

Revised Draft Meeting Notes: Shana Park HOA Board Meeting September 12, 2023

Location/Time: Steve's home at 7:00 PM

Attending Arlene, Nancy, John, Warren, Bob, Steve.

Absent: Josh, Roman, Tara.

President's Report: Arlene is caring for her mother in Seattle. She is unable to continue as President. She will coordinate with Josh, the Vice President to transfer her duties. If Josh agrees, transfer will occur in the next several months. Arlene/Josh will notify other BOD members by e-mail when transfer is complete.

Secretary Report: Review Aug. 8 BOD Meeting minutes. Bob made motion, seconded by Steve to approve minutes.

Treasurer Report:

- 1) August Treasurer Report. Reviewed by John. Bob made motion, seconded by Steve to approve August Treasurer Report.
- 2) John asked for clarification regarding website fees. SPHA presently paying two separate fees totaling approximately \$75 per year. Steve will coordinate with Roman and Russell to verify what is required. Arlene will forward Steve Russell's contact information. Steve will contact John will his findings.

Website Report: No report. See Treasurer's Report Item 2.

Smith Lake:

- 1) Warren reported that **Smith Lake Wetland Rating** Report, SLWR Report, is complete.
- 2) Friends of Smith Lake, FOSL, is an informal group interested in Smith Lake and its preservation. Warren is its chair. FOSL will submit (3) copies of the SLWR to City planners in support of the BOD's effort to have the extension of Normandy Drive removed from future City plans. (FOSL previously submitted a paper to the City regarding rezoning north of Smith Lake).
- 3) Warren/FOSL will submit another copy of SLWR to Capitol Land Trust.
- 4) Warren/FOSL will keep several hard copies in reserve to distribute as needed.
- 5) BOD approved \$125 to purchase (5) SLWR copies for BOD and SPHA homeowner use/reference. (1) copy will be included in SPHA BOD archives. (4) copies to be shared with homeowners as part of BOD outreach discussed in Item 7 and Old Business Item 2.
- 6) The SLWR Report will also be available as a PDF on the SPHA website.
- 7) BOD will reach out to SP homeowners concerning FOSL's SLWR Report with a letter attached to December, 2023 Annual Dues notice and at 2024 Annual Meeting. BOD will request homeowner comments. BOD will propose a motion at Annual Meeting stating SP support for SLWR. If motion passes, BOD will draft a letter stating SP's support for SLWR.

Old Business:

- 1) Alter Tract for Lot 97 remains pending.
- 2) Policy for drainfield replacement:
 - See Old Business Item 3 for Lot 112 experience.
 - John provided a lengthy explanation of septic drainfields upon water quality. He focused on Smith Lake impacts, septic system maintenance, and possible replacement.
 - John proposed that BOD initiate educational outreach for septic system maintenance and preservation.
 - SP septic drainfields range in age from 35 to over 50 years. They are beyond their designed service life. Intention when built was that SP would have a sewer connection no later than approximately 20 years ago.
 - Most SP septic systems continue to function satisfactorily. A key reason is daily loading of systems are less than original design load. Original design loading was 360 gallon per day. John estimates that many SP septic systems range between 40 and 150 gallons per day.
 - Fundamental steps to maintaining existing septic system:
 - a) Water conservation. Minimize water going down the drain.
 - b) Only pee, poop, and TP down toilet. No food wate, grease, etc.
 - An easy way to measure water use is review City of Olympia water bill for November through April. BOD members will review water bills for next meeting. This will give us a target to discuss with our neighbors.
- 3) Update; Lot 112 Drainfield replacement. (Osweiler):
 - Lot 112 drainfield replacement is currently proceeding. Osweiler expect work completion by end of September/early October. John will invite Osweilers to October BOD meeting to share their experience and perspective.
 - Lot 112 drainfield is an example of current Thurston County requirements for SP in the vicinity of Smith Lake. It is considerably more complex than existing SP drainfields.

4) Lot 130:

- Both Arelene and John have contacted Thurston County concerning Lot 130 condition.
- John will follow up with Thurston County Code Enforcement and request they send a letter to current Lot 130 owner. (E-mail sent to Jason Morgan TC Code Enforcement Coordinator on September 13, 2023.)

5) Lot 45: Incorrect lot number. Correct lot number is 145. John contacted homeowner. He will submit Alter Tract this fall.

New Business: John shared a mail solicitation sent to SPHA WSCAI, a community association best practices group. No BOD members expressed interest.

Next Meeting: October 10, 2023. Location TBD.

Date Prepared: September 11, 2023

SPHA TREASURER's REPORT: August 1-31, 2023

by John Sladek

LIQUID ASSETS SUMMARY:

Previous EOM:		Current EOM:	
Savings:	\$ 1,660	Credits:	\$ 1
		Debits:	\$ -
		Total Savings:	\$ 1,660
Checking:	\$ 8,743	Credits: ²	\$ -
		Debits:	\$ (1,355)
		Total Checking:	\$ 7,388
			\$ 9,048
6 Mo. CD:	\$ 10,067	Deposit:	\$ -
		Credits:	\$ 26
		Total CD:	\$ 10,092
SUM:	\$ 20,470		\$ 19,141

BUDGET/EXPENDITURE SUMMARY:

Line Item	2023 Budget	Expenditures			Ratios:	
		YTD Previous EOM Total	Current Month Expense	YTD Current EOM Total	YTD/Budget	YTD/TLA
Utilities	\$ 5,400	\$ 3,310	\$ 481	\$ 3,791	0.702	
Insurance	\$ 2,200	\$ -	\$ 828	\$ 828	0.376	
License	\$ 20	\$ 20	\$ -	\$ 20	1.000	
Website ⁵	\$ 50	\$ 79	\$ 47	\$ 126	2.517	
Mailings	\$ 500	\$ -	\$ -	\$ -	0.000	
Admin/Mtg Rooms	\$ 450	\$ 19	\$ -	\$ 19	0.041	
SUM: Core Budget	\$ 8,620	\$ 3,428	\$ 1,355	\$ 4,783	0.555	0.250
Contingencies	\$ 5,000	\$ 3,104	\$ -	\$ 3,104	0.621	
SUM:	\$ 13,620	\$ 6,532	\$ 1,355	\$ 7,887	0.579	0.412

NOTES:

1) Current month reconciliation completed by date of this report.

2) Current month Annual Dues paym \$0.00

3) 2023 Annual Dues: Total paid by date of this rep \$ 14,181 (Per TSCU Bank Statements.)

4) All lots paid 2023 Annual Dues by date of this report.

5) Website expenditure covers (3) years, \$26.28/year. *Verify additional \$46.99 August charge at 9/12/2023 BOD meeting.*

