Indian Summer HOA Board of Directors

Board of Directors Meeting – Third Monday of Each Month, 5:30pm
President, Gerald Hamilton
Vice President, Jeanne Johnson
Treasurer, Daniel Stanford
Secretary, Bill Moseley
Member At-large, Gordon Jackson

Meeting Date: May 20th, 2024
Meeting Time: 5:30 PM
Meeting Location: Embers @ ISGCC and Zoom

Agenda

I. Call to Order – Meeting called to order at 5:30pm

II. Roll Call –
   a. Board: Gerald Hamilton, Daniel Stanford, Bill Moseley, Jeanne Johnson, Gordon Jackson
   b. VIS: Anastasiya Levchuk, Nicole Eby
   c. Homeowners: Please see attached sign in sheet
   d. Zoom: Tiffany Schrader, Chuck McSwain

III. Approval of the Agenda – **Motion 1st Jeanne, 2nd Daniel, All 5 in favor**

IV. Approval of the Minutes
   a. Board Meeting of April 15th, 2024 – **Motion 1st Bill, 2nd Gordon, All 5 in favor**

V. Treasurer's Report – Please See the attached. Board Approval of treasurer's report. **Motion 1st Gordon, 2nd Jeanne, All 5 in favor**

VI. Homeowners Comments – N/A

VII. Committee Briefings
   a. Ad-Hoc CC&R Rewrite Committee – Mike ishoaCCR@gmail.com
      i. Preparing 3rd briefing for homeowners – May 29th @ 7pm in Ballroom.
         1. Hopeful for more attendance of homeowners
      ii. Judging previous 2 briefing as a success
      iii. Within a few days will be publishing all homeowner comments to date.
      iv. After 3rd briefing redrafting to see where homeowner input can be incorporated into the revision, then sent to John Burleigh for final revision.
         1. Hopefully revision to John Burleigh in early June for redrafting with 64.90 additions
      v. Idling on Bylaws
         1. Will be significantly effected by 64.90
   b. Ad-Hoc Guard House Renovation – Gerald
      i. Waiting on 2 doors
   c. Architectural Review Board – Linda – See attached report
   d. Communications - Kathie – See attached report
      i. Road work phase one – Told not to distribute communications to homeowners.

        ii. Road work phase two – hopeful chain of command will allow adequate communication to homeowners and the committee volunteers will be respected.
    e. Social Committee - Gordon
        i. Reminder – Needs more members
        ii. Upcoming events:
            1. Picnic – August 11th
            2. Garage Sale – August 25th, Preview August 24th
            3. Annual Meeting – November 12th
            4. Holiday Party – December 5th
    f. Finance Committee - Molly
        i. Special projects – working on a new GL code
            1. Budget for this next year
        ii. $10,000 contingency
            1. Rewrite some of this to the CC&R 2025 budget process
        iii. New committee member
            1. Taking over in 2026
        iv. 2025 Reserve Study
            1. Cash flow planning
            2. Rockefeller accumulating cash needed - can be accessed in matter of days
            3. Operating Funds – multiple homeowners paid for Full year
                a. Extra funds into CD making 5% for 3 months
    g. Maintenance Committee -Jeff – See attached report
        i. Street sweeping missed spots
            1. Returning on May 25th before Seal coating
    h. Nature Preserve - Cal – N/A
    i. Pet Committee - Nancy – See attached report
    j. Security Committee - Gerald
        i. Reminder – looking for more members

VIII. Old Business (Action- Discussion/Information)

Discussion/Information

    a. CC&R Rewrite Process -Homeowner Briefings - Jeanne
        ▪ Additional dates:
            • May 29th 7:00 PM

Action Items – N/A

IX. New Business (Action- Discussion/Information)

Discussion/Information

    a. Reserve Study Explanation – Molly Philopant – Tabled until Next Month
    b. ARB-02 & ARB-12 Review by ARB and published- Jeanne
        i. Hours of review - posting as is 5/21/2024

