**Minutes**

**Lakeside Terrace Townhouse Association**

**Board of Directors Meeting**

**August 20, 2019**

**PRESENT:** Board members present: Liz Morgan, Michael Fugere, and Vicki Herman. Larry Denig and Joyce Miles were excused. Homeowners present: Connie Service. Paige Stauffer represented Snow’s Management.

**CALL TO ORDER:** Meeting called to order at 5:32 p.m. at the clubhouse.

**MINUTES:** July 2019 minutes were reviewed. Michael made a motion to accept minutes as written; Liz seconded and minutes were approved.

**FINANCIALS:** July 2019 financials were reviewed. The current electric bill was extremely high and Paige is to call MEA to investigate the large jump.

**UNFINISHED BUSINESS:**

 Tree Removal – Michael reported the brush clean-up has been completed and the brush is to be

 burned when weather permits. The most recent bill from Northwest Pacific Adult and Teen

Challenge was $450. It was approved to reimburse homeowner Bill Childress $40.00 for renting a trailer to haul the brush to the storage yard. Brendle’s Tree Service took down the dead spruce tree on Peck for $350. We still need a firm count of how many trees were cut. There is more dead spruce that will need to be removed next year. The clump of trees left behind unit 21 will need to be removed; one of the trees has already blown down.

Unit follow-up:

 Unit 7 – Tenant reports that the spill will be cleaned up on August 22, 2019.

 Unit 8 – Paige reported a letter has been sent to the owner via Charlene Moss to advise

 owner of the problems with previous tenants and the need for future tenants to be

 made aware of house rules.

Unit 9 – Still in need of paint color numbers. Michael stated he had sent the info but will send it again.

Unit 21 – Owner has still not responded to request for plans to install a railing and fix the foundation. Paige was asked to check with Shane what our next step should be.

Unit 63 – Paige reported the property manager contacted her and she referred them

to Pressure’s One for gutter repair.

Unit 68 – Letter has been sent regarding dog waste and vacuum dumping.

**New Business:**

 It was reported that the tenant in unit 67 has dumped BBQ ashes in the flower planter and in

 the grass across the street from his unit. Paige is to send a letter to the homeowner.

Painting – A walk around is needed this fall to determine what painting is needed next year and to get on the schedule for Chandler Painting.

Reserve Study - Paige reported that a physical visit is not needed to update the reserve study. Joel will be updating the study and sending us a copy.

**EXECUTIVE SESSION:** The delinquency report was reviewed. It was agreed on that the owners of units that have received three notices will go to the attorney if no payment is received by the end of the month.

**NEXT MEETING:** Next meeting will be September 17, 2019 at 5:30 p.m. at the clubhouse.

**ADJOURNMENT:** Meeting adjourned at 6:50 p.m.

Respectfully submitted:

Vicki Herman

Secretary