael T. first. The HOA can reimburse out of pocket costs as long as they're approved in advance. (Board note: Zelda K and a friend have rebuilt the nest box as of late October.)
 - h. Asphalt path needs repair; cracking and buckling needs immediate filling/sealing and may need re-paving in the future. One area is settling and will probably need to be dug up, refilled with better material and resurfaced in the future.

- i. Kevin reminded everyone that technically dues notices need to be sent to the Owner's Address of Record which is what the County uses to send tax notices. If you want things sent to another address you should contact the County Assessor's office.
- VI. Proposed amendment regarding dues and quorum requirements - Kevin A.
- a. First - In order to encourage attendance at the annual meeting to ensure that we achieve a quorum, a \$10 increase in Annual Dues was proposed. For anyone who attends the annual meeting or returns a valid proxy, this increase would be waived. This would start with the 2019 dues year, based on attendance at the 2018 annual meeting.
 - b. Second - would like to encourage members to pay the full year's dues at the first payment because of the time and expense to send out the second bill each year. As the number of owners has increased the job has gotten bigger and bigger over the years. We currently need to produce, mail, and track over 60 notices. The process requires a considerable number of hours from the Treasurer plus printing and mailing costs. We also incur almost all of our expenses in the middle of the year so it's good to have the money earlier. To encourage full payment with the 1st half, Kevin proposed a \$3 fee applied only to the second payment of the year. Anyone who makes full payment by the June 30th deadline would not have to pay the fee. (Note: in response to a question, payments aren't specified in the Bylaws, only that the Board and/or the Association shall determine the amounts and the due dates, and that late payments are assessed 12% interest)
 - c. Voting
 - i. Motion made to raise dues \$10/year with credit for attending the previous annual meeting or returning a proxy for the meeting; effective with the 2019 dues year; seconded; unanimous. Motion passed.
 - ii. Motion made to have a \$3 fee added to the second installment of dues not paid in full at the time of first payment; seconded

1. Discussion – one owner thought \$3 on 2nd payment was unfair; people should be responsible to make their own payments without reminders instead of taxing everyone.
2. Put to vote; most in favor, 1 opposed; motion passed.

VII. Progress Report – Joe Campbell

- a. Big year for people moving in
- b. Four new homes by Joe and one built by Lexar
- c. He voiced appreciation for great landscaping; neighborhood looks good
- d. He's not planning on retiring – GOOD news for the neighborhood!

VIII. Open discussion

- a. Jerry J reported that the trail that crosses Jackman is overgrown and needs trimming (note: Michael and Kevin trimmed it back and took the trimmings to the compost dump)
- b. Trail behind the pond also overgrown; but any path past the pond isn't on our property. Charlie H. has done some work on it in the past at no expense to the HOA.
- c. The ditch by the playground gets filled up with grass clippings when the area is mowed; we will follow up with mower to try to clean out ditch after mowing. The other end of the pipe where it goes into the pond field is partially collapsed and needs to be replaced. The Board will look into options and cost estimates.
- d. Question raised about people driving up the paved path at the end of Jackman St. – should not be happening; motorized vehicles are restricted from all the walking paths for safety and maintenance reasons. The Board will look into getting a sign there and if necessary block the access, but that could be expensive
- e. Lighting along the sidewalk in the multi-family areas poor; especially in front of Unit 4268; would be nice if all the lights were on timers; we will contact the owners of the units
- f. Streetlights are all OK
- g. Trail at end of Hill Street along chain link fence to Jackman Street could also use widening and straightening; part of it is very narrow

with low hanging branches. (Board Note: Michael T and Kevin A widened the worst section and cut down the low hanging branches that were hazardous. More work needs to be done.)

- h. Patrick Kane - reports he has students that he teaches Transitional Skills to: 4 - 5 students; they are able to do odd jobs (nothing with power tools); and they're FREE; contact PTSD 360-379-4501, ext 4267

Adjourned at 7:15p