Action Items

    c. Approve New Communications Member - Melissa Watkins
        i. **Motion 1st Bill, 2nd Jeanne, All 5 in favor**

    d. Approve new Finance Committee Member - Ro Marcus
        i. **Motion 1st Daniel, 2nd Bill, All 5 in favor**
    e. Approve new ARB -13 Tree Removal and Maintenance Policy
        i. **Motion 1st Jeanne, 2nd Daniel, All 5 in favor**
    f. Approval of Three Community Enhancement Fund Requests:

i. Request for Power Wash all IS Entrances $5000.00

1. **Motion 1st Bill, 2nd Daniel, All 5 in favor**

ii. Request for Troon Curb and Curb Gutter Power Wash $4600.00

1. **Motion 1st Daniel, 2nd Jeanne, All 5 in favor**

iii. Request for IS Matching Cost of approved Lacey Neighborhood Grant $3400.00

1. **Motion 1st Bill, 2nd Gordon, All 5 in favor**

$13,000.00 for the three projects

g. Global Paving has performed specific road / paving repairs this past week. We anticipate that ISHOA will receive an invoice for this work shortly. ISHOA will need to transfer funds from the Reserve Fund Investment account at Rockefeller Capital Management to the Reserve Checking Account managed by VIS. The estimated required transfer for this portion of the project is $382,000. A second transfer will be needed at a later date once the seal coating portion of the project is completed. According to Policy FIN-05 the Board must specifically approve the transfer of $382,000 from the Reserve Fund Investment account at Rockefeller Capital Management to the Reserve Checking Account managed by VIS.

i. **Motion 1st Daniel, 2nd Bill, All 5 in favor**

h. CAI Membership for 20 people for $320.00 per year

i. **Motion 1st Jeanne, 2nd Gordon, 4 in favor, 1 nay – Bill**

X. Board Final Comments – N/A

XI. Executive Session -Yes-as per RCW 64.38.035

The Board of Directors may convene in closed executive session to consider matters involving possible violations of governing documents.

a. **Motion to enter 6:18pm 1st Jeanne, 2nd Bill, All 5 in favor**
b. **Return to open session 6:44pm**

XII. Adjournment – meeting adjourned at 6:45pm

a. **Motion 1st Bill, 2nd Jeanne, All 5 in favor**

Sign In Sheet

Date 5/20/2024

Name	Address	Do you wish to speak during homeowner comments? (Each owner will be limited to 2 minutes)
Terry + Joy Walden	3912 Prestwick	
Linda + Jeff Gochenaur	3914 Prestwick	
Mary Weiss	4302 Prestwick	
Lorraine Price	4318 Prestwick	
Donna Selover	4310 " "	
Kathie Torgison	3903 " "	
Molly Philipart	6643 Troon	
Mike Brauser	3810 Kinsale	

ISHOA – COMMENTS ON APRIL 30, 2024 AS OF MAY 15, 2024

Here are a few observations on the May 15th version of the April 30, 2024 financial reports:

BUDGET COMPARISON REPORT:

1) G/L 400003 Management Special Projects: VIS staff was asked to attend meetings related to CC&R rewrite project and Town Hall meetings. Also charges for Zoom meetings and other tech services provided by VIS. These charges were not anticipated in the 2024 Budget. Account will be reviewed to see if some of the charges need to be reclassified to other G/L accounts.

2) G/L #400400 Audit & Tax: Preliminary work started earlier than expected, thus an invoice was received and paid. Budget allocation starts later in the year.

3) G/L #401000 Maintenance – General / Common Areas over budget as of April 30 only because actual expenditures occurred earlier than expected.

4) G/L 401098 Landscaping – Irrigation Maintenance over budget as of April 30 only because actual expenditures occurred earlier than expected.

5) G/L #401100 Landscape Contract for 2024 ended up more than budgeted (around $4,400 over 2024 budget). Maintenance will need to find savings in other accounts.

