



Indian Summer HOA Board of Directors
Board of Directors Meeting – Third Monday of Each Month, 3:30pm
President, David “Slots” Slotwinski
Vice President, Gordon Jackson
Treasurer, Bill Moseley
Secretary, Janet Charles
Member At-large, MaryAnne Lindeblad

Meeting Date: January 21, 2025
Meeting Time: 2:00 PM
Meeting Location: Indian Summer Clubhouse and on Zoom

Agenda

- I. Call to Order – 2:02 by President
- II. Roll Call – David (Slots) Slotwinski, Janet Charles, Bill Moseley, Gordon Jackson, VIS: Nicole Eby and Bella Stupina Absent: MaryAnne Lindeblad Zoom: Jim - Janet's husband, L Creech, Shari Stanford
- III. Approval of the Agenda- **Motion: 1st Bill, 2nd Janet, all 4**
- IV. Approval of the Minutes from the Board Meeting of 12-16-24 - **accepted for filing**
 - a. Approval of Work Session Notes - **accepted for filing**
- V. Treasurer's Report (motion required) – by Bill Moseley - **accepted for audit**
 - a. Report attached
- VI. Homeowners Comments/Forum
 - a. Slots – New set up with microphones and speakers around the room and 2 cameras
 - i. Janet – this will be new standard, do the zoom attendees can hear everything online
 - b. To be moved immediately after filing of minutes in future. Not for decision, but for information.
 - c. Mary Weiss – replacement RFID, told latest batch was not activated, what is the timeline for that.
 - i. VIS working with programming, allowed to activate only small amount in office, send report to programming sharing who is assigned what, in order to have next batch activated.
 - ii. Board platform update. Requested to either increase number activated at the time, or access for Nicole.
 - iii. Send info working with Guardian to Board.
 - d. Nancy Watkins- house colors for ARB in a book.
 - i. Color recommendations in master book with Linda K.
 - ii. Mary Weiss – open communication with residents, telling individuals to contact Linda in next eblast. Noted by Secretary Janet. An eblast will be going out reminding residents about spring maintenance and the sort.

VII. Committee Briefings

- a. Ad-Hoc CC&R Rewrite Committee: Linda Wynands
 - i. Do have minutes that are taken, can share those with VIS Nicole
 - ii. Briefings for Board for both CCRs and Bylaws, working on presentation hopefully in March/April when Mike will return
- b. Architectural Review Board: Linda Kaszycki, Chair - Report attached
- c. Communications: Kathie Torgison, Chair - Report attached
- d. Social Committee: Gordon Jackson, Board Liaison – No report
- e. Finance Committee: Bill Moseley, Board Liaison - No report
- f. Maintenance Committee: Jeff Gochenour, Chair – Report attached
- g. Nature Preserve: Cal Early, Chair – Not Present
- h. Pet Committee: Nancy Watkins, Chair – Report attached
- i. Security Committee, (vacant) Chair
 - i. Discussion at next work session

VIII. Unfinished Business: Action, Discussion, Information - N/A

IX. New Business

Discussion/Information

- a. Slots - Board intent to meet quarterly with committee chairs and with Sub-HOA Presidents
 - i. Why? Better opportunity to coordinate opportunities, find out how committees impact each other. Improve communications.
 - ii. Idea of an HOA planning conference, what to do at ISHOA in 2026 or beyond – next Jan '26 if possible.
 - iii. Adjustment to working session, first Monday instead of second. On Second Monday, work session between Board and VIS to review inspection regarding compliance. Expedite some compliance issues, with letters, and also requests from Homeowners
- b. Development of the Security Committee Chair and adjusted Security Contract
 - i. Security committee nonexistent. Moving security functions either to VIS or with contract with gatehouse. Get to point where it is imbedded with VIS and guardhouse, to where all aspects of gate are documented to where they can be passed on to boards or committees without needing to do additional research.
 - ii. Thank you to Jeanne for the work she put into it this function.

