

LHHA Executive Board Meeting

June 29, 2022

Attendees:

1. Terri Beloit
2. Rick Beloit
3. Deanna Mitchel
4. Mike Mitchel
5. Lisa Ikeda
6. Laura Shellito
7. Jason Bennett
8. Chris Cutler

Meeting start: 7pm

WELCOME: Deanna and Terri

Clarify Roles and Responsibilities:

Co-Presidents: Deanna and Terri

1. Communication with the neighborhood
 - a. Website
 - b. Facebook group
 - c. printed Newsletters
2. General organization of LHHA materials and correspondence
 - a. Printed documents need to be organized
3. Responding to neighborhood questions or concerns

Secretary: Laura

1. Record minutes at meetings.
2. Post meeting notes to LHHA Website and post on Facebook where to find minutes
3. LHHA paperwork related to new sales within the neighborhood
 - a. When sales occur provide packet of information to new homeowners
 - i. Need to determine what information to include in welcome packet (website, Facebook, how to contact Board, local services, form to collect best contact information for homeowner)

Treasurer: Lisa

1. Collection of LHHA dues from owners and rentals
2. Pay bills
3. Present a financial report at board meetings
4. Post financial report on LHHA Website and post on Facebook where to find report
5. Respond to neighborhood inquiries appropriate to treasurer

ACC and Committee Members

1. Monitor homeowner maintenance
2. Handle LHHA home improvement requests
3. Post periodic reminders regarding lawns etc.
4. Respond to inquiries appropriate to ACC
5. Lawn and Landscaping Service

REPORTS

Budget: Lisa and Mike

1. Accounting of transactions from 2021 to Present
2. Budget and Reserve
 - a. The Board will decide what projects to implement for 2022/2023 and will need to determine an appropriate Budget

Lawn maintenance and Common Area search: Rick

1. Contacted 9 companies
2. Showed the area to 6 companies and received bids back from 4
3. Motion to terminate Smith Pros Landscaping from Chris Cutler; seconded by Terri Beloit; All in favor
 - a. Terri will draft a letter to inform Smith Pros that money is owed for services not rendered
4. Motion to hire Quality Landscape Maintenance by Lisa Ikeda, seconded by Chris Cutler; All in favor

ACTION ITEMS

1. Add a Budget Committee
 - a. Proposal from Terri Beloit to add Mike Mitchel as Budget Committee member; Deanna Mitchel seconded; All in Favor
2. LHHA website: Terri and Deanna
 - a. Do we want to convert to a more user-friendly format? Appeal to the neighborhood to see if anyone has a background in web design?
 - b. Brainstorm: What additional content would we want to include?
3. Email Access to all Board Members: Terri
 - a. Need to create separate email addressed for each member of the board; ie. President@LHHAWestwood.org
 - i. Jason Bennett will research creating separate accounts for each role
 - b. Lisa Ikeda & Terri Beloit will determine how to give access to the current email to all Board members in the interim
4. Based on current Budget and Projections:
 - a. Lawn Maintenance Contract Selection
 - b. Streetlight on 91st repair
 - a. Lisa Ikeda will send the PSE contact information to Rick Beloit
 - c. Power on 90th
 - a. Proposal to tie into a neighbors meter off 90th
 - d. P.O. Box for bills

- a. Terri Beloit motioned acquiring a P.O. Box for official bills; Mike Mitchel seconded; All in favor
- e. Pierce County Roads: Speed Bumps
 - a. Rick Beloit reached out to Pierce County road department and they said it is the responsibility of the HOA; the County entered our neighborhood on a list of interested neighborhoods for an asphalt company but it will likely be too costly. Re: Speed Limit signs- we can only post 25MPH signs as that is the approved County speed limit for unincorporated Pierce County
- f. Neighborhood Signs
 - a. Laura Shellito will provide the signs to the Board and then the Board will help to determine where/if they can be posted
 - b. Need to post the Park rules/hours sign at the Park
- g. Rental Dues Payments on LHHA schedule
- h. Scanning documents
 - a. Need to determine a repository on the cloud
 - b. Laura Shellito will help to scan in and upload once we determine where to upload
- i. Proposal for Quarterly Board Meetings
- j. Park Improvement 1 year, 3 year, and 5 year plans
 - a. Small toy for smaller kids
 - b. Solar lighting
 - c. Garbage can
 - d. New playground equipment

5. Raise dues for 2023

- a. Will Address at the next Board Meeting
- b. Tentatively planned the next meeting for the last week of September

General Committees

The board will discuss the following committees further and will be seeking out community volunteers.

1. Welcome Committee
2. Garage Sale Committee
3. Social Committee