## Q1 2024 TLHOA Newsletter

 Twin II Lakes
## From the President

> The HOA office is currently closed to walk in visits. Please email or call the office during regular business hours to
> schedule an
> appointment

Office Hours
Monday through Friday
9:00 to 5:00 closed 12-1:00

## Contact info

Association Manager Gayle Duff 253-838-0644 officemanager@twinlakeshoa.com

Assistant Association Manager Brandon Young 253-838-0464 frontdesk@twinlakeshoa.com

Bookkeeping
Nataliya Sidorenko nsidorenko@bell-anderson.net

Security line 253-838-5568
> - Spring Assessment May 18-26
> - Work Party June 1
> - Popsicles in the Park June 22
> - Garage Sale July 19-20
> - HOA Bar-B-Que August 10
> - Annual Meeting September 18
> - Holiday Light Contest Judging Dec 13 © 14

as always, if You have any questions or concerns, PLEASE REACH OUT TO THE HOA BOARD. BOARD MEETINGS ARE ON THE THIRD WEDNESDAY OF THE MONTH AT 6:3OPM AT THE HOA OFFICE. THE BEGINNING of every meeting is dedicated to hearing from OWNERS DURING THE HOMEOWNER FORUM.

SINCERELY,
TOM BRUNNER, TLHOA PRESIDENT

# Twin Lakes Security Patrol 

## EVERYDAY HABITS TO DISCOURAGE CRIMINALS FROM TARGETING THE TWIN LAKES COMMUNITY

THE BOARD OF TLHOA HAS TAKEN STEPS TO WORK WITH THE CITY BY REQUESTING EXTRA PATROLS TO INCREASE THE COVERAGE THAT IS ALREADY PROVIDED BY OUR OWN SECURITY. THE MORE DIFFICULT IT IS FOR A CRIMINAL TO ACCESS YOUR HOME, VEHICLE, AND MAILBOX, THE LESS LIKELY IT IS THAT THEY WILL LINGER IN OUR COMMUNITY. CRIMINALS WANT EASY TARGETS AND MAY LOOK ELSEWHERE FOR MORE VULNERABLE HOMES. PLEASE HELP MAKE TWIN LAKES A COMMUNITY THAT IS KNOWN AS A SAFE PLACE TO LIVE.

- MAKE SURE YOUR VEHICLES ARE LOCKED WHEN PARKED AND NO VALUABLES ARE LEFT IN SIGHT TO BE SEEN THROUGH THE WINDOWS.
- NEVER LEAVE A GARAGE DOOR OPENER IN YOUR VEHICLE.
- NEVER LEAVE YOUR GARAGE DOOR OPEN AND UNATTENDED. CONFIRM THAT IT HAS CLOSED BEFORE ENTERING YOUR HOME.
- INSTALL A DOORBELL CAMERA.
- LOCK ALL DOORS AND WINDOWS, EVEN WHEN YOU ARE HOME.
- INSTALL OUTDOOR LIGHTING AND MOTION SENSORS.USE INDOOR LIGHT TIMERS WHEN AWAY FROM HOME.
- PICK UP YOUR MAIL PROMPTLY AND NEVER LEAVE YOUR MAIL OVERNIGHT IN THE MAILBOX.
- SET UP INFORMED DELIVERY THROUGH THE HTTPS://WWW.USPS.COM/MANAGE/INFORMED-DELIVERY.HTM
- BRING IN YOUR GARBAGE CAN AS SOON AS POSSIBLE.
- TAKE A WALK AND GET TO KNOW YOUR NEIGHBORS



## SUSPICIOUS ACTIVITY

1. FWPD 911 OR NON-EMERGENCY 253-835-2121
2. TLHOA SECURITY 253-838-5568
3. HOA OFFICE

OFFICEMANAGER@TWINLAKESHOA.COM
4. TO REQUEST EXTRA PATROLS, POLICE

SERVICE REQUEST | CITY OF FEDERAL WAY
5. FEDERAL WAY CRIME TIPS 253-835-6799

IN MEMORY OF CHRISTOPHER MCCLURE
AUGUST 8, 1965 -OCTOBER 2, 2023

CHRISTOPHER MCCLURE (CHRIS) SERVED HIS COMMUNITY AND THE ASSOCIATION AS A BOARD MEMBER ON THE TWIN LAKES HOA BOARD OF DIRECTORS. HIS QUIET AND THOUGHTFUL PRESENCE WILL BE MISSED AT THE MONTHLY BOARD MEETINGS. IN ADDITION TO SERVING THE TWIN LAKES HOA COMMUNITY, CHRIS SERVED HIS COUNTRY IN THE ARMY. FOLLOWING HIS ARMY SERVICE CHRIS WORKED FOR THE UNITED STATES POST OFFICE, KING COUNTY, AND THE PORT OF TACOMA. CHRIS LIVED A LIFE OF FAITH AND WAS AN AVID STUDENT OF THE BIBLE. THE BOARD AND STAFF OF TWIN LAKES HOA WISH TO CONVEY OUR DEEPEST SYMPATHY TO CHRIS'S WIFE PATRICIA AND FAMILY.