Action Items

- a. Approve Meeting Schedules – **Motion 1st Gordon, 2nd Bill, all 4**
 - i. Full Board Meetings: 3rd Monday, at 3:30 and 5:30 seasonally to accommodate more working residents.
 - ii. BOD Work Sessions: 1st Monday at 3:30 (open)
 - iii. BOD Compliance Review with VIS staff: 2nd Monday at 2:00 (closed)
- b. Approve ISHOA 2025 Business Calendar – **Motion 1st Janet, 2nd Gordon, all 4**
 - i. A calendar of BOD and committee schedules. Not included in current packet.

X. Board Final Comments

- a. Bill – WUCIOA. Updating CCRs to fit those new rules. CAI had webinar few weeks ago with lawyer going thru WUCIOA rules, big changes. 180 attendees at webinar
 - i. All handouts to Board must be made available to all HOA members (as of WUCIOA in 2028).
 - ii. Work sessions are Board meetings, open to all homeowners, homeowners have voice in those meetings.
 - iii. Many questions regarding COAs, as opposed to HOAs.
 - iv. Examples of things ISHOA has been doing but will take effect later legally.
 - 1. Cannot restrict solar panels, political signs (can restrict how long, where, etc), heat pump and AC.
- b. Slots –
 - i. Issue with garbage cans on sidewalk. Do we need to amend the garbage cans policy to make accommodations?
 - 1. Ex. Bins on sidewalk in front of gate could block it.
 - ii. Need to energize the other community members. Ask them to volunteer and participate. Community involvement is critical, but how do we get new homeowners to express interest in stepping forward and taking care of their community?
 - 1. Want to write a blast regarding volunteerism and in communities.
 - iii. Thank you for the members in the community that are involved.
- c. Jeanne – how will the business calendar be distributed? Janet – will discuss, Jeanne suggests in eblast, portal.
- d. Kathie – contact list, that Pacific Security not on list. Not using services this year? Janet – they are contracted, but they're not going to respond if they receive something. Better give sheriff #. The emergency number was the one that was removed. Guard house is still there. Should add Lacey and Olympia PD on there too.
- e. Homeowner - None of officers are listed like previous month, will be added next month

XI. Executive Session as needed. The Board of Directors may convene a closed executive session to consider matters involving possible violations of governing documents. (RCW 64.38.035)- N/A

XII. Adjournment: **3:09pm - President**

Sign In Sheet

Date

1/21/2025

Name	Address	Do you wish to speak during homeowner comments? (Each owner will be limited to 2 minutes)
Lorraine Price	4318 Prudwick Ln	
Kathie Torgerson	3903 Prustwick	
Linda Forrer	4131 Stonehaven Ln. SE	
Geanne Johnson	6919 Fairway Road SE	
Linda Kacyla	3914 Prustwick	
Mary Weiss	4302 Prustwick Ln SE	
Linda Wyando	3732 Kinsale	
Nancy Watkins	6504 Troon	

MEETING MINUTES

ARCHITECTURAL REVIEW BOARD (ARB)

Date: Jan 14, 2025

Time: NA – MEETING CANCELLED

Meeting called to order by: Linda Kaszycki

In attendance

January meeting cancelled due to multiple schedule conflicts.

REPORTS

- Minimal ARB activity in past 30 days due to winter season and holidays. A few applications received and processed for exterior home and roof repairs. No pending applications.
- ARB is current in processing new applications and final inspections.
- No old business and no new business.

MEETING ADJOURNED AT – NA

Next meeting

FEBRUARY 11, 2025

Communications Committee Activity Report – JAN 15, 2025

Since last report Dec 11:

SMS messages sent: 2 (Holiday hours and Guardhouse closures)

VIS E-blast and Hot News signs posted: 2 X each

Discussed with Board liaison Janet Jackson Charles refinements to E-Blast editing before publication.

Met with committee member Melissa Watkins to discuss possible website platform improvements which would enable a future transition of webmaster responsibilities to her.

Contacted VIS regarding no new resident info received since Nov 2024, despite several homes having changed owners. VIS indicated that either full documentation of sales has either not yet been received by VIS, or, new owners have not yet set up their VIS accounts. As soon as these discrepancies are rectified, VIS will inform committee member Mary Weiss who will deliver Welcome Packets and the ISHOA.org Resident Directory will be updated.