6) The Operating Fund year-to-date net income is $34,800 vs budget of $11,900. Several Operating Fund expense accounts appear to be under budget as of April 30, 2024. For most of these accounts, the issue is the way the 2024 budget was allocated among the 12 months, and by year end the entire budget allocation will probably be spent.

7) Reserve Fund expenditures through April 30, 2024 total $10,800 and relate to concrete repairs. Invoices related to the Guard House project are expected at any time. Significant expenditures related to road maintenance and repairs are expected in May.

8) Community Enhancement Fund expenditures through April 30, 2024 total $8,300 and relate to landscape projects.

BALANCE SHEET:

9) On the Balance Sheet it appears that there is excess cash in the Operating Checking Account because of homeowners prepaying 2024 monthly assessments. In May $50,000 of $157,768 will be transferred from the Operating Checking Account managed by VIS to the Operating Fund account at Rockefeller Capital Management, where RCM will purchase certificates of deposit for 60 days and earn approximately 5% on the excess cash.

10) Reserve Funds (RCM investments and VIS checking accounts) total approximately $1,612,400. Significant expenditures related to road maintenance and repairs are expected in May.

11) The Community Enhancement Fund checking account balance was $58,600 as of April 30, 2024 Balance Sheet. The Maintenance Committee has begun work on $30,000 of projects approved as part of the 2024 Budget.

Indian Summer HOA
Balance Sheet
4/30/2024

Assets		
Accounts Receivable		
102000 - Accounts Receivable	$2,320.95	
Accounts Receivable Total	$2,320.95	
Operating Funds		
100100 - Operating Bank Acct	$157,768.06	
100120 - Operating Rockefeller CM Savings	$100.31	
100200 - Petty Cash	$5,565.95	
101200 - CEF	$58,607.04	
Operating Funds Total	$222,041.36	
Reserve Funds		
100165 - Reserves - Rockefeller CM Investment Account	$1,503,752.12	
101000 - Reserve Bank Acct	$108,606.20	
Reserve Funds Total	$1,612,358.32	
Assets Total		$1,836,720.63
Liabilities and Equity		
Accounts Payable		
250000 - Accounts Payable	$13,860.25	
Accounts Payable Total	$13,860.25	
Association		
250100 - Prepaid Income	$65,688.14	
Association Total	$65,688.14	
Management		
249997 - VIS SCP Admin Fees	($125.00)	
Management Total	($125.00)	
Net Worth		
600200 - Prior Year Adjustments - Operating Fund	($16,191.54)	
Net Worth Total	($16,191.54)	
Other		
600410 - RCM MV Adjust Acct	$51,606.37	
Other Total	$51,606.37	
Retained Earnings	$1,641,963.51	
Net Income	$79,918.90	
Liabilities & Equity Total		$1,836,720.63

