

Shana Park Homeowners Association

Aug 2026 - Board of Directors Meeting Minutes

Date: Aug 20, 2026

Time: 7 PM

Location: Arlene's House

1. Call to Order

The meeting was called to order at 7:00 PM

2. Roll Call

Board Members Present: All board members present.

Board Members Absent: None.

Guest: Collin Davis

3. President Report:

I'm very grateful for the small and mighty board that works well together. I request each of us to ask a neighbor to join the board. I think if we start asking those close to us the better opportunity to have others join.

4. Secretary Report / Previous Minutes

Review and approved July Meeting notes – Motion and approved

5. Treasury Report

July budget report – Motion and approved

General Liability Insurance – Paid on 8/20/2026. Valid from 8/26/26-8/26/27

As of today, 49% homes have paid the special assessment

6. Website

Renewal of Website Domain pending – scheduled 8/27/2026

7. Old Business

Ongoing Normandy Court Streetlight Issue. Arlene has reached out to Thurston Co rep. Becky Conn, no update since July.

Tree Maintenance / Removal:

Lot 42/43 Tree Alter-Trac Request: Pending Special assessment.

Cottonwood #4 & #4.1 from October Waxwing Assessment: Collin Davis was present to discuss the homeowners desire to remove the tree. The Board anticipated this request and had quotes ready for Collin to review that included full removal. Collin and the Board are in agreement that the additional cost to remove the tree(s) will be covered by the homeowner.

Cabling/removal discussion for trees near lot 72 & 73 and large Maple. Cabling pending special assessment.

Viewridge Drive tree damage to property – Pending Special Assessment.

Special Assessment Payment statement sent July 20, 2026 and the Board has received 66 payments or roughly 49% collected.

WUCIOA – Board discussed three required documents for compliance with WA state which is due by Jan 1, 2028. CCR's, Bylaws, and Rules and regulations. The cost for the reserve study is approximately \$1700.00 and legal review cost is TBD.

The Board approved a motion to follow the WUCIOA and perform a Reserve study and schedule a legal review of all three documents.

Next steps: Contact the Reserve study Company and schedule appointment prior to legal review

 Contact the HOA Law firm for a free consultation and determine cost for legal review

8. New Business

Tree review on Woodlawn – need to determine if the tree in question is on our greenbelt or Woodsmuir.

Tree(s) behind lots 99-100 (Demarie Court) – Two trees were reviewed by the Board. A large section of one tree broke off and another tree has little growth and branches are turning brown. Next step is to request Waxwing to assess the trees.

Tree review on 3848 Clearfield Court – Spoke with homeowner and their concern is over the vegetation and tree trunks in green belt pushing on his fence. Also, large branches overhang into their backyard. The Board sent the homeowner an Alter tract form to be filled out. Next step is to verify health of the trees and vegetation through Waxwing

Alter-Tract approved for Homeowners on lot 109.

9. Motions Passed

1. Approval of July monthly meeting

2. Approval of the July 2026 HOA Budget.

3. Approval of WUCIOA next steps

8. Next Meeting

The next SPHOA Board Meeting will be held September 8, 2026 at 7:00 PM at Arlene's house.

9. Adjournment