A proposed meeting on Jan 16th with all committee chairs was cancelled on Jan 15th after the Board indicated they will organize one in the future.

Kathie Torgison, Chair

Indian Summer Home Owner's Association

Board Financial Snapshot

Date : Dec-24

	Current Month	Actual	Budget	Variance	Comments
Total Revenue	\$ 55,939	\$ 679,872	\$ 671,360	\$ 8,512	Dues, Fines
CEF Carryover Revenue	\$ 2,275	\$ 66,901	\$ 66,901	\$ -	
Operating Expenses					
Security	\$ 6,444	\$ 118,873	\$ 146,285	\$ 27,412	
Maintenance	\$ 9,872	\$ 220,741	\$ 221,072	\$ 331	
Administration	\$ 9,303	\$ 130,703	\$ 145,902	\$ 15,199	Tax, VIS Mgt/Services, Insurance, Legal
Community Liaison(Social)		\$ 10,389	\$ 10,930	\$ 541	
CCR Rewrite	\$ 244	\$ 11,520	\$ -	\$ (11,520)	Used Surplus From Administration
Pets	\$ 145	\$ 3,023	\$ 3,490	\$ 467	
Communications	\$ -	\$ 847	\$ 1,850	\$ 1,003	
ARB	\$ -	\$ 103	\$ 2,000	\$ 1,897	
Nature Preserve	\$ -	\$ 167	\$ 500	\$ 333	
Compliance	\$ -	\$ -	\$ -	\$ -	
Total Operating Expenses	\$ 26,007	\$ 496,366	\$ 532,029	\$ 35,663	
Total CEF Expenses	\$ 1,626	\$ 51,555	\$ 66,901	\$ 15,346	
Total Net Expenses	\$ 27,633	\$ 547,921	\$ 598,930	\$ 51,009	
Revenue Less Expenses	\$ 30,581	\$ 198,852	\$ 139,331	\$ (59,521)	
Reserve Fund Transfer	\$ 11,600	\$ 181,992	\$ 139,200	\$ (42,792)	Interest/Investment Income
Net Total /(Loss)	\$ 18,981	\$ 16,860	\$ 131	\$ (16,729)	
Assets					
- Savings	\$	\$ 25,778			Reserve Fund Savings
- Investments	\$	\$ 954,715			Rockefeller (Reserve Fund)
- Acct's Receivable	\$	\$ 4,042			
- Operating Checking	\$	\$ 144,484			Includes Petty Cash
Total HOA Assets	\$	\$ 1,129,019			
Reserve Fund Expenses	\$	\$ 796,622			

ISHOA Accounts Receivable Aging Status

Total Account: \$4032

Current: 16 with no notices

30-Days Old: 24 with 15 receiving 1st notice

60-Days Old: 11 with 5 receiving 2nd notice

90-Days Old: 9 with 3 receiving 3rd notice

Note: Board began to work several of these in Jan 2025



MAINTENANCE COMMITTEE BOARD REPORT

January 2025

Committee members: (*unavailable for this meeting):

Jeff Gochenour, Chair/ Tim Johnson/ Bill Moseley /Ward Forrer /Dan Weiss/
*Susan McColley/*Bill McClanahan/ Guy Grayson/ *Rich Oconnell and Gordon Jackson (Committee Liaison)

OPENING COMMENTS:

- * The meeting followed the agenda below:

AGENDA	
Maintenance Committee Meeting	
1/14/2025 (3:00 to 4:30)	
o	<u>Contracted Work List Review (15 Mins)</u>
o	Status ongoing, review completed & upcoming – Projects.
o	<u>Project List Review (10 mins)</u>
o	Review Active Projects – Team
o	<u>Performance to Budget (15 mins)</u>
o	<u>Invoice Tracking, performance to budget</u> – JAG.
o	<u>VIS Financials (NON-reconciled) OPS</u>
o	<u>Slots Pres Electric & Water Bill Facts & 2025 Focus</u>
o	<u>Group discussion (10 mins)</u>
o	<u>Budget Review – 2025 allocation, etc.</u>
	▪ <u>Details</u>
Around the Room	
o	Adjourn

CONTRACTED WORK:

Landscape Maintenance Contract (BM)

- * American Landscape Maintenance is in the Winter phase of their contract and:
 - is scheduling 1st crack weed herbicide application & pruning
 - has completed 1st storm debris cleanup
 - has completed their annual dump site cleanup
- * In addition, we reviewed the 2025 budget for contracted landscape maintenance and archival of 2025 contract

Landscape Enhancements (SM)

- * 2025 work will focus on completing the below uncompleted 2024 work as well as maintaining completed 2024 Projects using our smaller contractors as needed
 - ~ 500 Daffodil bulbs were planted throughout our common areas
 - 7 new small planters, planted with bulbs in late 2024 and Wintered by the maintenance shed are beginning to show signs of growth and will soon be placed throughout our community
 - The new large planter purchased in 2024 will soon be planted and placed by the new bench overlooking hole 6
 - Required island pruning will be done when required
- * In addition to the above:
 - “DRAFT” e-blast was completed soliciting volunteers to maintain our planters placed throughout the community (final is in review and will be sent to be published in an upcoming community communication)
 - We discussed the impacts of the lack of 2025 enhancement budget

Irrigation Maintenance (WF):

- * Water is currently “off” tentative scheduled to be “on” in April of 2025
- * Discussed Chambers Park irrigation system mods required when water is “on”
- * In addition to the above, we reviewed the 2025 budget for contracted irrigation maintenance and archival of 2025 contract

Street Sweeping (TJ):

- * 1st full Sweep to be scheduled for ~April of 2025
- * Balancing sweeps with ALS spot cleaning
- * Discussed scheduling
- * In addition, we reviewed the reduced 2025 budget for contracted street sweeping and plan to integrate with ALS hand work, as well as the archival of Provac’s 2025 contract

Backflow Testing (TJ)

- * To be scheduled ~ April/May

Storm Drain Maintenance (BMc)

- * To be scheduled ~ April/May
- * Focal's have scheduled a meeting with a City of Olympia specialist to review and discuss "best practices" that could benefit our community. Although Olympia has no jurisdiction, the specialist can offer us ideas for better management.
- * In addition, we discussed the 2025 budget and archival of 2025 contract

Retention/Storm Pond Maintenance (BMc)

- * Discussed schedule for our contracted work (3ea. herbicide applications and pond mowings)
- * In addition, we discussed the 2025 budget and archival of 2025 contract

Misc. Handyman Services (GG)

- * Installation of down spout extensions (to keep water from shed base, purchased in 2024) will be completed in house (Guy) in early 2025
- * We discussed the potential maintenance plan for the rented at "no cost" starter shack (what to maintain, how and cost)
 - The MC team determined it best to obtain cost data and review at future meeting to determine what if anything to do, how & when
- * Discussed repair of damaged Troon mailbox structure and completion schedule (TBD as handyman is ill)
- * Discussed process to reimburse the Spa for our Guard structure water usage (past costs as well as go forward plan and cadence for future usage)
- * In addition, we discussed the 2025 budget for handyman work and how to move forward
- * Note: a plan was drafted earlier and will be finalized and presented to the new Board in an upcoming work session for guidance

Gate Island Maintenance – as needed (SM)

- * To be completed as required as noted above

Community Enhancement Funded Projects:

As noted above, no CEF projects were budgeted in 2025. 2025 work will be focused on completing any unfinished 2024 Projects, as well as maintaining any new Projects completed in 2024

MISC. PROJECTS:

Nature Preserve clearing – (RO)

- * Unfortunately, our project focal was unable to attend our monthly meeting, but will be advised of the status below:
- * 2024 NP clearing was not completed, however contractor advised he will come back to complete at no charge. Project Lead will contact the contractor to arrange completion.
- * RO will obtain an estimate for Fenceline clearing behind Ashdown Homes and provide to the committee to review
- * Note: the above input is required for completion of the Lacey Grant application for Ashdown wetlands maintenance being prepared by DW

Sidewalks – (GG)

- * Required concrete repairs throughout the community completed in 2024 no new concrete work planned for 2025
- * We will review the current Reserves study to determine requirement for any required sidewalk grinding (JAG action)

Holiday lighting – (GG)

- * Discussed when the 2024 Gate lighting guard house lighting will be removed (GG to contact PPS Lighting).

