

# **Forest Gate HOA Directors Meeting**

## Meeting Minutes

### February 13, 2017

**Directors Present:** Don Messmer, Jeremy Isaac, Jeff Crank, Diane Saign, Bob Kenny, John Graham.

**Members (Owners) Present:** Numerous members were present, including: Al Gonzales, Kay and Mal Johnson, Kristine and Mark Strauch, Mike Saign, and Ron Torgerson.

The Meeting was called to order at 6:05 PM by Don Messmer.

#### **1. Officer's Reports**

**1.1. President's Report:** Don mentioned that the county had filled the cracks on Shipman and Shaugnessy, and thanked those on previous board for their work to get this done.

**1.2. Vice President's Report:** Not present

**1.3. Treasurer's Report:** Jeff thanked Bob for the way the financial records were setup during his tenure as Treasurer. Jeff then presented the monthly treasurers report. There are still 2 lots have not paid their 2017 dues in full, and Jeff will contact those owners to request prompt payment.

**1.4. Secretary's Report:** Nothing to report

#### **2. Old Business**

It was noted that a number of items listed on the Agenda as New Business should have properly been included under Old Business. As such, it was agreed that they would be addressed during the Old Business portion of the meeting. Items are listed below based on their original Agenda number.

**2.1. Lot 11 ACC request for a temporary snow fence** - This request was reviewed and discussed. Al Gonzales spoke in favor of allowing the fence. Bob moved that we grant a variance for both the side and front setbacks for the purpose of a temporary snow fence. It was seconded by Diane. The motion passed 5-0. Don then made a motion to approve the ACC request as written with the caveat that it is applicable from Nov-April, and may be rescinded by the owner at any time or by the board when the current owner moves. It was seconded by Jeff. The motion passed 5-0.

**2.2. Lot 1 concern regarding dogs from Lot 2** - Diane had previously sent an email to the board with the response from Lot 2. Al was present and noted that he had not

received a copy of this response. Don will forward this email to Al. Discussion followed. Don and Diane are going to setup a time to broker a discussion between Al and Terry and tenants.

**2.3. Status of Periodic Report to Secretary of State and HOA registration with the Division of Real Estate.** Jeremy reported that the Periodic Report to the Secretary of State was completed, and asked if any prior board members had created a login with the division of Real Estate to register the HOA. No one had any knowledge of a prior login so Jeremy will create the login and complete the registration.

**3.2. Review Forest Gate recorded subdivision plat and notes** - Bob presented the subdivision plat and notes. Discussion followed. No action was taken.

**3.3. Review Forest Gate PUD and notes** - Bob presented the PUD and notes. Discussion followed. It was decided that a letter should be sent to the county asking that they look into maintaining the county right of way along Shipman and Shaughnessy in respect to drainage.

John Graham arrived at 7:05 PM.

**3.5. Discuss alternatives for monument lighting and maintenance** - Ron Torgerson spoke in favor of changing out the current lighting with solar options in order to save on electric costs. Mike Saign spoke in favor of leaving the current lighting as it is. Discussion followed related to the amount of savings possible with solar, the risk of theft with solar lights, and other considerations. Bill Bartels' comments from the last meeting were also brought up in support of leaving the current lighting in place. Jeremy made a motion to table the matter indefinitely. It was seconded by Jeff. The motion passed 6-0.

### **3. New Business**

**3.1. Opportunity for members to comment or bring up items not already on the agenda.** - Nothing was brought up.

**3.4. Review application requirements for consideration by Architectural Committee** - Jeff moved to table this item until the next meeting to allow time for the Directors to review the current document. It was seconded by Jeremy. The motion passed 6-0. Diane will locate the Forest Gate Design Review Checklist and email to board members for review prior to next meeting.

**3.6. Discuss Curt Linke's email dated Dec. 20, 2016** - It was suggested by Curt Linke that half of the funds currently allocated to trail maintenance be reallocated to the Firewise committee. Bob pointed out that the HOA board discussed similar items in the past and didn't feel that it was within the HOA board's authority to transfer money to the Firewise committee as that wasn't a designated responsibility of the HOA. It was also mentioned by multiple board members that it would not be appropriate to change spending from the member approved budget. Don will respond to Curt's email.

**3.7. Set date for special members meeting to fill the 7th opening on the HOA board. Confirm candidate list. Establish procedure for secret ballot.**

It was decided that the special members meeting would take place at 7:00 PM on Monday, March 13 pending availability of the Black Forest Fire Station meeting room. (Note: availability of the room was subsequently confirmed.)

There are two candidates who submitted their names for consideration, Kay Johnson and Malcolm Sharp.

Discussion followed about the legal need for secret ballots and the requirements for proxies. In order to allow secret ballots and also ensure that each lot only receives one ballot, it was decided that ballots will only be handed out at the meeting, rather than being provided ahead of time via mail or email.

Notice to members must be mailed at least 10 days prior to the meeting, and there will be a general proxy included with the notice for those who can't attend in person. Jeremy will use the past ballot/proxy form as a starting point and draft the new proxy. This proxy will be emailed to the board members for review prior to inclusion in notice.

The need for a teller committee was also discussed. It was agreed that a teller committed for future elections should be comprised of 1 member at large and 2 board members. The teller committee for the special meeting on March 13 will be Ron Torgerson, Jeff Crank, and Bob Kenny.

**3.8. Set date/time for next Directors meeting** - The next board meeting was tentatively scheduled to follow the 7:00 PM member meeting on March 13th at the Black Forest Fire Station. (Note: availability of the room was subsequently confirmed.)

Meeting was adjourned at 7:55 PM.

These minutes have been reviewed by all Directors and approved via email.

- Jeremy Isaac, Secretary