

Mission Bay Homeowners Association

Mission Bay Master Association General Meeting For Mission Bay Homeowners June 8, 2019 Meeting Minutes

The meeting was called to order at 10:30 a.m.

A sign-up sheet was provided and those in attendance included:

Dennis Duty, Mission Bay & Preserve Board Member and Steering Committee	Pete Ridgeway	Shandice Kerr, Mission Bay Design Review Committee
Bob Martin, Mission Bay Board of Directors	Russ & Barbara Pilcher	Laurie Schmitt, Mission Bay Social Committee Co-Chairman
Rick LaPiana, Mission Bay Board of Directors	Vicky Pfeiffer	Carol Woody
Ralph Brownell, Mission Bay Steering Committee Chairman, Finance Committee	Dave Koerner	Don & Irene DeBorde
Cynthia Hoelscher, Mission Bay Steering Committee, Finance Committee Chairman	Leonard Prescott	Wayne Finney, Design Review Committee Chairman
Gary Goodman, Mission Bay Steering Committee, Finance Committee	Judi Goodman	Sharon Finney
Roger Norgaard, Mission Bay Steering Committee, Finance Committee	Claudette Beckendorf	Carey Smith
David Coffman, Mission Bay Steering Committee, CCR Committee Chairman	Dick Winn	Jerry & Sandie Hammer
Allen Bone, Mission Bay Steering Committee, Finance Committee	Ginny Dubuque	Jeff & Christine Dorton
Melanie Brooks, Mission Bay & Preserve HOA Manager	Nancy Hackethorn	Bob Woody
Karen Swan, Mission Bay & Preserve Staff Accountant	Mike Shoquist, CCR Committee	Jock Schwank
Kelly Meier	Roger Sampson	Glen Kozeluh
Gary DeNevi, Mission Bay Design Review Committee	Joan Samsel	Steve & Jo Coleman
Lynda Burns	Don Carberry	Sonja Manley
Bonnie Triepke	Jeff Ortwein	Janice Donovan, Mission Bay Social Committee
Dirk DeConinck	Jane Irwin	Connie Brownell
Herb Kimball	Pam DeNevi	Pat Luetzen
Terry & Gaye Gauthier		

Melanie Brooks, Homeowner Association Manager, opened the meeting and thanked everyone for attending. She had a special welcome for new Mission Bay owners. She introduced the HOA Accountant, Karen Swan. She shared that the goal of this meeting was to give homeowners an update on what is happening with operations, projects for 2019 and progress year to date on Mission Bay Master Reserve fund approved projects. She shared that the Master Association has its own operating budget and reserve fund relating to the Mission Bay beach and dock, private roads, mailbox areas and common grounds/plant beds within Mission Bay.

The meeting opened at 10:30 am; it was noted that there was a quorum of home-owners present. Call of roll was made via sign-up sheets provided for all homeowners attending. Proof of due notice was provided and posted on May 25th, as per the by-laws. Melanie requested that any homeowners with changes of address or communication method please note this on the sign-in sheet.

A motion was made by Russ Pilcher to approve the minutes from the December 8, 2018 Master Association general meeting and seconded by Jane Irwin; minutes were approved as written by all members present.

Mission Bay 2019 Budget Planning Committees

Melanie presented the Finance, Steering Committees and the Board of Directors responsible for the planning of the 2019 budget. She noted that the December annual meeting will be the formal meeting for the presentation of the budgets/financials for the following 2020 Year. She also gave a special thank you to all serving on these planning committees for their commitment and time devoted to the Mission Bay Community in these volunteer capacities. She gave special thanks to several in the group that have gone above and beyond the call of duty through their participation in special projects, planning and advising.

The Finance committee puts together initial budgets and sends to the Steering Committee, whom in turn sends the budget to the Boards of Directors for final approval.

Finance Committee – Mission Bay

Cynthia Hoelscher, Chair
Ralph Brownell
Roger Norgaard
Gary Goodman
Allen Bone

Steering Committee – Mission Bay

Ralph Brownell – Chair 2018-2019
Joe Kennedy – rep from Preserve
Cynthia Hoelscher – Finance Chairman
Roger Norgaard
Gary Goodman
Allen Bone
David Coffman

Board of Directors – Mission Bay

Dennis Duty
Bob Martin
Rick LaPiana

Melanie introduced Cynthia Hoelscher, Finance Committee chairman, who presented the discussion of the Mission Bay Master Association Reserve Fund.