Gate lighting:

- * Looking into new lighting options, we are not happy with current low voltage tape lights. MC focal to continue discussions with PS Lighting

Fencing (JG/GG)

- * Minor repairs were completed at the Kinsale pond to block coyotes in 2024, additional plans are being discussed for 2025
- * We discussed recent tee damage at the end of Southernness and how to move forward
- * We began discussions on a long-term fence plan since that is our second most expensive asset.

Lacey Neighborhood Grant – (DW/JG)

- * We discussed and began planning on how to approach the LNG application we will propose to address overgrown vegetation in our wetlands area behind the homes on Ashdown (long term plans, how it integrates with our current and future arborist studies, etc.)
- * Dan Weiss will head this Project and is reviewing past submissions and will begin preparing for our 2025 submission soon

2025 Budget Process:

- * Discussed approved 2025 15% down budget plans & impacts

Stonehaven Signage:

- * Discussed plans to modify lighting to light plantings as well as signage
- * Our contractor advised it would be best if we had the trench dug when he came out to modify, so we reviewed how and who would do that (GG/WF volunteered)

2025 Contracts & Archival:

- * Discussed archival of 2025 Contracts. JAG will locate all 2025 contracts and work with VIS to archive on the VIS Portal

Documenting and archiving our maintenance plans and processes:

- * JAG has a “Draft: Plan, as well as several “Draft” templates and will continue to identify plans and processes to document and archive:
 - All Maintenance plans
 - All Processes (to include); Operations payment processing, Reserve payment processing, the budget process, reporting (what, when and how), reconciling monthly spend with VIS reporting, communications plans, annual letters, etc.
- * BM has volunteered to support this effort
- * We will continue to review options to support the committee with the above.

2025 PERFORMANCE TO BUDGET: *BELOW ARE 2025 AMOUNTS BASED ON INVOICES RECEIVED AS OF 1/14/2025.*

NOTE: Due to timing (our report is generated when we receive an invoice), these may not correspond exactly with VIS reporting (VIS reports when an invoice is paid). We have identified areas of concern and are working to manage costs. We don't expect any year end issues.

Maintenance Codes			Budget	Accumulated	Delta	Notes
400920		Electric	20,000.00	0.00	20,000.00	
400910		Water	29,000.00	0.00	29,000.00	
401000		General Maintenance	18,000.00	0.00	18,000.00	
	401000	Dump Site Cleanup	8,395.00	8,392.05	2.95	work completed under budget
	401000	Aerate & Overseed	2,100.00	0.00	2,100.00	
401001		Street Sweeping	4,000.00	0.00	4,000.00	
401098		IRRIGATION & REPAIRS	15,000.00	0.00	15,000.00	
401100		Contracted Landscape Maint	93,000.00	7,739.34	85,260.66	
401360		Catch basin Cleaning	8,500.00	0.00	8,500.00	
401362		Storm Pond Maintenance	12,500.00	0.00	12,500.00	
0.000						
TOTALS			210,495.00	16,131.39	194,363.61	



Indian Summer HOA 2025 Pet Committee

January 2025 Meeting Minutes and Report

1:30 p.m., Monday, January 6, 2025

Attending – Doug Allen, Maggie Hawkinson, Linda Peckler, Missy Bartlett, Tom Hoemann, Nancy Watkins, Chair.

Absent – Jan Boselly, Mary Weiss and Gordon Jackson, Board Liaison

A brief meeting of the ISHOA Pet Committee was held at Chambers Park during a Puppy Party. Ideas for future events and neighborhood activities were discussed, with nothing confirmed to report at this time.

Committee members agreed to host future events during the following months.

January, February, March and April – Nancy Watkins

May – TBD

June – Linda Peckler

July – Missy Bartlett

August – TBD

September – Maggie Nicholas

October – Doug Allen

Nancy will be attending the next ISHOA Board meeting on January 21, 2025 to request proposed changes to wording be used in the Pet Committee CC&R Policies that have been forwarded to the Board.