## MONEY MATTERS FROM YOUR TREASURER


#### Abstract

thank you to all those who attended the annual membership meeting in september. even though i had to log in remotely due to A CASE OF COVID, WE WERE ABLE TO FINISH OUR PRESENTATION ON THE CURRENT FINANCIAL STATE OF THE ASSOCIATION. BOTTOM LINE: WE ARE IN GOOD SHAPE.

WE HAD TO SPEND SOME MONEY ON THE UPKEEP OF OUR PARKS AND THERE IS MORE TO COME IN 2024. A LOT OF MAINTENANCE WAS DEFERRED dUring the pandemic. one look at the picnic tables and benches will convince you. We will also be replacing signage in the parks, AS THE WOOD HAS BECOME ROTTEN AND MANY SIGNS ARE FALLING APART. THE HOA MAINTAINS A REPLACEMENT RESERVE FUND FOR JUST THESE PURPOSES. ALL EQUIPMENT HAS A LIFETIME, AND WE LOOK AT THE REMAINING LIFE OF OUR ASSETS IN DECIDING HOW MUCH TO ALLOCATE TO THE RESERVE. THIS IS ANNUALLY DONE BY AN INDEPENDENT RESERVE SPECIALIST IN ACCORDANCE WITH THE RCW (REVISED CODE OF WASHINGTON).

OUR HOA IS FORTUNATE IN THAT WE DO NOT HAVE STRUCTURES LIKE A CLUBHOUSE TO MAINTAIN, WHICH WOULD REQUIRE PERIODIC AND EXPENSIVE ROOF REPLACEMENT AND OTHER REPAIRS. OUR DUES WOULD HAVE TO BE MUCH HIGHER IF WE DID. WE DO HAVE PLAYGROUND EQUIPMENT AND A COUPLE OF STORAGE SHEDS WHICH DO REQUIRE SOME MAINTENANCE. OUR BIGGEST EXPENSES ARE PARK AND LAKE MAINTENANCE, OUR SECURITY PATROL AND HOA ADMINISTRATION, WHICH INCLUDES THE STAFFED HOA OFFICE AND OUTSIDE SERVICES LIKE ACCOUNTING, LEGAL AND AUDITING. EACH IS ROUGHLY A THIRD OF OUR ANNUAL OPERATING BUDGET OF APPROXIMATELY \$600,000. OUR DAY-TODAY BOOKKEEPING IS HANDLED BY BELL-ANDERSON ASSOCIATES AND THEIR EXCELLENT STAFF, INCLUDING, GAYLE DUFF - OUR ASSOCIATION MANAGER, BRANDON YOUNG AND NATALIYA SIDORENKO. OUR BOOKS ARE AUDITED ANNUALLY BY AN INDEPENDENT AUDITOR.

ONE THING I WOULD LIKE TO DO IN 2024, IS HOLD A HOMEOWNER'S BUDGET MEETING. TO MY KNOWLEDGE THIS HAS NOT BEEN DONE BEFORE. THIS WOULD GIVE MEMBERS INTERESTED AN OPPORTUNITY TO LEARN ABOUT HOW ASSEMMENTS ARE USED. TYPICALLY, WE BEGIN WORKING ON THE BUDGET FOR THE NEXT YEAR (2025) IN THE FIRST QUARTER OF THE PREVIOUS YEAR SO IT CAN BE READY FOR PRESENTATION TO THE BOARD AT THE JULY MEETING. IN SEPTEMBER IT IS RATIFIED BY THE ENTIRE HOA MEMBERSHIP. MORE INFORMATION TO FOLLOW ON THIS.

AS A REMINDER, YOU CAN REVIEW THE FINACIAL STATE OF THE ASSOCIATION AT ANY TIME AT THE ASSOCIATION WEBSITE. YOU CAN VIEW THE mONTHLY FINACIALS, THE BUDGET AND THE AUDIT AT HTTPS://WWW.TWINLAKESHOA.COM/


BEST,
GREG GLAZNER - TREASURER


## HOA FORMS Available on the HOA Website

Forms to request permits, services and to submit required information can be found on the HOA website. Twin Lakes HOA
The forms can be submitted to the HOA office for the staff to process and respond to. Frontdesk@twinlakeshoa.com. If you need a temporary permit for construction equipment, storage or facilities, please contact the office directly. The office staff is happy to assist you, 253-838-0464

