



# Mill Creek Community Association Board of Directors Planning Session Minutes

Friday, December 4, 2020

9:00am Online

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**President** –Terry Gemmill

**Secretary** –Judy Cromwell

**Director** – Sid Siegel

**Maintenance Mgr.** – Craig Williams

**Cov. Committee** - Candie Lambert

**Trail Ambassador** - Ron Smullin

**Vice-President** – Jay Hiester

**Director** – Stephen Anderson

**Association Director** – Hilary Bublitz

**Compliance Coord.** – Joan Sweeney

**ACC** - Pam Watson, Becky Edy

**Treasurer** – Kristi Zevenbergen

**Director** – Ron Smullin

**Security Supervisor** – Lois Dawkins

**Noxious Weed** - Jill Cheeseman

**I & E** – Dario DePaolis

## I. Board of Directors Called to order at: 8:59am

### Approval of Prior Minutes

Motion to approve (October 21, 2020) Meeting Minutes.

**Motion to Approve:** Kristi Zevenbergen      **Second By:** Steve Anderson      **Passed:** Unanimously

**Ayes:** Jay Heister, Judy Cromwell, Stephen Anderson, Sid Seigel, Ron Smullin, Kristi Zevenbergen

### MCCA Department Reports

- **Maintenance Report** - Craig Williams shared maintenance accomplishments for 2020 year.

**Needs:** Possible replacement of equipment: 30-year-old Kabota Power Brush sweeper, 30-year-old Tractor/loader/back-hoe, and purchase of another used Ford Ranger to have enough vehicles to transport crew, because of COVID.

**Barriers:** Hiring of summer help, we need to be competitive in salaries. Also, someone with experience in landscaping design would be nice.

- **Security Report** – Lois Dawkins share all the accomplishments of Security Patrol and the importance of communication with drivers, MCCA office, training

**Needs:** Replace 8-year-old cell phone so they can better document situations, an All-wheel drive and higher sitting car for better visibility and driving in all weather conditions.

**Barriers:** Keep wages competitive.

- **Compliance Report** - Joan Sweeney shared the many accomplishments her new position has done and saying it is still a work in progress.

**Needs:** Funds for additional classes and trainings.

- **Administrative Report** – Hilary Bublitz shared accomplishments financially, finding a new law firm, Condo Law Group, better suited to help us with policy guidelines, tightening up loopholes, and supporting MCCA, looking for HOA friendly insurance company for better health benefits.

**Needs:** updated communication system, whiteboard for the Board Room, sign on the building Mill Creek Association Building.

**Actions for success:** Pay competitive wages, healthcare benefits, limited due to size of our organization. Reserve Study Program for reserve planning, "You Plan It." Hilary, Kristi and Sid will work on our "Reserve Plan," so we will be able to better budget for 2021 – 2022 year.

**FYI:** Hilary is the Vice Chair for the Legislative Action Committee with CAI.

**Needs:** Push for asphalt repair in the preserve, possibly doing larger sections for repairs

## II. Committees & Survey Sessions

### Committee Chair Reports

- Architectural Control (Pam Watson and Becky Edy) Since April they have had 112 applications, they are being pro-active with exterior paint colors and creating a palate for home owners to choose from. We have aging homes and aging forests and people are wanting to make changes.  
**Needs:** More committee members and would like to have a new committee that would deal with trees and landscaping. Look at a different model for this area.

- Covenant Committee (Candie Lambert) Covenant committee is more efficient since Joan has become the Compliance Coordinator. Since COVID began most yards have been well maintained. They had the loss of Marie and Walt Lennox as members to their committee but they now have two new volunteers. Needs: To have the Board help with updating rental policies.
- Inspections and Engineering – Dario DePaolis and Sid Siegel) Dario presented giving us a Power point presentation of what they do, have done and a look to the future. The committee has created a new inspection form. Dario mention that he is stepping down from being the chair, but that he will continue to work on the committee.
- Noxious Weed Committee – (Jill Cheeseman) Jill shared the areas that her committee has been working on; getting rid of the Knotweed and some areas of the Yellow flag Iris. She mentioned the problems that we have with Cherry Park and Huckleberry Park and also with the Reed Canary grass. Needs: She would like more members when COVID restrictions are lifted
- Trail Ambassadors – (Ron Smullin) Trail Ambassador have 4 volunteers. Ron mentioned that Sgt. Sean Connor of the Mill Creek Police department has been assigned to look for homeless encampments. If we encounter a homeless encampment, we are to call 911 and ask for him. Need for Mutt receptacle and trash can in the Nature Preserve.

### Annual Survey Response Review

- Hilary led the discussion and we all shared. It was a good survey and gave us points for newsletter articles. Terry shared part of his news article with us on the top 10 complaints and gave a response to each.
- Hilary handed out the awards for Volunteer of the Year, Pam Watson and the Beautification Award, Craig Williams

### LUNCH BREAK

### III. Project Session

- **Playgrounds-up-grades**  
**MOTION:** Kristie Zevenbergen moved to use Great Western for the installation of Border in Fairway Park and Basketball Backboards, hoops at EV, RC and Chopper Park. With the caveat that Hilary and Craig check on the warranty and the type of backboards.  
**Motion to Approve:** Sid Seigel                      **Second by :** Jay Heister                      **Passed:** Unanimously  
Ayes: Jay Heister, Judy Cromwell, Stephen Anderson, Sid Seigel, Ron Smullin, Kristi Zevenbergen
- **Concrete removal and asphalted:** Hilary presented two bids to repair areas in paths between WO and FVII (repair to be done in asphalt) and between EH and The Laurels Apts (repair to be done in concrete). One bid from Rainier the other from Maxon. Discussion followed.  
**MOTION:** It was moved we accept the bid from Maxon for the EH/Laurels Apt and WO/FVII repairs.  
**Motion to Approve:** Jay Heister              **Second by:** Kristie Zevenbergen              **Passed:** Unanimously  
Ayes: Jay Heister, Judy Cromwell, Stephen Anderson, Sid Seigel, Ron Smullin, Kristi Zevenbergen
- **Reserve Study:** Sid and Kristi will go over the Reserve Study with Hilary in detail to get it ready for the budget planning.


### IV. Policy Session

- Assessment Collection Policy – we had a good discussion Hilary will put the Assessment Collections Policy in the January 21<sup>st</sup> mailing to the residents.  
**MOTION:** A motion was made that we accept the Assessment Collection Policy as presented.  
**Motion to approve:** Jay Heister                      **Second by:** Sid Seigel                      **Passed:** Unanimously  
Ayes: Jay Heister, Judy Cromwell, Stephen Anderson, Sid Seigel, Ron Smullin, Kristi Zevenbergen
- Memorial Benches – Hilary presented a 6-point policy on Memorial benches. The Board all thought it was a good idea. She said that she would soften the language in number 6.
- New-Law – Drought Resistant/Fire-wise Landscaping. The Board discussed the new law.
- Covenant Hearing Boards Procedures

- Fine Schedule: Joan, Stephen, Jay and Candie Lambert will be working on this policy.
- Rental Restrictions: Next Steps- Hilary and Terry to work with attorney on this.

**Adjournment at: 3:16pm**

**Motion to Approve:** Sid Seigel      **Second By:** Kristi Zevenbergen      **Passed:** Unanimously  
**Ayes:** Jay Heister, Judy Cromwell, Stephen Anderson, Sid Seigel, Ron Smullin, Kristi Zevenbergen



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Judith Cromwell

December 4, 2020

Date