

**LAKELAND HILLS HOME OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS**

August 27, 2019

A meeting of the Board of Directors of Lakeland Hills Homeowners was called to order by Mr. Andrew Rawls Chair, at 7:03 p.m. on Tuesday June 25, 2019; which was held at the Haggen Northwest Fresh (Haggen's) and at which a quorum was present.

**ATTENDANCE**

The following were present:

**Board Members**

Andrew Rawls, President (term 2019)  
Nathan Martin (term 2020)

**Officers**

Ron Surber, Vice President – Vice Chair  
Andreas Ellis, Secretary & Treasurer

**Absent:**

Dan Snyder (term 2021)

**Others**

**Board Reports**

1. Minutes

- a. The minutes of the Board of Directors of the July 23, 2019 were reviewed. The minutes were then approved by motion made, seconded, and passed unanimously.

2. Presidents Report:

- a. Mr. Rawls briefly reported on certain areas of the HOA which it had been observed and reported to him were in need of care. Of note he described specific sidewalks which adjacent shrubs were overgrowing and making it difficult to pass. In addition he described the ongoing challenges with certain properties which jointly owned and were responsible for the care and maintenance of a shared berm which had excessive weeds. He then noted that the upcoming

Annual Annual meeting would be held September 19th and reminded the directors and officers that immediately following this meeting of the homeowners, the board of directors would hold a meeting as called for in the HOA By-Laws.

### 3. Financial

- a. Mr. Ellis reviewed with the board both the July financial statements for the Association. He noted the income for the month of over \$350.00 which included both income from one new homeowners Transfer fees and also receipt of one delinquent homeowners 2019 dues plus associated late fees and other charges. He also noted that expenses, for the period, were just the reimbursement of gift certificates purchased by the HOA's Welcome Committee, reimbursement to the ACC for photocopy and postage charges. Lastly he pointed out the expense associated with purchase of updated accounting software for the HOA

After discussion, the financial report was approved by motion made, seconded, and passed unanimously.

- b. Mr. Ellis then reviewed with the directors the status of the bank account balance which held \$7,627.32 in cash in the checking account. He noted that from a cash position the HOA did not require or have plans which would need all this cash and in less than 5 months another \$8K in annual dues would be received to fund the operations for the 2020 fiscal year. He then noted that the current CD rates, for maturities with terms from 9 to 12 months, the bank would increase the rate to 1%. This would represent an annual amount of \$50.00 per CD. He recommended that the directors approve investing another \$5,000.00 from cash into a CD's with a maturity of 9 months - 12 months; and thereby by increasing the income earned.

After discussion, the recommendation was approved, purchase another CD, by motion made, seconded, and passed unanimously.

## **I. Committee Reports**

### **1. Architectural Committee: (Ron S.)**

Mr. Surber, reviewed with the committee certain parking complaints received regarding a home and vehicles parked on the lawn and under a temporary structure along Kennedy. After review and discussion by the Directors it was requested that Mr. Surber inform the homeowner in question of the ACC guidelines regarding use of temporary structures. Mr. Surber affirmed he would send such a notice to the homeowner as well as certain other homeowners who needed to trim hedges adjacent to the street sidewalks and those homeowners who needed to remove waste recepticals which could be seen from the street.

Lastly Mr. Surber noted that after several years of service as both a HOA Officer and chairing the ACC committee he would resigning effective September 20th. The officers and Directors expressed their sincere appreciation to Mr. Surber for his tireless efforts and years of dedicated service to the HOA and the efforts to maintain and improve our neighborhood. They noted that his involvement and service would be missed and thanked him for all he has done for the Association

### **2. Welcome Committee**

Mr. Ellis reported on a new homeowner who had moved into the neighborhood. He described how the committee had met with the new family and provided them with a welcome package. Ms. Deborah Gordon and her family had recently purchased and moved into the home at 4925 Mill Pond Loop. The Welcome Committee package containing various documents related to both the City of Auburn and our HOA; in

contained gift certificates worth a total of \$100.00 to various retailers at the Lakeland Town Center.

### **3. News Letter Report**

Mr. Surber noted that the News Letter editor was working on September issue which would be ready for distribution in early to mid September and would feature information on the upcoming Annual Homeowners meeting, fall clean up, back to school topics.

### **4. Website Report**

No report made

## **II. Old/New Business**

### **1. Annual Homeowners Meeting**

Mr. Ellis then reviewed and discussed with the directors the upcoming Annual Homeowners meeting. He affirmed with the Directors that the meeting would be held on September 19th at 7:00pm at the South Auburn Round Table Pizza, on 3960 A Street. He confirmed that he had reserved the conference room, the reservation started at 6:00pm allowing for set up and that the HOA would pay for pizza and soft drinks. He then reviewed the proposed agenda for this meeting along with draft financial statements and the annual budget. He noted that from a governance perspective the following action items needed to occur: review and approval of the financial report, approval of the 2020 budget, and the election of a director to serve to the term which expired 2022. He also noted that for this meeting to be valid a quorum was required and representing at least 10% of the homeowners; this would mean at least a combination 17 people attending or proxies received.

He then reviewed the materials to be sent out in advance of the meeting. These materials included the letter from the HOA President, a formal Notice of Annual

Meeting with agenda, Proxy Form, Directors Nomination Form, and an Officer / Committee Volunteer form. He noted that in accordance with the HOA's By-Laws this notification to be delivered to each property owner of record no less than 10 days and no more than 50 days in advance of the Annual Meeting. To this end he planned to have the letters placed in the mail on September 3rd; which would be roughly 15 days in advance of the planned September 19th meeting.

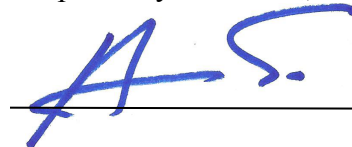
He then reviewed the proposed 2020 operating budget for the HOA. He proposed maintaining the annual dues at \$50.00 per property, consistent with prior years. Operating expenses to remain similar to the current fiscal year. This would result in a potential surplus which he noted could be used to support current year activities or investments the directors and officers might want to engage in. Absent this activity it would also be prudent to build reserves which would be used in the future for potential replacement or maintenance type actions that might be needed.

The directors and officers reviewed the materials and information presented and after much discussion affirmed the actions and budget being proposed.

### **III. Adjournment**

With no further business, the Board of Directors meeting was adjourned at 8:06 p.m. The next meeting is scheduled for immediately following the September 19th Annual Homeowners Meeting, at Round Table Pizza; 3960 A street Auburn.

Respectfully submitted,



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Mr. Andreas Ellis, Secretary & Treasurer

Lakeland Hills Homeowners Association