

January 23, 2024

HOA Board Meeting (via Zoom)

Board Members Present:

Mike Ard (President) Kevin Ruoff (Secretary) Chuck Klamm (ACC Chair) Danielle Sullivan (Treasurer)

Vic Musselman (MTF Lead)

Board Members not present: Jim Huentelman (Vice President)

Community Members Present as identified or signed in on Zoom: Laura Inman Bill Lesar Bruce Snyder Marilyn Marc Breda Marcie Ash Jim and Kathryn Millett Omar Lopez Josh on IPhone SW Rebecca Homan

**Mike Ard began the meeting at 6:30pm.**

Mike stated that per the CCR’s the board meetings were open to all members and welcomed those homeowners that joined in and stated that from time to time we have openings on our board, and would like those homeowners to consider future board positions.

Mike stated that the last item for discussion in this meeting was our February All Members meeting.

Danielle stated that the 2024 dues invoices were ready to go, and dues are due March 1st, 2024.

Mike hopes that homeowners can review the 2023 budget information prior to this meeting ([Treasury – Keanland Park HOA](https://keanlandparkhoa.org/treasury/)) and the 2024 budget will be discussed at the All-Member meeting.

**Mike called on Vic Musselman and Bruce Snyder to discuss moving the Keanland Park North Mailbox further down the road across from Hawks Lane.**

Vic stated that we need to have a referendum to ensure that we have a super majority of KP North members support the mailbox move and are willing to be charged a special assessment to pay for the move.

Vic has provided the Board members with the cost of the move; one with a roof and one without the roof. Discussion ensued about the continued cost of lighting and maintenance if a roof was installed over the mailbox, the possibility of vandalism or cars hitting the structure.

Members of the community said they would help maintain the structure. It was pointed out that if they moved, and no one stepped up, it would become an HOA responsibility.

Included in the discussion was the fact that the South does not have a roof covering those mailboxes.

Mike Ard asked the question regarding the issues surrounding the mailboxes that would require the move. Mike mentioned that prior to the HOA taking over, the builder had to replace one mailbox that was stolen and there was another issue with someone using a blade to get into the box. USPS replaced the lock. Mike asked if there were still problems going on.

Danielle Sullivan stated that her mail had been stolen one time.

Vic noted that one time the boxes were left unlocked by the mailman.

Via chat the following was included in the discussion:

From Cassondra: We’ve had three incidents.

 From Cassondra: One theft of the entire box, two vandalisms.

From Cassondra: Almost monthly we have suspicious cars (never the same) come and park next to the mailboxes and sit for several hours, sometimes all day.

Mike asked what the logistics would be for collection of the funds from the North Homeowners if this was approved. Vic suggested we get the approval first and then work on the logistics for collection.

Mike conducted a vote among board members on the following:

Do we want to move the KP North mailboxes? The vote was unanimously approved with 5 votes.

Do we want to build a roof over the mailboxes? The vote was four to one rejecting the proposal.

From the Chat:

From Cassondra: Can the people of the north vote?

From S W: I suggest moving the slab only.

From Marc Breda: Move the boxes only. No need for a structure

From Bill Lesar: Is moving the mailboxes near Hawk Lane far enough into the neighborhood or should they be moved further than that?

From Marc Breda: do we have an approx. cost per household?

From Marc Breda: Reacted to "Is moving the mailbox..." with 👍

From Marc Breda: Keep them separate.

Danielle suggested that we table the roof discussion for now and look later to obtain approval from both North and South for structures over both sets of mailboxes.

Vic and Kevin Ruoff will work to get a referendum together and use MailChimp to send referendum to all North KP homeowners. Vic noted that the referendum would require a super majority (67%) of the homeowners to approve for the special assessment. It was decided that once the referendum is sent, homeowners will have four weeks to respond. Vic and Kevin will follow up on the votes and Vic will follow up with those homeowners who have not provided an email to the KP web site.

Danielle questioned if the funds collected would need to go through QuickBooks. The decision made was that with this being a special assessment (if approved) it would need to be shown as money coming in and then the money going out for payment of the mailbox move. This would also require a separate mailing for invoicing homeowners.

Vic thanked Bruce Snyder for his work on putting the bid together.

**Mike then moved on to the topic of septic inspections.** It was noted that we had selected Envirotech for the 2023 inspections and that there were some issues regarding “pump or no pump”.