Indian Summer HOA
Budget Comparison Report
4/1/2024 - 4/30/2024

	4/1/2024 - 4/30/2024			1/1/2024 - 4/30/2024			
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Annual Budget**
OPERATING FUND:							
Revenue							
300000 - Regular Assessment	$54,855.00	$54,855.00	$0.00	$219,420.00	$219,420.00	$0.00	$658,260.00
300200 - Fines and Penalties	$280.00	$133.00	$147.00	$3,345.00	$532.00	$2,813.00	$1,600.00
300300 - Late Fees	$233.31	$233.00	$0.31	$1,699.83	$932.00	$767.83	$2,800.00
300500 - Operating Interest Earned	$0.00	$0.00	$0.00	$0.00	$300.00	$ (300.00)	$1,200.00
300900 - Garage Sale Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00
301400 - Gate Key Fees - RFID	$780.00	$458.00	$322.00	$2,316.00	$1,832.00	$484.00	$5,500.00
Total Revenue	$56,148.31	$55,679.00	$469.31	$226,780.83	$223,016.00	$3,764.83	$671,360.00
Expense							
Administrative Expenses							
400000 - Association Management Fees	$4,487.70	$4,488.00	$0.30	$17,950.80	$17,952.00	$1.20	$53,852.00
400001 - Accounting Services / Fees	$500.00	$500.00	$0.00	$2,000.00	$2,000.00	$0.00	$6,000.00
400003 - Management Special Project	$1,687.50	$42.00	$ (1,645.50)	$2,040.00	$168.00	$ (1,872.00)	$500.00
400050 - Administration	$0.00	$83.00	$83.00	$0.00	$332.00	$332.00	$1,000.00
400100 - Base Supply Fee - Excludes Postage	$420.00	$400.00	$ (20.00)	$1,680.00	$1,600.00	$ (80.00)	$4,800.00
400110 - Office Supplies	$0.00	$58.00	$58.00	$161.42	$232.00	$70.58	$700.00
400200 - Postage	$46.11	$167.00	$120.89	$252.27	$668.00	$415.73	$2,000.00
400300 - Mileage Costs	$10.50	$42.00	$31.50	$84.12	$168.00	$83.88	$500.00
400400 - Audit and Tax Return	$0.00	$0.00	$0.00	$1,918.06	$0.00	$ (1,918.06)	$7,600.00
400452 - Federal Income Tax	$45.47	$0.00	$ (45.47)	$45.47	$1,750.00	$1,704.53	$7,000.00
400453 - Property Tax	$0.00	$0.00	$0.00	$2,106.33	$2,200.00	$93.67	$2,200.00
400500 - Legal - General	$99.00	$1,667.00	$1,568.00	$4,646.00	$6,668.00	$2,022.00	$20,000.00
400700 - Insurance	$0.00	$11,000.00	$11,000.00	$11,397.00	$16,000.00	$4,603.00	$16,000.00
401500 - Reserve Study related Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,050.00
401600 - Miscellaneous Expense	$0.00	$288.00	$288.00	$0.00	$1,152.00	$1,152.00	$3,450.00
401700 - Bad Debt/Write-offs	$0.00	$63.00	$63.00	$95.00	$252.00	$157.00	$750.00
401750 - Admin Contingency	$0.00	$833.00	$833.00	$0.00	$3,332.00	$3,332.00	$10,000.00
401755 - Board Education & Training	$0.00	$0.00	$0.00	$135.00	$0.00	$ (135.00)	$0.00
402100 - Meeting Expenses	$378.71	$250.00	$ (128.71)	$617.78	$1,000.00	$382.22	$3,000.00
403004 - RFID's	$0.00	$458.00	$458.00	$0.00	$1,832.00	$1,832.00	$5,500.00
Total Administrative Expenses	$7,674.99	$20,339.00	$12,664.01	$45,129.25	$57,306.00	$12,176.75	$145,902.00
ARB							
400655 - Engineering Reviews	$ (500.00)	$167.00	$667.00	$ (500.00)	$668.00	$1,168.00	$2,000.00
Total ARB	$ (500.00)	$167.00	$667.00	$ (500.00)	$668.00	$1,168.00	$2,000.00

