

FOREST GATE HOA BOARD MEETING
January 6, 2017

The meeting was called to order by Diane Saign, Secretary.

Board members present: Jeff Crank, John Graham, Jeremy Isaac, Bob Kenny, Don Messmer.

Members: Mark & Kristine Stauch, Jean Forbes, Sharon O'Brien, Elaine Kenny, Bill & Mary Bartels, Brent Wallace, Al Gonzalez, Mark Schreder, Kay & Mal Johnson

Treasurer's Report: Bob Kenny reviewed the end of year financial report for 2016 and the 2017 budget. He pointed out that the line item for Trail Maintenance was not utilized in 2016 and was transferred to the 2017 budget. Jeremy asked for clarification on the line item, asking about the members who donated vs. money acquired from the dues. Bob clarified that some members wanted to leave their donation for 2017, some wanted it to be applied to the 2017 dues.

Bob stated as of this date, there were 11 members had not paid their 2017 dues. The deadline (which was noted in the notice of the Annual meeting letter and accompanying proposed budget) indicated a January 5th due date. If dues is not received within 60 days from January 5th, a late fee of \$25 will be assessed.

Bob also asked that the 2017 budget be put on the HOA website. Diane indicated she would contact Carrie Isaac.

Secretary's Report: None

Old Business:

- Review Lot #11 fence issue (this is a carryover from the 2016 Board business). Mark Schreder was present and thanked the Board for allowing him to speak. Mark indicated that his interpretation of the covenant #12 was that only if you were putting up a permanent fence were you required to complete the Architectural Committee Approval Form and submit for approval from the Board. His snow fence is temporary and his plan is to remove it approximately the end of March. Discussion ensued and Mark was asked to complete the form and submit it to the Board for approval. The covenants #12 is not specific to temporary or permanent fencing but was agreed that at this point, since it is not clarified in the existing covenants, that any fence being put up for any length of time needs to have the Boards approval via the ACA Form. Mark indicated he would complete the form and submit it.
- Concerns from Lot#7 regarding Lot #8 building plans (this is a carryover from the 2016 Board business). It was agreed to move this item to New Business and review with the Drainage Plan item #7 on the agenda. Jeff Crank brought up the subject of how the Board should have a process in place for "complaints" from members and how the Board would handle such complaints. The Board agreed that this would be an agenda item at a future Board meeting.

New Business:

1. Al Gonzales, Lot #1, spoke about the renters living in Terri Hayes' home, Lot #2. He stated that when they first moved in, they installed an invisible fence, but mid-summer, the dogs were coming onto his property . . . that the fence was not working. He stated that he thought there were three families living in the home, with 5 dogs total. He provided dates where he sent emails to Terri about his concerns, but has not yet had a return response. He noted that there was an occasion in December when one of the dogs became aggressive towards him as he was getting into his car on his driveway. He has grandchildren that play outside and he is concerned for their safety as well as his and his wife, Carol if the dogs are not restricted to their property.

Diane said she would contact Terri and report back to the Board and AI about the conversation and what Terri's plans were. AI was satisfied with this next step.

2. Reviewing the By-Laws. John Graham has reviewed the current by-laws and made suggestions to the Board as to where changes might be made. The following by-laws were discussed individually. John made a motion on each item and Jeff seconded and the results are noted below.
 - 3.3 – **Election and Removal** - Add at end of paragraph that ballots are to be modified to be "secret" so no lot# and/or name of member is present. (The Board will determine at a later date the exact document to be used for future voting.) Vote was 4 yes (Jeremy, John, Don, Jeff); 2 abstain (Bob, Diane) – Passed
 - 3.4. - **Holding Over** - It was recommended that the word "will" be deleted and the word "may" be used. Vote was 3 yes, and 3 abstained. - Failed
 - 3.5 – **Vacancy** - Change "appointment" to "special election" and "by a majority of the Board..." to "by a majority of the members..." Vote was 5 yes (Jeremy, John, Don, Jeff, Diane); 1 abstain (Bob)– Passed
 - 4.1 – **Regular Meetings** – Add at end of paragraph "Written notice of a meeting stating the place, day and hour of the meeting, and the agenda for the meeting, shall be delivered personally or by U.S. Mail, postage prepaid or email to each Member not less than 10 nor more than 50 days before the date of the meeting." Vote was 5 yes (Jeremy, John, Don, Diane, Jeff); 1 abstain (Bob) – Passed
 - 4.2 – **Special Meetings** – Change "three days" to "10 days" and add "and Members" at end of sentence. Vote was 5 yes (Jeremy, John, Don, Diane, Jeff); 1 abstain (Bob) – PassedJohn stated that throughout the By-law document, all references to "owners" should be changed to "members" unless it was referring to "owner of lot". Vote was 5 yes; 1 abstain – Passed