Cynthia Hoelscher discussed information regarding reserve projects and balances for 2019. Mission Bay Master Association Reserve fund balances are made up of quarterly dues contributions, and assessments when necessary

Planned expenditures from the Master Association Reserve Fund for 2019 include:

• Dock Area Erosion	\$ 10,000 pending \$8K
• Entry Pump Irrigation	\$ 2,000
• Landscape Repair, Miscellaneous	\$ 2,000
• Tree Maintenance, Replacement	\$ 3,000
• Roads Repair	\$ 4,000
• Snow Removal	<u>\$ 3,000</u>
TOTAL	\$ 24,000

(PROJECTS TO BE COMPLETED only if necessary in 2019)

• Village Sidewalk minor repair	\$ 3,000
• Landscape lights	\$ 1,500
• Irrigation repair/water lines	\$ 3,000
• Lawn Section replacement	<u>\$ 1,300</u>

ONLY IF NECESSARY SUB-TOTAL \$ 8,800

PLANNED EXPENDITURE SUB-TOTAL \$24,000

TOTAL RESERVE EXP. BUDGETED \$32,400

MISSION BAY MASTER RESERVE FUNDS 2019

Mission Bay Master Association Reserve fund balance as of June 8, 2019: \$144,574
Includes Snow - \$3,898, Roads - \$44,570, General - \$96,106

2019 Planned Reserve Contributions

Mission Bay Roads Reserve	\$ 18,912
Mission Bay Snow Reserve	\$ 0 (positive end 2019 balance goes to snow)
Mission Bay Master/Other Reserve	\$ 26,004

Mission Bay Master Association Reserve Fund Projected fund balance, December 31, 2019:

Mission Bay Roads Reserve	\$ 54,026
Mission Bay Snow Reserve	\$ 0
Mission Bay General Reserve	<u>\$ 90,408</u>
TOTAL RESERVE BALANCE	\$144,434

Gary DeNevi expressed his concerns regarding beach erosion and liability. Bob Martin explained that the last round of permits with the Tribe allowed us to put in 3 loads of rock that will act as a better barrier to storms and winds. Much of this is below the surface. He said it won't completely alleviate the erosion and will need to be addressed every three years dependent on weather. Dennis Duty said the Corp of Engineers has handed this permitting back to the Tribe we will work with them in the future.

DESIGN REVIEW COMMITTEE

The Design Review Committee consists of Wayne Finney- Chairman, Gary DeNevi, Rhea Ashmore and Shandice Kerr. Wayne was not able to attend the meeting; Melanie gave a report on committee activities. New builds are Pam Moriarty on Eagle Drive, Bauders on Hawk Drive, Ron Maki on Hawk, Hammers have completed their home on Hawk. The owners are still working on the completion of lot 40. Mission Bay is currently maintaining lot 40 and billing the owner until they respond. The owners are outside the 18-month building window, so the issue has now been addressed by the Board and discussion with our legal counsel is underway. She reminded the group that all exterior changes to homes, lots and/or landscaping are required to have approval from the Design Review committee. She asked homeowners that are interested in architecture and design to consider joining the group, as new members are needed.

One homeowner expressed concern that covenants were being broken – referring to a recent landscape issue. Dennis Duty said that Design Guidelines are different than Covenants and that he was not aware of any covenants being broken. Both are subject to change with approval of the Board. Design Review may approve on a case by case basis. Design review complaints regarding violations need to be presented in writing to the Board of Directors and they will review each situation directly.

CC&R COMMITTEE

The CC&R committee for Mission Bay consists of David Coffman – Chairman, Mike Shoquist and Nancy Hackethorn. Melanie introduced David Coffman- new CCR chairman, who gave the CCR presentation based on our Covenants. He invited any interested homeowners to join the committee. He discussed the process for handling CC&R violations through presenting HOA Rights & Responsibilities. Complaints may be brought directly to the HOA office, or to David Coffman. He stated his goals in leading this committee as Safety, Health and Profitability. The committee meets quarterly and handles violations via email and phone communication on a regular basis. He encouraged homeowners to refer to the Welcome Book back page to read about most common violations.