Indian Summer HOA
Budget Comparison Report
4/1/2024 - 4/30/2024

	4/1/2024 - 4/30/2024			1/1/2024 - 4/30/2024			
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Annual Budget**
Communications							
400060 - Communications - Other	$0.00	$12.00	$12.00	$118.36	$48.00	$ (70.36)	$150.00
400070 - Communications - Print	$0.00	$17.00	$17.00	$0.00	$68.00	$68.00	$200.00
400072 - Comm Consultation Fees	$0.00	$42.00	$42.00	$0.00	$168.00	$168.00	$500.00
400975 - Website Service	$0.00	$83.00	$83.00	$0.00	$332.00	$332.00	$1,000.00
Total Communications	$0.00	$154.00	$154.00	$118.36	$616.00	$497.64	$1,850.00
Community							
400055 - Community Events	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,930.00
401602 - Garage Sale Expense	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00
Total Community	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,930.00
Nature Preserve							
401007 - Equipment Maintenance	$0.00	$100.00	$100.00	$0.00	$200.00	$200.00	$200.00
401027 - Signage	$0.00	$50.00	$50.00	$0.00	$100.00	$100.00	$100.00
401590 - Miscellaneous Supplies	$0.00	$50.00	$50.00	$69.84	$100.00	$30.16	$100.00
403102 - Repairs-Minor	$0.00	$50.00	$50.00	$0.00	$100.00	$100.00	$100.00
Total Nature Preserve	$0.00	$250.00	$250.00	$69.84	$500.00	$430.16	$500.00
Pet Committee							
400935 - Pets - Waste Bags	$468.13	$0.00	$ (468.13)	$468.13	$0.00	$ (468.13)	$700.00
400937 - Pets - Waste Cans	$0.00	$0.00	$0.00	$103.79	$0.00	$ (103.79)	$250.00
400938 - Pets - Waste Disposal Vendor	$145.20	$182.00	$36.80	$580.80	$728.00	$147.20	$2,180.00
400939 - Pets - Newsletter	$0.00	$0.00	$0.00	$0.00	$90.00	$90.00	$360.00
Total Pet Committee	$613.33	$182.00	$ (431.33)	$1,152.72	$818.00	$ (334.72)	$3,490.00
Reserve and Extraordinary Expenses							
401400 - Reserve Contributions	$11,600.00	$11,600.00	$0.00	$46,400.00	$46,400.00	$0.00	$139,200.00
Total Reserve and Extraordinary Expenses	$11,600.00	$11,600.00	$0.00	$46,400.00	$46,400.00	$0.00	$139,200.00
Routine Maintenance							
400910 - Water	$243.72	$50.00	$ (193.72)	$243.72	$50.00	$ (193.72)	$29,171.00
400920 - Electricity	$2,711.77	$1,693.00	$ (1,018.77)	$7,429.50	$6,772.00	$ (657.50)	$20,320.00
401000 - Maintenance - General/Common Areas	$7,836.19	$1,833.00	$ (6,003.19)	$20,796.17	$18,832.00	$ (1,964.17)	$49,723.00
401001 - Street Sweeping	$925.38	$0.00	$ (925.38)	$925.38	$1,083.00	$157.62	$6,500.00
401098 - Landscaping-Irrigation Maintenance	$3,486.27	$0.00	$ (3,486.27)	$4,304.25	$0.00	$ (4,304.25)	$11,426.00
401100 - Landscaping (Contract)	$7,377.79	$6,994.00	$ (383.79)	$29,470.78	$27,976.00	$ (1,494.78)	$83,932.00
401360 - Catch Basin Cleaning	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,000.00
401362 - Storm Pond Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12,000.00
Total Routine Maintenance	$22,581.12	$10,570.00	$ (12,011.12)	$63,169.80	$54,713.00	$ (8,456.80)	$221,072.00