Kevin discussed the issue seemed to come down to the difference of septic requirements between pumpers and inspectors. One homeowner recently moved into their home and has records showing it was pumped, but Envirotech inspection showed that it needed pumping again. This homeowner was going to work with their realtor to determine what needed to be done.

Danielle has been communicating with the county on what we need to do with the situation where inspector and pumper disagree. The county has not given a solid reply. Mike stated he believed it was the last person who reported to the county that stands.

Chuck stated that many pumpers must open and pump the 2nd chamber. Vic stated that Howdy Doody always pumps both tanks.

Mike stated that we did not sign a long-term contract with Envirotech. Should we get a new bid from Envirotech or seek other bids? What is our confidence level with Envirotech?

Vic stated his concern that the inspectors from Envirotech were writing measurements on the palm of his hand and had 20 other measurements on his hand and it was very possible that they mixed up information. The prior inspectors, RJ Trends used a rainproof pad and boxes for each home. Vic also stated that Envirotech left four bolts out of the cover, and these were found by a landscaper weeks later.

Danielle asked if we had data on how many did not pass this year compared to past years. Mike stated 40 different sites needed pumping. Vic noted that Envirotech went by the County standard of 14” where RJ Trends went by 12” but stated you could get by with an additional 2” before needing to be pumped.

Chuck reminded us that these systems are small, only 500 gallons. Most tanks are about 1,000 gallons. If pumping more often, that is why.

Mike stated the issues he has noted are the writing on hands, extremely high number needing pumping and missing bolts. Mike is willing to discuss these issues with Envirotech when he seeks a bid.

Despite some concerns with Envirotech, we have had concerns about the other inspections in the past as well. The decision was made by the board that Jim Huentelman and Mike would follow up with Envirotech, let them know the concerns and that we want to have a good working relationship and see if problems go away with time and if they want to do it.

From the Chat:

Rebecca Homan: Do the pumpers know the system specs as well as the folks inspecting the systems?

(Answer by Chuck was “it depends on the company”)

 From S W: I agree to give our concerns to Envirotech and use them again.

Vic brought up that the cost of the county septic operation license per each household states on the website $150.00 but the price has increased. We need to update the website to state the price goes up annually. Mike stated he has worked with the County to waive that fee, but the County will not do it as they need the funds to help new development.

**Mike then brought up the Budget and asked Danielle if she wanted to discuss.**

Danielle stated that $450 in dues from each household is an income line item. Transfer fees of five homes was also listed as estimated income.

Olympic Federal Savings yearly interest has been wereinput using the past average.

Expenses set as per past years. Landscape set as last year, if we have a different amount, she needs to know. Repairs and maintenance, she does not have any amount and needs additional information.

Septic is $25,000, which was a little bit higher than 2023.

Other line items: software needs to be a little higher, postage and post office boxes are increasing so we need to factor that in. Also, there is a line item for professional services (CPA, legal, audit and engineering). A question that needs to go out to KP members is if we want to pay to have the books audited or if we want to waive that service. In 2023 the HOA collected over $50,000 and per the bylaws, the HOA needs to contract a professional service to review the books unless this is waived by the HOA members.

Daneille also brought up the possibility of sending out a solicitation for a volunteer to step in as the new Treasurer. Danielle has submitted her notice to resign as Treasurer by the end of 2024. Danielle will do everything she can to set the next person up for success and has created a manual on how to use QuickBooks and all the other things she does.

Mike asked Danielle to bring this up at the All Members meeting in February to give a push to get a volunteer. Kevin suggested that after the All Member meeting we send a letter out to Homeowners if no one steps up. Mike suggested we also include the other board positions that are open.

Danielle brought up the issue of QuickBooks. QuickBooks is working, but costs are increasing. Danielle believes this is to push people to use the online version, but she has found that to be very difficult. Last time we bought the software the cost was $549, this year it was $649. If we change to another software, someone will have to transfer all the information from QuickBooks to the new software and all the documents for training a new Treasurer is about QuickBooks.

Danielle expressed her appreciation for the opportunity to serve on the Board and work with all the members. She is hopeful that there is someone that will step up and serve as the Treasurer and will do everything she can to help in that transition.

**Mike asked Vic to look at the budget to see if the cost of mowing and road maintenance was accurate.**

Vic does not see any expenses this year for road maintenance and the only other MTF cost would be the mowing. Vic is not sure if the contractor will increase prices this year, they did not increase last year. Vic will find out actual costs in May. Danielle has budgeted $3,500 this year. Last year the cost was higher than budgeted due to extra mowing that was not anticipated.

