



COMMUNITY ASSOCIATION

Mill Creek Community Association Board of Directors Planning Session Minutes

Thursday, December 2, 2021

9:00am Mill Creek Country Club

President – Terry Gemmill

Secretary – Judy Cromwell

Director – Stephen Anderson

Director – Sid Siegel

Association Director – Hilary Publitz

Security Supervisor - Lois Dawkins

ACC - Becky Edy & Pam Watson

Covenant Committee – Earl Bardin

Trail Ambassadors – Natalie Davis & Evert Pretorius

Inspection & Engineering – Di Voss & Sam Tjoekler

Noxious Weed Committee – Jill Cheeseman & Marie Lenox

Vice-President – Jay Hiester

Treasurer – Kristi Zevenbergen

Director – Ron Smullin

Maintenance Manager - Craig Williams

Compliance Coordinator - Joan Sweeney

Board of Directors Planning Session was called to order by President Terry Gemmill at: 9:05 am.

Approval of Prior Directors Planning Session Minutes: December 4th, 2020 minutes were approved.

Motion to approve by: Steve Anderson **Second By:** Ron Smullin **Passed:** Unanimously

Departmental Reports:

Maintenance: Craig Williams

Concerns:

- Craig discussed staffing levels
- Equipment
 - Staying with Riding Lawnmowers not purchasing the stand-up mowers.
 - Need to replace 1 mower right now and then put them on a rotation schedule of replacing one a year. Craig will provide a bid for the January meeting.
 - Mailbox Hutches
 - We are about halfway through replacing the hutches.
 - Materials cost is about \$900 per hutch
- Discussed option of adding a Gator to our vehicle fleet in future.
- Beaver Dam issues –
 - Greg is our Dam person and he monitors them Monday, Wednesday, Friday
 - Working with Beavers Northwest
- Tree Budget –
 - Heatwave summer 2021 may result in more tree decline which may impact tree removal budget for 2022/2023.
- Craig to get bid for Bark Time to bark entrances this spring.

Security - Lois Dawkins

STAFF

- We have 2 full-time employees – Lois and Joe
- 2 Relief Drivers – Jason McKelvey and Marie Lenox
- Plus 2 on-call drivers
- Would like to keep online class instruction, very helpful, and include a CPR class.

Statistics:

- **During the fiscal year** Avg per month 3377 miles in the vehicle, 1270 vacation checks, 267- member assists, 3 police calls, 21 open garage door calls 47 pkg, pickup and 46 pkgs delivered.

Rave 4 - Security is enjoying the Rave 4 – sits higher and will be a big help during the winter months. Rave 4 will need new tires – Les Schwab gave best price.

- Discussed staffing needs for 24x7 security.

Compliance Coordinator – Joan Sweeney

- Joan shared her report on her compliance tasks.

Goal of Covenant Committee –

- Not to assess fines to members, but to have them come into compliance with MCCA's guidelines.
- Improvements are being made to the covenant meetings.
- Fine schedule and covenant guidelines need to be rewritten after reinstatement is complete.
- Add 2 more members to bring the total to 8.

Administration Report – Hilary Bublitz

- We have a stable staff.
- Use of more Webinars for training. Gives more “tools” for our toolbox.
- Working on target articles, emails, town hall meetings, Webinars, for Reinstatement of Declaration.

Architectural Control Committee – Beck Edy

- Processed 788 applications
 - 775 applications were approved
 - 13 rejections
- Pam Watson
 - Paint Samples – preapproved exterior paint colors, from various vendors.
 - Artificial Turf – working on language and standards.

Inspection and Engineering – Sid Siegel

- Committee has 8 members with 3 new members this year
- Would like a vice-chair
- Focusing on inspections of:
 - Neighborhoods,
 - Trails and paths
 - Wetlands, Surface water

Noxious Weed - Jill Cheeseman

Successes:

Her committee has made restorations along, Trillium Blvd., behind Sun Rose, North Park within Vine Maple, South Park within Vine Maple, behind Heatherstone.

Challenges:

- Needs more volunteers
- Help watering new plantings
 - Possibly give the homeowners a “gift” for those that volunteer their water for new plants.

Considering Name Change to **Noxious Weed and Restoration Committee**. (add to January agenda)

Would like to update the NWC Charter under section 2 Meetings (add to January agenda):

“The chair selects one weekday morning for the weekly work event. Committee members will meet as needed to plan and organize the weekly work vents, any social work event projects and any family work events that maybe held periodically that would be open to MCCA resident participation.”

Trail Ambassadors – Natalie Davis

Challenges:

- Need 4 new trail ambassadors
- Ideas to increase Public Awareness
 - A booth at the Mill Creek Festival
 - Stickers for Kids
 - Tours of the Wetlands
 - National Kids night out
 - Egg Hunt

Annual Survey Response Review

- Went through the MCCA 2021 Annual Survey, Hilary led the discussion on the numbers.
- Discussed confusion with PayHOA name. Hilary will look into this.
- People seem interested in more community events so can make connections to members
 - Block Watch
 - Emergency Response
 - Storm issues
 - Big Earthquake
 - Map your neighborhood
 - FEMA Plan

Restatement Feedback

- Hilary went through each result. Overall the feedback was extremely positive. Most residents would spend a bit more for an increase in security patrols.

Budget Session

- **Security** – If we increase to 24 hours 7 days we will need to hire 2 more people. This will cost us about 1/3 more. This would go into effect July1, 2022. Hilary will work with Lois on this.

- **Maintenance** – We have a budgeted opening for 1 more full-time maintenance employee this fiscal year. Maintenance requested another FTE in July to bring team to 8 total. Hilary to see how this works with the budget.
- **Administration** –
 - We are in a period of high inflation.
 - All items are more expensive, we will need to increase our HOA dues. We will know more in the new year 2022.
 - Recommending we do not add any new infrastructure at this time, we should concentrate on maintaining what we have.
- **Upcoming Expenses**
 - Restatement Vote: printing costs for all units is \$10,000, plus postage. Will ask CLG about electronic distribution.
 - Signage - \$17,000 left unused this year. Still need to look at brickwork on Fish ladder Park sign and corner of SHR and VGD.
 - Parking lot vacor cleaned \$3,000 a year
 - Purchase a “Gator” instead of truck
 - Big Rock Sport Court needs to be rebid

Motion to adjourn the meeting by: Ron Smullin **Second by:** Steve Anderson **Passed:** Unanimously

Adjournment-2:30 pm

Break to move remainder of meeting to MCCA Office

Motion to move into Executive Session by: Ron Smullin **Second by:** Steve Anderson **Passed:** Unanimously

Executive Session: 2:50 pm

Legal Update

- Hilary led the discussion on our legal updates
 - Cutting preserve issue
 - VM 82/81 catch basin issue

Collection Report

- The board reviewed the report from our attorney.

Executive Session Adjourned:

Hilary to move forward on notifying residents that we will reclaim the MCCA common area between VM 82 and VM 81 so the city can access the catch basins. Hilary will coordinate with Mike Todd from the city.

Motion to adjourn by: Sid Siegel **Second by:** Kirsti Zevenbergen **Passed:** Unanimously

Meeting Adjourned 3:42

Judith A. Cromwell