Indian Summer HOA
Budget Comparison Report
4/1/2024 - 4/30/2024

	4/1/2024 - 4/30/2024			1/1/2024 - 4/30/2024			
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Annual Budget**
Security							
400610 - Traffic Management Project	$0.00	$250.00	$250.00	$0.00	$1,000.00	$1,000.00	$3,000.00
400995 - Camera Maintenance	$0.00	$250.00	$250.00	$585.83	$1,000.00	$414.17	$3,000.00
400996 - Cameras - New location	$0.00	$625.00	$625.00	$0.00	$2,500.00	$2,500.00	$7,500.00
401022 - Gate Service/Repair	$0.00	$1,667.00	$1,667.00	$0.00	$6,668.00	$6,668.00	$20,000.00
401023 - Gate - Cellgate Subscription	$2,032.98	$2,037.00	$4.02	$4,065.96	$4,074.00	$8.04	$8,150.00
401024 - Gate - Emergency Access Project	$0.00	$250.00	$250.00	$0.00	$1,000.00	$1,000.00	$3,000.00
401025 - Guardian Gate P/M Contract	$0.00	$379.00	$379.00	$0.00	$1,516.00	$1,516.00	$4,550.00
401599 - Miscellaneous Projects	$0.00	$208.00	$208.00	$0.00	$832.00	$832.00	$2,500.00
402400 - ADT Alarm for Guardhouse	$0.00	$63.00	$63.00	$0.00	$252.00	$252.00	$750.00
402410 - Security Contract (Guard)	$7,970.80	$7,403.00	$ (567.80)	$30,289.70	$29,612.00	$ (677.70)	$88,835.00
402430 - Security Utility	$378.69	$417.00	$38.31	$1,526.91	$1,668.00	$141.09	$5,000.00
Total Security	$10,382.47	$13,549.00	$3,166.53	$36,468.40	$50,122.00	$13,653.60	$146,285.00
Total Expense	$52,351.91	$56,811.00	$4,459.09	$192,008.37	$211,143.00	$19,134.63	$671,229.00
Operating Fund Net Income	$3,796.40	$ (1,132.00)	$4,928.40	$34,772.46	$11,873.00	$22,899.46	$131.00
RESERVE FUND:							
Revenue							
310002 - Reserve Contribution Revenue	$11,600.00	$10,450.00	$1,150.00	$46,400.00	$41,800.00	$4,600.00	$125,400.00
310003 - Reserve Interest Income	$32.26	$0.00	$32.26	$102.94	$0.00	$102.94	$0.00
310006 - Investment Income - RCM	$0.00	$0.00	$0.00	$17,712.97	$0.00	$17,712.97	$0.00
Total Revenue	$11,632.26	$10,450.00	$1,182.26	$64,215.91	$41,800.00	$22,415.91	$125,400.00
Expenses							
405000 - Concrete Repair	$10,775.90	$0.00	$ (10,775.90)	$10,775.90	$0.00	$ (10,775.90)	$0.00
Total Reserve Expenses	$10,775.90	$0.00	$ (10,775.90)	$10,775.90	$0.00	$ (10,775.90)	$0.00
Reserve Net Income	$856.36	$10,450.00	$ (9,593.64)	$53,440.01	$41,800.00	$11,640.01	$125,400.00
COMMUNITY ENHANCEMENT FUND:							
Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Expenses							
401457 - CEF Landscape Projects	$5,423.46	$0.00	$ (5,423.46)	$8,293.57	$0.00	$ (8,293.57)	$0.00
Total CEF Expenses	$5,423.46	$0.00	$ (5,423.46)	$8,293.57	$0.00	$ (8,293.57)	$0.00
CEF Net Loss	$ (5,423.46)	$ -	$ (5,423.46)	$ (8,293.57)	$ -	$ (8,293.57)	$ -
CONSOLIDATED NET INCOME (LOSS)	$ (770.70)	$9,318.00	$ (10,088.70)	$79,918.90	$53,673.00	$26,245.90	$125,531.00

MEETING MINUTES

ARCHITECTURAL REVIEW BOARD (ARB)

Date:	May 14, 2024
Time:	10:30 AM
Meeting called to order by:	Linda Kaszycki

In attendance

Linda K, Linda F, Judy M, Jeanne Johnson (HOA Board Liaison)

REPORTS as of April 30th, 2024

- New applications received (23)
- Applications open pending final inspection (49)
- Applications received included requests for tree removal, gutters, decks, exterior paint, roof, general landscaping

- **New Business** – finalized draft **ARB Policy ARB-13 Tree Maintenance and Removal Policy** for submittal to HOA Board for review and approval

MEETING ADJOURNED AT 11:30 AM

Next meeting

June 11th

Communications Committee Report May 2024

Kathie Torgison, Chair

Participated with Maintenance committee at the planning meeting for upcoming road repair projects. Concluded that Parametrix will provide map that we can display on ishoa.org and can be modified as the project progresses. Posted Board letter and map to website on May 7th and posted HotNews signs to alert residents. Coordinated with Maintenance committee to offer a custom sign design, which was approved. Ordered signs that can be updated with affected streets whenever changes develop and can be used in the future as emergency situations may occur

