

**MINUTES  
BOARD OF MANAGERS  
MERIDIAN LAKE PARK CORPORATION  
TUESDAY, FEBRUARY 18, 2020  
3:00 P.M.**

Present: DJ Brown  
Roger Woodward  
Chuck McGinnis  
Scott Winn  
Fred Rock (by phone)  
Beth Hise (by phone)  
Scott Kelley, Toad Property Management  
Mary Zimmerman, Toad Property Management

DJ called the meeting to order at 3:02 pm and confirmed there was a quorum.

Chuck made a motion to approve the minutes of the meeting held on January 21, 2020. Roger seconded the motion and it was unanimously approved.

DJ said meeting dates would be March 17, 2020, April 14, 2020 and May 19, 2020 and those dates would be discussed again at the March meeting.

Prior to the meeting Chuck distributed an Architectural Control Committee Report and said some items required input and decisions from the Board members. Chuck explained new house plans had been submitted for Lot 69, F2 prepared by a local designer, Eileen Langsfeld. Chuck said the submittal was complete and had been reviewed by the ACC and Kent Cowherd and a couple of variances would need to be granted due to the lot. Chuck explained the MLPC and County process for measuring the height of a structure and said the current set of plans would require a variance for one elevation of 32 foot and one of 33 foot. Chuck said the ACC recommended approval of the height due to the topography of the lot and the ACC also recommended approval of the layout of the driveway and parking areas. Chuck explained view corridors and impact on any neighboring lots had been considered. Chuck said he had been in contact with Eileen Langsfeld after the ACC meeting and Eileen had explained efforts had been made to avoid the need for retaining walls but if during excavation it became necessary to add retaining walls those plans would be submitted to the Board and any future landscaping plans would be submitted for approval.

Chuck made a motion to approve the Lot 69, Filing 2 plans as submitted, with variances granted for the height and driveway as outlined above. Roger seconded the motion and it was unanimously approved.

Chuck gave an update on the current review projects and the ongoing construction projects. Chuck said more projects were requiring variances and challenges of the Design Guidelines and Covenants were being made and the Board needed to discuss those issues later in the meeting. Prior to the meeting Chuck had circulated a draft email response to an owner who was challenging and questioning the governing documents regarding design approval and Chuck confirmed legal advice had been taken from Beth Appleton. After a lengthy discussion it was agreed the proposed email would be sent to the owner.

Chuck explained plans for two homes had been submitted and required variances to increase the height by 5 feet. Chuck said after discussion the ACC felt those homes needed to keep to the 30 foot limit due to the lot location and topography of the lots. It was unanimously agreed height variances would not be issued on either of those homes and the ACC would contact the owners so plans could be amended and submitted again.

Chuck said the Design Review fee of \$700 was not always sufficient to cover the architect's charges to review plans, especially if the review required multiple submittals of preliminary and final plans. Chuck said the governing documents allowed the Association to pass architectural review charges in excess of the \$700 to the owners. It was agreed moving forward owners would be charged those additional fees.

Chuck said several policy decisions had been made discussed during the meeting and it was agreed to document those decisions.

After discussion Chuck made a motion to waive the need for a licensed architect to prepare plans and plans submitted by a local designer and reviewed and stamped by a licensed engineer would be acceptable. Beth seconded the motion and it was unanimously approved.

Amendments to the Design Guidelines would be made in the future.

Chuck explained Kent Cowherd supported more than one review of plans when necessary as it was beneficial to both the owner and the Association.

Chuck made a motion to require owners to pay any architect's fees in excess of the current \$700 review fee. Fred seconded the motion and it was unanimously approved.

After discussion it was agreed variances to exceed the 30 foot height limit, not to exceed a maximum of 35 feet, would continue to be considered on a case by case basis. Future revisions to the Design Guidelines would attempt to define and clarify the basis for the decisions to deny the additional five feet.

Chuck said he would circulate an email from Beth Appleton regarding the time limits for the ACC and Board to review final plans. It was agreed attempts would be made to review all plans in a timely manner and promptly notify owners if the submittal was not complete, including written requests for any variances and the rationale for those variance requests. The topic would be discussed again at a future meeting as additional discussion was required.

Prior to the meeting Chuck and Fred had circulated financial information and Chuck said Toad had been working with him on the layout and presentation of the financial information. Chuck said legal fees were considerably higher than recent years and those fees were reducing the balance in the Reserve Account.

Fred said adjustments had been made to the proposed Budget to reflect increased operating expenses and unforeseen future legal expenses. Fred explained dues income had been reviewed and to cover future operating expenses developed lots needed to be increased by 15% and proposed undeveloped lots be increased by 46% as they did not benefit from trash collection but benefited from other activities of an association. Fred said those dues increases would cover increased operating expenses but would not increase the amount going into the Reserve Account. Scott agreed to review the figures with Chuck and Fred and circulate an email to the Board within the next week.

DJ explained the Conflict of Interest Policy had been displayed on the website and there had been a couple of small suggestions. Chuck made a motion to approve the Policy incorporating the title change and definition of the Policy. DJ seconded the motion and it was unanimously approved.

After a long discussion regarding the parking of recreational vehicles, trailers, etc, Beth agreed to follow up with Beth Appleton for advice on enforcement and informal policies and report back to the Board.

It was agreed the annual meeting date needed to be set by the next Board meeting and DJ asked for Board members to respond to recent emails regarding their availability for specific dates.

At 5:12 pm DJ made a motion to adjourn the meeting. Roger seconded the motion and it was unanimously approved.

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Prepared by Rob Harper, Toad Property Management

DRAFT