



## Mill Creek Community Association Board of Directors Planning Session Agenda

Friday, December 5, 2025  
**9:00** a.m. Mill Creek Country Club

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### Minutes

**President** – Sid Siegel  
**Secretary** – Jill Cheeseman  
**Director** – Dawn Rosenthal (Absent)  
**Director** – Evert Pretorius  
**Trail Ambassador Chair** – Bob Thompson  
**Maintenance Manager** – Craig Williams  
**Association Director** – Hilary Bublitz

**Vice-President** – Earl Bardin  
**Treasurer** – Kristi Zevenbergen  
**Director** – Mel Silver  
**ACC Chair** – Judy Cromwell  
**Covenant Committee** - Cindy Harmon  
**Security Supervisor** – Lois Dawkins  
**Admin Assistant** – Erin Fraser

### Board of Directors Call to Order

9:02

### Member Input - None

### Approval of Prior Minutes

**Motion:** Approval of November 20, 2025, Minutes.

**Motion by:** Mel    **Second by:** Evert    **Passed:** Unanimously

### MCCA Department Reports

#### Maintenance Report – Craig Williams

- Discussed staffing; handling of specialty jobs; coordination with the NWC, City, and MCCC; increased checks within the Nature Preserve, stormwater inspections, and anticipated replacement of one truck and one riding lawn mower.

#### Security Report – Lois Dawkins

- Discussed staffing, metrics of duties, vehicle maintenance, and consideration of budgeting for winter boots for full-time and relief drivers.

#### Covenants – Hilary Bublitz

- Discussed the addition of four new volunteers and the upcoming Smartwebs training.

#### Administration - Hilary Bublitz

- Discussed Smartwebs, island maintenance, WSCAI LAC, need for additional volunteers for I&E committee, Elf awards, possible medical/dental and commercial insurance increases, and upcoming onsite reserve study.

### Break

### Committee Chair Reports

#### Architectural Control - Judy Cromwell

- Discussed current involvement of 10 volunteers, 509 applications with 96 percent approval, and usually a two-week turnaround, approval of wood grain composite fencing, continuing work on driveway standards, challenges with high-volume periods of applications and lighting covenants, and increasing resident involvement with Arbor Day.

#### Inspections & Engineering - Sid Siegel

- Discussed the current level of 5 volunteers and would like more volunteers. Recommendations from the committee are less extensive than in the past due to increased Maintenance Team involvement and more on-site visits with the entire committee present.

### Noxious Weed - Jill Cheeseman

- Discussed current volunteers, coordination with the Maintenance Team, types of projects, quarantined plants, site for Earth Day 2026, community outreach projects, challenging areas to work, and beginning removal of spotted jewelweed within the Nature Preserve.

### Trail Ambassador - Bob Thompson

- Discussed currently 7 ambassadors, the new year-round vest, the success of the scavenger hunt, the once-a-month walk through the Nature Preserve led by Mike Shaw, reporting metrics, and ACT training done with South County Fire.

### Annual Survey Response Review

Presented by Hilary. 426 responses (593 in 2024, 746 in 2023 and 651 in 2022)

- Overall satisfaction rate 86%. (87% last year) Overall responses similar to last year. Discussed follow-up to be done regarding playgrounds question and curb address painting.

### Vision/Mission Statement Session

- Brainstorming session on creating an overall vision and a mission statement for MCCA. Discussion will continue at the January 15, 2026, board meeting.

### LUNCH BREAK

11:50 a.m.

### AFTERNOON SESSION in MCCA BOARD ROOM

12:53 p.m.

(Board Members Sid Siegel, Earl Bardin, Kristi Zevenbergen, Jill Cheeseman, Evert Pretorius and Mel Silver present with Association Director Hilary Bublitz.)

#### **Motion: To enter executive session.**

**Motion by:** Earl    **Second by:** Mel    **Passed:** Unanimously

#### **Executive Session**

- WP 34
- Employee Issue

#### **Motion: To adjourn Executive Session and Enter Regular Session**

**Motion by:** Evert    **Second by:** Kristi    **Passed:** Unanimously

#### **Regular Session**

- WP 34

#### **Motion: To rescind the decision to fine WP 34 because they were in compliance through October.**

**Motion by:** Kristi    **Second by:** Mel    **Passed:** Unanimously

#### **Final Thoughts**

- Discussion of upcoming Playground Committee meeting and Smartwebs training for committees and board members.

#### **Motion: To adjourn.**

**Motion by:** Mel    **Second by:** Evert    **Passed:** Unanimously

#### **Adjournment**

1:25 p.m.

Respectfully submitted,  
Jill Cheeseman, Secretary