He discussed speed limits within Mission Bay (25 mph), asked for homeowners to continue to be aware of this limit- and that the last time the speed monitor was placed in Mission Bay there were approximately 8,000 cars that passed this monitor. He also reminded the group that there are vehicle hang-tags and wristbands available for use at the Mission Bay beach and dock area.

Bob Martin shared a thank you from the Board of Directors to David Coffman for stepping up and heading this committee.

“Someone Complained, Now What?”

COMPLAINT PROCESS

- Verbal or Written: confidential not anonymous
- “Should” verify within 24 hours – is it valid
- Verbal Notification, 3 days to correct violation
- If not corrected, written notification “certified” mail
- 10 days (other “violations”)
- 20 days (“related to maintenance of single-family structure”)

FINES, APPEALS & PERMITS

- From date of verbal notification
 - First week \$50
 - Second week \$100
 - Third week \$250
- Written appeals to verified violations can be made to the CC&R Committee.
- Special Circumstances: Temporary Violations may apply for a temporary permit (\$10)

OLD BUSINESS

Recap: Bob Martin and Dennis Duty responded to questions regarding beach protection and management. Bob said the rip-rap and canal have always been in present location. There were three loads of rock added this year as storm protection as a spit into the water, much of which is below the surface. The Corp of Engineers has managed beach area permitting. In the past and now it is managed by the tribe, through whom we were able to get a better beach area permit. It is estimated we will have to do ongoing major repair every few years based on weather conditions. Alpine Landscaping is working on finishing up the clean-up of this area.

NEW BUSINESS

Melanie shared the state of weed control and mowing in Mission Bay and asked that homeowners that have observed observe lots needing care bring them to the attention of the HOA. Information on landscape contractors is provided through the HOA office if needed. Allen Bone shared a thank you to Bob Martin for the new larch logs protecting the shoreline of the beach. Melanie shared a reminder to please use access points of Jefferson on the gravel golf path and the end of Eagle Drive for golf course access rather than any other private undeveloped lots. This is especially as a courtesy to private owners that are working hard to maintain their lots.

ELECTION OF TWO STEERING COMMITTEE MEMBERS-

Melanie reported there are two positions open on the steering committee as of June 30th 2019, due to expiring terms. These are for Gary Goodman and Roger Norgaard. They were thanked for their service the past few years. They have indicated their willingness to serve again if elected. Having no further nominations from the floor, Melanie asked for a vote by acclimation to welcome both Roger Norgaard and Gary Goodman back to the Steering Committee. Bob Martin made the motion and Nancy Hackethorn seconded the motion to approve both Gary Goodman and Roger Norgaard for another Steering Committee term. Melanie shared that steering committee elections are always held at the summer meeting; if anyone is interested, please stop in to the HOA office or talk with one of the current steering committee members.

ELECTION OF BOARD MEMBER

Mission Bay Board of Directors member Rick LaPiana has a term that is expiring June 30th, 2019. Rick has elected not to run for another term; Melanie thanked Rick for serving in many capacities throughout the years, from Finance Committee to Steering Committee member and Chairman, to the Board of Directors. Dennis Duty said that from the developer's standpoint, Rick has always been supportive and he thanked him for his service also. He has indicated a willingness to serve for another 3-year term. Ralph Brownell has indicated his interest in serving in this capacity for Mission Bay. Ralph has participated on both the Steering Committee and finance committee as member and is currently

Chairman of the Steering Committee. Nominations were closed. He is interested in remaining on the Steering Committee for the next year, if elected to the Board of Directors.

The vote was opened up to nominations for other candidates from the floor. No other names were brought forth. The motion was made to close the nominations by Roger Norgaard and seconded by Gary Goodman. All members present approved the motion and the nominations for director were closed. A motion was made by Jane Irwin and seconded by Jock Schwank to elect Ralph Brownell to the Mission Bay Board of Directors by acclamation. All members present were in favor and the vote passed Ralph was welcomed to the Board. Ralph also shared a thank you to Rick LaPiana for his service and leadership.

OTHER ITEMS NOT ON THE AGENDA

Bob Martin shared his thanks from the Board of Directors for the Mission Bay staff (of 2) contributions, especially to the budget process and communications throughout the year.

ADJOURNMENT-

There being no other business, Russ Pilcher made a motion to adjourn the Mission Bay Master Association meeting and this was seconded by Allen Bone. The meeting was adjourned at 11:05 am.