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With new committee member Melissa Watkins' help and expertise, we are now ready to proceed offering text message alerts to residents who opt-in to receive these messages. Melissa has graciously donated the initial $180 set-up fee and necessary paperwork with the phone vendors as well as the time and expertise of her employees to build and maintain the database. There will be no-fees for the trial period through September of this year. The recurring fees after that period will be:

- $80 per month which includes up to 4 texts to our entire opt-in database
- $10 per text additional if more than 4 are sent in one month

- This amount can be covered in this year's Communications budget

Announcement to opt-in can begin as soon as May 14th. This announcement could tie-in with completion of Phase 1 of the road project which would put us in excellent shape for Phase 2 alerts. Invitation to opt-in would have to be delivered via VIS Eblast to begin.

It will be prudent to evaluate cost savings and acceptance of this quick, instant type of notification method. Currently, studies show that 99% of text SMS (short message service) are read, as opposed to emails, where success is defined by a 20% read rate. All to frequently emails are routed to spam folders or sit unopened in email mailboxes. Using this method could possibly reduce the cost of VIS services and would provide instantaneous communication with residents.

MAINTENANCE COMMITTEE BOARD REPORT

May 14, 2024

Committee members: (*unavailable for this meeting)**:**
Jeff Gochenour, Chair/ Tim Johnson/ *Bill Moseley /Ward Forrer /Dan Weiss/ Susan McColley/Bill McClanahan/ *Guy Grayson/ and Gordon Jackson (Committee Liaison)

CONTRACTED WORK REVIEW:

Landscape Maintenance Contract (BM)

* American Landscape Maintenance (ALS)
  - Continues monthly mowings, etc.
  - Completed bark mulching the community, prepping the swales and community for over seeding.
  - Applied an herbicide application to crack weeds to address weeds prior to seal coating.

Irrigation Maintenance (WF):

* Met with Golf Course superintendent & ALS irrigation team to review several irrigation issues.
* The result was, we will be replacing all valves with BT controlled valves allowing us to control watering schedules for the center and Troon Island, as well as the entrance perimeter bed and not be at the mercy of the course schedule.
* Replacing a valve at Barker's Garden with BT valve.
* ALS replaced battery controllers with BT controllers.
* Addressed several irrigation issues associated with Troon swales.
* Once repairs ae completed we will be able to schedule all HOA water once the systems are activated.
* Repaired, replaced & adjusted several heads throughout our HOA for better coverage.

Street Sweeping - 6 sweeps annually (TJ):

* April sweep completed.
* Next sweep schedule 5/18 to coincide with new road work.

Backflow Testing - 1 test annually (TJ)

* All backflow valves inspected, and reports submitted to appropriate agencies. Work completed for 2024.

Storm Drain Maintenance - 1 cleaning annually (BMc)

* Catch basins cleaned by Catchall. SD Work completed for 2024 except the bid exercise for 2025.
* Team is working to develop RFP, bid list & Statement of Work (SOW).

Retention/Storm Pond Maintenance - 3 mows annually (BMc)

* SPNW applied herbicide, but did not mow this visit
* Stormponds NW advised they will be re-negotiating their contract in 2025, so we plan to bid services for 2025.
* Team is working to develop RFP, bid list & Statement of Work (SOW).

Misc. Handyman Services – anything as needed (GG)

* Adding shelving in new maintenance Shed. Schedule TBD.

PROJECT AND OTHER WORK REVIEW:

Power/Soft Washing (GG)

- Received Authorization to Power Wash Yelm and Rainier front entrances and Troon Cubs and curb gutters.

Road Seal/Asphalt Repairs (BM)

* The repair Phase started and will be completed by 5/16.
* Sealcoat phase will be the first 2 weeks in June.

Community Enhancements (SM)

* Planting and irrigation mods completed at Rainier Entrance & at Links signage.
* 6 existing Planters are all relocated, leveled, irrigated and plant ready
* 2 New tall planters for the front entrance have been delivered and will be set, leveled, irrigated and planted.
* Planting of planters will begin week 4/15 as plants become available.
* Gate Island enhancements underway:
    - Revised gate lighting being evaluated.
    - New plantings and accent lighting being reviewed.
* Transition Park (TP) Planning began (TP = line of demarcation between NP and grassy area in front).
    - Design (implementation ECD 2025 and on as budget allows).

