

Shana Park Homeowners Association

Sept 2026 - Board of Directors Meeting Minutes (Draft)

Date: Sept 8, 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: None

3. President Report:

As fall approaches, the Board is prioritizing seasonal tree-related concerns. Communication with homeowners about high-risk trees and completion of the current tree-maintenance list remain primary objectives, along with continued monitoring for additional tree issues.

4. Secretary Report / Previous Minutes

Review and approved August Meeting notes – Motion and approved

5. Treasury Report

August budget report – Motion and approved

As of today, 87% homes have paid the special assessment

6. Website

Domain renewal – Paid

Nothing new with the website format – will add a new tab for WUCIOA updates

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:

Tree review on Woodlawn – In our greenbelt – Will request Waxwing to assess tree

Trees behind lot 99 & 100 – Will request Waxwing to assess the trees

Tree review on 3848 Clearfield Court – Waiting on Homeowner to fill out alter tract form and will request Waxwing to assess the area.

Lot 42/43 Tree Alter-Trac Request: Bob will work on Scheduling

Cottonwood #4 & #4.1 from October Waxwing Assessment: Bob will work on scheduling for late fall with tree company. Also, work with homeowner on scheduling and their cost to remove the cottonwood.

Cabling/removal discussion for trees near lot 72 & 73 and large Maple. Arlene will work on scheduling

Viewridge Drive tree damage to property – Bob will work on scheduling

Special Assessment Payment statement - the Board has received 121 payments or roughly 88% 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.

Next steps: Reserve study Company required a 50% deposit to schedule. The deposit was paid and waiting for the scheduled date.

Contacted the HOA Law firm for a free consultation waiting for the Lawyer to schedule a date. Was informed by the receptionist that the fee is roughly \$4000.00 though the lawyer will give the actual fee.

Laminate WUCIOA Update and timeline letter for placement on post office mailboxes and post to website for Homeowners information.

8. New Business

Demerie Court homeowner sent an email about broken fence due to our greenbelt tree crashing on the fence. – The Board is requesting a time to meet to discuss and review the issue.

Lot 105 – Bob will work with owner to discover what his concern is regarding trees behind his home in the green belt.

Lot 69 – Arlene will discuss and discover the issue with trees with homeowner

Lot 20 – Tara Harton requested approval to keep chickens as pets through an email inquiry. The Board reviewed the current CCRs, specifically Section A-9, and noted that poultry is not permitted. After discussing the potential legal implications of allowing an exception, the Board determined that it cannot approve the request. The Board will notify Tara of the decision.

9. Motions Passed

1. Approval of August monthly meeting
2. Approval of the August 2026 HOA Budget.

8. Next Meeting

The next SPHOA Board Meeting will be held October 20, 2026 at 7:00 PM at Arlene's house.

9. Adjournment