Note: Bob Kenny abstained from all voting, as he felt that the 7th Board member was needed before making changes to the By-laws.

Diane will make changes to document and send to all HOA Members and have it posted on the HOA website.

3. Filling Vacancy on Board from resignation of Brent Wallace

Mal Johnson brought up the fact that the Board was making small changes to the By-laws, but have failed to follow them . . . The current Board did not elect officers at their first meeting. There was much discussion among Members and some Board members. The Board decided to elect officers and the results are: President – Don Messmer; Vice President – John Graham; Treasurer – Jeff Crank; Secretary- Jeremy Isaac . Bob Kenny and Diane Saign are members at large.

At this point in the meeting, the new President, Don Messmer took over from Diane and conducted the remainder of the meeting.

4. Annual Corporate Report to Secretary of State and HOA Report

Bob Kenny reported that because the HOA is a corporation, a summary report needs to be submitted to the Secretary of State. The HOA Report and the Corporate report forms are located on the internet. Jeremy will take care of the HOA Report the Corporate report.

Don made a motion to table agenda items #5, 6, 8 and 9 to the next meeting because of time issues. Bill Bartels spoke up to indicate the only reason he attended tonight's meeting was to make his comments known for agenda item #9 Discuss alternatives for monument lighting and maintenance. He asked if he could have the floor and he was granted permission.

Bill stated that the past Board members had spent a lot of time researching and testing solar lighting for the monuments and came to the conclusion that hard wiring the lights was the best choice. He pointed out that the \$40/year that each Member pays for HOA dues (to cover the electricity and maintenance) came to \$3.33 per month . . . and he didn't know of any HOA anywhere that had such a small annual

dues. He stated that he doubted anyone in the HOA would have issues with keeping the existing lights even if the electricity bill did continue to be raised each year . . .

Bob Kenny stated that an HOA member (who could not be at this meeting) asked him to put this item on the agenda. This HOA member knew of a solar lighting system that he wanted the Board to review and that is why it was on the agenda.

Items #5, 6 and 8 were tabled to the next Board meeting.

7. Review Official drainage plan and discuss drainage regulations

Bob Kenny has purchased an official drainage plan from the county and reviewed it with the Members present as well as Board members. John Graham & Sharon O'Brien were concerned that where Lot #8 was building their home, it was going to disrupt the drainage from the north of Forest Gate down through properties to the south. Mal & Kay Johnson were also asking about drainage through their property and what their responsibilities were, etc . Bob, having worked for the county and understands how to read the drainage plan, was very helpful in answering Members' questions.

It was suggested that Don Messmer contact Jin Kim (owner of Lot #8) to make sure they are having four – 24" culverts put under their driveway. Don will contact Mr. Kim.

Since the Board passed a revision to the By-laws regarding replacing Brent Wallace's position on the Board, a Special Election will be held to fill his place. Don Messmer will send out an email by January 10th to Members announcing the Special Election and asking for anyone that would like to run for the 7th Board position to respond back to the Forest Gate HOA email address no later than January 31st.

The next Board meeting was agreed to be on February 13th and Jeremy will contact Melissa at the Fire Station to confirm availability.

John made a motion to adjourn and Bob seconded it.

Meeting was adjourned at 10:10 pm.

Respectfully submitted,

Diane Saign
2016 Secretary