

MINUTES OF TENTH ANNUAL MEETING OF LYLE RIDGE HOMEOWNERS ASSOCIATION

The tenth annual meeting of the members of the Lyle Ridge Homeowners Association, a Washington non-profit organization, ("HOA") was held at 1032 Lyle Ridge Circle on September 8, 2017 at 7:00 PM. Members present included Rob Coughlin, President; Michele Gaddie, Vice President and Mary Jane Forbes, Secretary/Treasurer. Twenty-four (24) members were represented at the meeting, including two proxies.

The agenda, the minutes from the 2016 annual meeting, financial reports and ballots for board of directors were distributed to those members in attendance.

The meeting was convened by President Rob Coughlin at 7:15 pm. Rob welcomed everyone to the annual meeting, and a quorum was confirmed.

Election of Officers & Board of Directors

The ballots were collected and reviewed. The new officers were President - Rob Coughlin
Vice President - Ron Livingston
Secretary/Treasurer - Mary Jane Forbes

Rob welcomed the other officers and expressed his gratitude for the service of Michelle Gaddie, who served as the vice-president of the HOA for the past two years. Rob also expressed his thanks to Louvenia Ringuette, who also served as the Secretary/Treasurer for an interim period during the prior year. Those members present also expressed their thanks to Michelle and Louvenia for their service.

Report of the Agricultural Committee

Rob reported that a number of letters have been sent to members of the HOA, informing them of the need to maintain their yards in conformity with the covenants of the HOA, particularly with respect to eliminating weeds. Rob pointed out that unless the covenants are consistently enforced, they could be held to be invalid if a legal challenge ever arose. The members of the Agricultural Committee are Tami Livingston, Jill Coughlin and Jim Huff. Rob thanked them for their service.

Report on the Front Gate & Entrance

Rob discussed the use of the front gate and the need to exercise due care with respect to its operation. Wayne Abbott currently serves as the point person for the use of the front gate ("the Gatekeeper"). Camden Schutte has volunteered to provide assistance to the Gatekeeper and with the gate, as needed. Rob pointed out that it is very important that the front gate not be damaged., as that could cause considerable expense for the HOA. The procedure for opening the gate in the event of an emergency is posted on the website. There followed a discussion about the codes used to open the gate that are not working at all times. There was also a recommendation that a no-solicitation sign be placed outside the front gate to discourage individuals from entering and going door-to- door to solicit business. Tina Provoncha offered to place such a sign on the front gate, and the members present agreed. Rob also reported that a temporary code can be provided if necessary, when a special event is being held. For the front entrance, it was recommended that rocks be placed on the north side of the entrance to prevent

vehicles from parking on the edge of the road and causing damage. The members present agreed with this recommendation.

Report of the Architectural Committee

Rob reported that the Architectural Committee performs a very important function by making sure that homes in Lye Ridge remain in compliance with the covenants that are incorporated into each of the deeds. This past year the committee handled six requests. One example of where compliance is needed is for residents to keep the culverts weed-free. Rob also pointed out that the culverts perform an important function by providing for adequate drainage within the development, and they should not be covered over. The members of the Architectural Committee are Jeremy Martins, Steve Ringuette and Jenny Scheinert. Rob thanked them for their service.

Financial Report

Treasurer Mary Jane Forbes briefly reviewed the financial reports that were provided to the members at the meeting. The reports included a Profit and Loss Statement and a Transaction List by Vendor. As of September 1, the HOA has \$7182.64 in the Heritage Bank account. Mary Jane also reported that she is still getting up to speed on the Quickbooks software that the HOA uses to track income and expenses and the invoicing process. She stated that she is also working on reports of expenses that would be in a more user-friendly format, which she will then post on the HOA website. As of September 1, the 2017 invoices for the annual HOA dues in the amount of \$400 were mailed to the home owners. Payment is due on or before December 31, 2017.

Other Business.

Rob reported on some expenses that will be incurred in the coming year. For one, the HOA can expect the expense of snow and ice removal. In the past year, that cost the HOA \$3200.00. This year the HOA paid for cracks to be repaired on the road in the development. That cost was \$1800. In 2018, the HOA will be hiring a company to apply a sealant to the road in the development. The estimate for that cost is approximately \$11,000. The tentative schedule for the sealant work is May 2018. The sealant is needed every seven years, while the crack repair work is needed every other year.

A discussion was held concerning pets in the neighborhood which from time to time are found on the main road or on other owners' property. It was recommended that the owner of the pets be contacted first. If that is not successful in resolving the problem, then other courses of action may be tried, including contacting animal control.

A request was also made that a map of the lots in the development with names of the residents be distributed. The members also approved this request.

There being no further business, the meeting was adjourned. Respectfully submitted,
Mary Jane Forbes Secretary/Treasurer