

**Harmony Park Lot Owners Association  
Annual Membership Meeting  
August 27, 2022  
Tract A, Harmony Park**

**CALL TO ORDER**

President Greg Young called the meeting to order at 9:35 am.

**INTRODUCTIONS**

**Board members present:** Mike Cuddie, Alan Stoick, Greg Young

**Other members present:** In addition to board members listed above, the following members were represented: John & Sara Abe, Shaun & Tami Adams, Ted Andersen, Mike & Charee DiFabio, Dana & Shaun Finnegan, Bill & Judith Gansberg, Shari Gesner, Mike & Sheri Henderson, Dan & Denise Hert, Michael & Kaylie Kingsley, Mike & Sherri Kingsley, Dan & Lynn Kohler, Glenn & Shelley Kylo, Randy & Jackie Mann, Kim & Mike Nelson, Travis & Kelley Newton, Joseph & Nicole Notch, Wayne & Lori Parker, Chris & Brittany Roden, Monte & Rose Roden, Barb Roewe, Jason Sauter, Alice Shinn, Marge & Merle Wilcoxson, and Jim & Judith Youde.

Proxy vote was given to Mike DiFabio by Matt and Karis Cooper.

**REVIEW AND APPROVAL OF MINUTES**

The minutes from the August 2021 meeting, which had been previously sent to members and copies provided in the handout packet, were reviewed with highlights from last year briefly noted and questions/discussion from community requested. Jim Youde made a motion to accept the minutes as written and Mike DiFabio seconded the motion. The minutes were approved by a voice vote of attendees.

**OLD BUSINESS**

**Financial reports and budget**

Handouts included the following:

Income Statement, Balance Sheet, Cash Flows for calendar year 2021

Income Statement, Balance Sheet, Cash Flows 1/1/22 thru 7/31/22

2021-2023 Budget

Checking Account Transaction List by Date August 2021 through July 2022

2021 year-end balances were: Checking – \$5,860.95, Reserves – \$83,429.14, Special Assessments Money Market (account previously used for Water Meter Levy) - \$4,271.36; Total \$93,561.45.

Current balances in accounts as of 7/31/2022: Checking = \$23,408.83; Reserves = \$85,209.04; Special Assessments Money Market = \$2,500.03; Total of all three = \$111,117.90.

We retained an accounting consultant to perform the annual review of our financials for 2020 and have the report for anyone interested. 2021 books will be reviewed later this year.

The budget was reviewed and explained. Alan Stoick suggested revising the 2023 budget line item for Ground Maintenance from \$2,000 to \$3,500 to reflect actual for 2021 and estimated costs through 2022.

## **Financial reserves study status**

Alan Stoick provided an update, explaining that the preliminary Reserve Study indicates that HPLOA is not funded for planned maintenance of key HPLOA components. The Board discussed this prior to the annual meeting and approved raising the dues by \$100 beginning in January 2023 to begin to build these necessary reserves. There was discussion among the meeting attendees and questions were addressed. There were no alternate proposals desired by members.

Copies of the final Reserve Study report will be sent to members via email/online posting and with the annual meeting minutes by postal mail for the few members who only receive postal mail. Questions about the reserve study can be addressed to Alan or any other board member.

## **Water system**

**Results from water meter reading:** During the water meter reading in June, water leaks were discovered by observing meters running when homes were not occupied. All known leaks have been repaired or isolated. All members are encouraged to regularly look for leaks by observing water meter operation when no water is being used at the lot. The annual meter reading showed that the distribution system is working properly, as we are losing less than 3% of total water used by members.

**Capital improvements/repair:** Plans are underway for pump house improvements, including replacement of pump house well pumps, electrical motor protection, adding a ventilation fan and heater for pump house protection, water table investigation, and distribution system isolation valves, with work planned for this fall (2022).

**RV Park water update:** The board is pursuing a new water rate agreement with the owners of the Harmony Lakeside RV Park that will better reflect their water consumption from HPLOA's system. We are consulting with an attorney to draft a new agreement proposal.

## **Boat dock and ramp extension update**

Alan Stoick presented a plan to replace the boat dock and extend the ramp by 2025. The Board proposed a 3-year special assessment at a rate of \$300 per year per lot. A motion was made by Mike DiFabio and seconded by Jim Youde to direct the Board to create this special assessment of \$300 per year for 3 years (2023, 2024, 2025), not to exceed an overall project cost of \$100,000 without an additional vote by the members. The motion was discussed and a vote taken, which passed unanimously. The first assessment payment will be due in June 2023.

## **Tract A modifications**

Results of the Tract A survey were discussed, with these topics addressed:

- 1) Trees on HPLOA property – Dead trees will be removed by HPLOA. Additional trees may be removed by property owners for view purposes by a licensed tree removal service after consultation/identification of trees with Board.
- 2) Property lines between HPLOA and Tacoma Power property – The survey was conducted to identify these lines so that HPLOA can respect the TP property and avoid further issues.
- 3) Access to community dock – Members were reminded that we have two walking paths from HPLOA property to the community dock, but that no powered vehicles of any kind, including golf carts, are allowed on these paths.
- 4) Other Tract A considerations – There is a plan to rearrange concrete barrier blocks to prohibit vehicles from access behind Tract A, with a chain and concrete blocks permanently

across top of road at edge of Tacoma Power property. This will allow homeowners access from HPLOA Lake Road property only to their back property lines upon request to the board. The lower access to Tract A will also be revised to allow foot traffic and limited vehicle traffic for maintenance of Tract A. Limited vehicle access may be allowed upon member request to the Board. Note: after the meeting there were several inquiries about using and accessing the Tacoma Power property. The HPLOA Board will address the concerns and suggestions and respond in a timely manner.