Committee Communication (DW/JG)

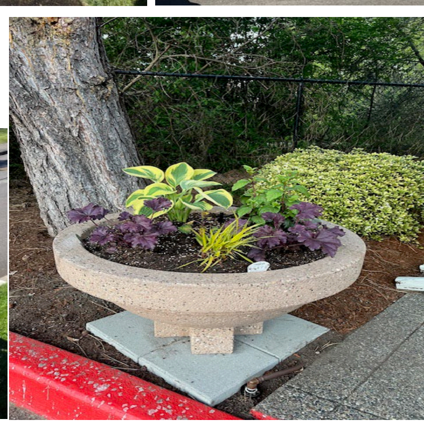
* Working to refine communication plan continues.

MISC. PROJECT - ACTIVITY REVIEW:

* **Gate lighting:** Looking into new lighting options, not happy with current low voltage tape lights. MC focal's met with contractor to discuss options.
* **Shed:** MC Focal working with contractor to install new shelving.
* **Lacey Grant:** Selected as grant recipient. Hole 6 viewing station ETC Fall
* **Enhancement funded Projects:** Several Enhancement Projects approved and authorized:
    1) modifications to Chambers Park (benches, better irrigation and plantings)
    2) Power washing Yelm and Rainier entrances and Troon curbs and curb gutters.
* **Trail Gate:** Gate power washed to remove moss.
* **Annual HOA Maintenance Plans & Display Boards:** in work (Maintenance Plans completed for our storm system, working on Sidewalk and street currently.
* **Committee Goal:** on track for completion of repairs and enhancements by 5/27

* **Swales:** A recent study of our Swales resulted in a long term swale maintenance plan that divided Projects into Priority 1,2 or 3 projects. Priority 1 repairs priced by ALS, Team preparing for funding approval. (ETC: Fall)

<u>Maintence Committee in Action:</u>




Stonehaven


Links
Summer


COSTCO

Indian Summer HOA
Pet Committee Report
May 2024

Meeting Date: May 6, 2024

Attendees: Doug Allen, Janet Boselly, Maggie Hawkinson, Tom Hoemann, Linda Peckler Nancy Watkins, Chair and Col. William Moseley, Board Liaison

Absent: Mary Weiss and Missy Barrett

MINUTES

The gate at Chambers Park will remain locked open, unless there is a Puppy Party being held and a Pet Committee member is supervising the event. Closing of the gate will also be made available for other special events as approved by the ISHOA Board with their designated homeowner supervision.

Chambers Park improvements this summer will include the placement of two park benches, several new plants next to the fence at the gate's entrance, and the removal of the wooden box in front that is in disrepair and unnecessary. The dog waste bin and bag dispenser will be removed from the front of the entrance to inside the park, next to the gate's entrance.

An update on the planned road work project was provided by Bill Moseley and it was agreed that Puppy Party events will just work with the schedule and the invitation will include a reminder for attendees if special routing is needed. No significant interruptions are anticipated.

A Pet-friendly Homeowner Picnic (BYO) is being planned for Sunday, July 28 from 1-4pm at Chambers Park. Nancy will check for the availability of an ice cream truck to attend, Linda Peckler will check to see if a guest "Dog Whisperer" (Amanda Boyd) is available, and Nancy Watkins will check with the Police for a K9-unit presentation. Other activities are to be determined.

The Committee anticipates an increase in dog waste disposal needs this summer. Tom Hoemann will contact Lawndoodles to increase their dog waste disposal service from every two weeks to every 10 days during the months of June, July, and August. This is included in the Committee's 2024 budget.

The Committee will review Thurston County and RCWs that may affect the use of electronic off-leash handling for dogs. An update will be shared soon.

Committee Chair: Nancy H. Watkins Date: May 7, 2024