Danielle noted that taxes were higher in 2023, due to the funds collected from OlyEco Systems for road usage fee’s. Any non-member funds collected are taxable, including bank interest.

**Mike asked Chuck if there were any expenses this year for ACC.**

Chuck stated there were not but did ask to talk about towing issues. We have had issues in the past with people parking in the community, some sleeping in the cars. Police cannot tow cars from the neighborhood without having proper towing signs posted. We can trespass people, but not tow cars.

Tow signs can be tacky but are needed to follow through. There is no cost for the signs, the tow company would pay for the signs and post them, and any towing would be at the car owner’s expense. Any towing would require a Board member to call them and request the tow; the company cannot tow without proper authorization.

Mike suggested we ask the tow companies to provide two signs and have them posted at the entrance to both north and south on the existing posts.

Chuck will work with the tow company and put this recommendation into action.

**Mike brought up OlyEco Systems and discussions about having OlyEco systems to pay an annual road usage fee**. We have charged OlyEco for the heavy trucks to use the roads, and now we need to come up with a fee for annual usage as the only access they have for vehicles is through our neighborhood.

Vic has done some road use studies and recommended that KP charge OlyEco the amount of our annual homeowner fee.

Mike will work with Jim to reach out to OlyEco to negotiate a regular fee.

Mike also mentioned the ongoing discussions with Todd Hanson and storm water taxes on our roads. These roads are currently in Todd Hansons name, and he is unable to transfer them to us. The Board does not want to have the roads transferred to us until we can get those fees waived, as the county is also using our roads.

Chuck pointed out that OlyEco are good neighbors with us.

Danielle recommended that any agreement be documented so that as HOA fees increase, so does their road usage fee.

Vic brought up the OlyEco use of the North Entrance where OlyEco laid down rock on their side of the property but left a 10’ area that has created a mud situation being tracked into the cul-de-sac. Vic suggested we use the hauling fees we got from OlyEco to put rock down on that 10 feel.

Mike will have Jim work with OlyEco to get them to pay for that suggestion.

Mike also let the Board know that OlyEco has purchased land on the west side of the Deschutes River across from the area they already own. The Deschutes Ridge HOA has reached out and talked with Mike and both consider OlyEco to be cautiously good neighbors.

**Mike began discussions about the PUD and notifications about water issues with the well.** The telemetry system has been installed, but not working yet. They still have the light on top of the well if the water gets too low, as well as a 100 decibel alarm, similar to our septic alarms to alert nearby homeowners.

Mike reminded all that if there is a chlorine issue with the water, PUD needs to be called. Mike also talked about erosion concerns by the well as you look up the hill towards the homes on Viewcrest. Discussions have been started with OlyEco to address this issue.

Vic talked about erosion on the storm water retention pond along river view side. This was caused by the rain and the steep cut of the pond. Vic will keep an eye on this issue.

**Mike turned the discussion over to Kevin to talk about an email the Board received about fireworks in the neighborhood**.

Some residents are concerned about the amount of noise during the 4th of July week and around New Years. We have many pets in the neighborhood as well as concern for anyone that may suffer from PTSD. The letter requested that we set some neighborhood policies around this issue.

The Board decided that we would abide by Thurston County laws regarding fireworks:

**6.68.055 - Consumer fireworks.**

The discharge of consumer fireworks, as defined in RCW 70.77.136, within the county each year is restricted to nine a.m. to eleven p.m. on July 3rd and nine a.m. to eleven p.m. on July 4th. No person shall discharge any consumer fireworks except within the times and dates set forth above. Further, pursuant to RCW 70.77.395, as amended by Second Substitute Senate Bill 6080 in 2002, Thurston County prohibits the sale, purchase, possession, or use of consumer fireworks on December 27, 2002 through 1:00 a.m. on January 1, 2003 and thereafter on the same period each year. The more restrictive provisions of this section shall prevail over RCW 70.77.395.

The Board also agreed to send a reminder to residents prior to the 4th of July weekend and New Years Eve/Day..

**Mike discussed our All-Member Meeting in February**.

The meeting date was set for February 13, 2024, at 6pm via Zoom. The agenda for the meeting is tentatively set as:

Budget

Treasurer update – replacement for Danielle Sullivan

Audit

Septic

KP North Mailbox

Board positions and request for more involvement

OlyEco system update

MTF and ACC update

The meeting was adjourned at 8:13pm.