- 5) Tract A future uses – A committee was created to solicit ideas for future use of Tract A and to propose plans to members at the 2023 annual meeting. Volunteers included Nicole and Joe Notch, Ted Andersen, Glenn Kylo, Alice Shinn, and Mike Cuddie as the Board representative. (Following the meeting, Denise Hert also volunteered to serve on this committee.)

## **Board Elections**

The terms of board members Alan Stoick and Shawnie Haas expired in 2022. Nominees for these two 3-year terms were solicited and Alan Stoick, Jason Sauter, and Shawnie Haas were nominated. Alan Stoick and Jason Sauter got the most votes and were elected. Shawnie Haas was appointed as a non-voting alternate, a new board member option that was introduced at the 2021 annual meeting with membership approval. (At that time, Michael Randall was appointed as the first non-voting alternate.)

Because the two open positions were voted on together, rather than as separate positions, there was some confusion expressed by some members after the meeting, who thought there would be an additional vote. The Board met by conference call on Sept. 6 (see summary of that meeting following these minutes) to review and clarify the voting procedure. They agreed that the voting should have been done separately for each position. The Board considered whether another vote should be taken by the members but decided that since one board member is now resigning effective the end of September due to selling his property, the open position could be filled by one of the two alternates. At future annual meetings, we will be sure to vote for each position separately if there is more than one position open that year.

## **NEW BUSINESS**

### **Clarification of boat launch parking lot use**

The Board wanted to clarify that the boat launch parking lot is for upper loop property owners only, not renters. When this topic was introduced, some members asked about options for Lake Road members to use the parking lot during non-peak summer times. After some discussion, it was agreed to set up a separate committee to consider options for parking lot use and make recommendations for possible changes. This committee will include Jason Sauter, Chris Roden, Glenn Kylo, and Monte Roden. A vote was held to keep current parking policies in place until the committee proposes a new policy for members to consider. This was approved by a vote of 23 yes, 7 no.

### **Long range plans update**

A handout of the long-range plans and their status was provided and discussed. It is attached to these minutes as the last page, with updates as discussed during the meeting.

The meeting was adjourned at 11:10 am.

## **Board Follow-Up Meeting, Sept. 6, 2022**

The board met by teleconference for a follow-up meeting on Sept. 6, 2022. Board members Shelley Arenas, Mike Cuddie, Alan Stoick, and Greg Young were present. Non-voting alternate Michael Randall also attended this meeting.

The meeting was held to discuss concerns/confusion about the board member elections at the annual meeting, as well as some post-meeting communication with several members regarding changes to access to Tract A from the upper loop and follow-up comments about some of the meeting topics.

This meeting was also held so that new officers could be elected by the board.

Greg Young, who has served as a board member for more than a decade, including several terms as both President and Vice President (his most recent term as President began in 2019), shared that he will be leaving the Harmony Park community by the end of September due to the sale of his and Vicki's home. We are grateful for Greg's many years of thoughtful and dedicated service to the community and wish him and Vicki well in their next chapter of life.

The process of the annual meeting board elections was reviewed and discussed because some members said they were confused after the meeting about how the elections were conducted. The board members agreed that the two open positions should have been voted on separately rather than a single vote for both. They discussed whether to re-do the vote, but decided that with a new board vacancy one of the current non-voting alternates could still be appointed with similar results, and that we would make sure to do it separately in the future if there is more than one position open.

The Board members voted to elect Alan Stoick as President, Mike Cuddie as Vice-President, and Shelley Arenas to continue as Secretary/Treasurer. Access to HPLOA's bank accounts and coverage of the organization's surety bond will be revised to include the two new officers. A new board member will be appointed after Greg's home sale closes, to serve the remainder of his term until the annual meeting in 2023.

# HPLOA LONG RANGE PLANS

Updated—30 August 2022

The following list represents items for discussion and prioritizing by the HPLOA board and members for consideration to implement over the next few years. The list is intended to be discussed each year and adjusted based on priorities and funding available.

- 1) Extend boat dock. **In permitting phase.**
- 2) Extend boat ramp. **In permitting phase.**
- 3) Boat trailer parking. Clarification: parking is for Upper level Owners only, not renters. Move bulletin board west for easier access. **Committee formed to review plans for consideration in 2023.**
- 4) Review of electrical system inside pump station for reliability. **Ongoing.**
- 5) Replace isolation valves in the water distribution system. **Ongoing.**
- 6) Upgrade the water distribution system by section. Most vulnerable parts seem to be near connections to water meters and under large trees. Plan to replace section at NW corner of Lake Road. **Under consideration by board for 2027.**
- 7) Complete Small Water System Plan as mandated by DOH. **Ongoing.**
- 8) Improve Tract A access. Consider opening up for members to use as a gathering place and parking lot for access to community dock. Survey completed. Tract A removal of view-blocking and hazardous trees by professionals only on HPLOA property. Vehicle access eventually will be from Lake Road only. **Ongoing. Committee formed to plan improvements.**
- 9) Community dock picnic area – improve ground surface. Only with Tacoma Power permission. **Awaiting TP response to prior SUP application.**
- 10) Financial reserves study underway, in compliance with RCW64.34.380. This will include possible recommendations for changes to annual fees. **Draft study completed. Distribute to all members when final.**
- 11) Investigate reasons for water shortages in summer months and consider any recommended steps to avoid shortages in the future. Recommending eliminate lawn watering on weekends between Memorial and Labor days. Under consideration are well pump changes, storage increases, additional well. **Ongoing.**
- 12) Consider changing compensation from RV Park to align with actual water usage. **Ongoing.**
- 13) Replace Community Dock in its entirety. **Plan for summer of 2026.**
- 14) Others