1. ACC (Architectural Control Committee) Form, any exterior changes to your home, requires ACC approval prior to starting work. Be sure to fill out the form completely and return it to the HOA office.
2. Resident Information Sheet, all landlords are required to file this form with the association, anytime their home changes tenancy. The form must be submitted to the HOA Office prior to the tenant taking occupancy.
3. OTBH (Opportunity to be Heard) Form, if you would like to speak with the Board privately at the HOA office, please fill out this form and return it to the HOA office.
4. Vacation Notification, if you will be gone for an extended period of time be sure to submit the Vacation Check request online.
5. Board Application, serve your community and run for a position on the Board. The form can be returned to the HOA Office
6. Park Party Permit, if you are planning a party at one of the parks, please submit the permit request to the office in advance of the party.
7. Guest RV Parking Permit, please submit the request for guest parking in advance of the arrival of your guests.
8. Fishing Permit, owners are required to show a permit if asked by Security or staff while fishing at Lake Lorene. The rules and form to request a permit can be submitted to the HOA office.


## Upcoming Events

## 2024 HOA EVENTS CALENDAR

- SPRING ASSESSMENT MAY 18-26
- WORK PARTY JUNE 1
- POPSICLES IN THE PARK JUNE 22
- GARAGE SALE JULY 19-20
- HOA BAR-B-QUE AUGUST 17
- ANNUAL MEETING SEPTEMBER 18
- HOLIDAY LIGHT CONTEST DEC $13 \& 14$


## Our Mission

Build a vibrant, premier community that fosters neighborhood pride, encourages cooperation, promotes harmony, and maintains an attractive environment for our homeowners.

# SPRING CLEANING IS JUST AROUND THE CORNER 

THE EXTENDED, DARK MONTHS OF WINTER HAVE ARRIVED, BUT SPRING IS CLOSER THAN WE MAY REALIZE, USHERING IN OUR ANNUAL SPRING ASSESSMENT. IT'S NOT TOO EARLY TO START EXAMINING YOUR PROPERTY TO IDENTIFY WHAT PREPARATIONS ARE NECESSARY FOR YOUR REVIEW. SOME ASPECTS TO CONSIDER INCLUDE THE CURRENT STATE OF:

## ROOFING

- IN THE NORTHWEST, OUR ROOFS OFTEN GATHER PLANT DEBRIS SUCH AS LEAVES AND EVERGREEN NEEDLES. ADDITIONALLY, MOSS AND ALGAE GROWTH CAN POSE A THREAT TO OUR ROOFS IF LEFT UNCHECKED. TAKE THE TIME TO INSPECT YOUR ROOF AND ELIMINATE ANY DEBRIS, MOSS, AND ALGAE. IT'S EQUALLY IMPORTANT TO CLEAN THE GUTTERS AND DOWNSPOUTS TO ENSURE PROPER DRAINAGE.


## DRIVEWAYS, CURBS \& WALKWAYS

- TLHOA HAS PRESSURE WASHERS AVAILABLE TO ALL HOMEOWNERS. DON'T WAIT UNTIL SPRING AS THERE MIGHT BE A WAITING LIST TO BORROW ONE. PRESSURE WASHING MY DRIVEWAY AND WALKWAYS EACH YEAR GIVES ME AN INSTANT FEELING OF PROPERTY RENEWAL IN THE SPRING, WHILE IMPROVING CURB APPEAL. PLEASE INCLUDE THE SIDEWALKS AND CURBS ADJACENT TO YOUR LOT WHEN PRESSURE WASHING.


## LANDSCAPING

- We have observed a recent surge in the occurrence of evergreen trees dying in our AREA. KINDLY ASSESS YOUR PROPERTY AND ELIMINATE ANY DEAD OR DYING TREES OR BUSHES. - CURRENTLY, MOST OF OUR PLANTS ARE IN A DORMANT STATE, WITH LITTLE TO NO NEW GROWTH. AS THE DAYS LENGTHEN, GROWTH WILL RESUME. WHILE THIS IS GENERALLY POSITIVE, IT ALSO Signals the onset of weed growth. weed control is more manageable when they are SMALL, SO ENSURE YOU PROMPTLY REMOVE ANY WEEDS IN YOUR YARD.
- AND IN SPRING, LAWNS WILL INITIATE THEIR GROWTH, NECESSITATING A RETURN TO MOWING AND EDGING IF YOU HAD SUSPENDED THESE ACTIVITIES DURING THE WINTER. DON'T LET IT GET OUT OF HAND BEFORE RESTARTING YOUR LAWN CARE.
- LATE WINTER PRESENTS AN OPPORTUNE TIME TO TRIM BUSHES AND TREES THAT HAVE BECOME OVERLY LARGE. TRIM ANY BUSHES ENCROACHING ON WALKWAYS AND SIDEWALKS. PUBLIC RIGHT OF WAY [SIDEWALK, STREET] MUST REMAIN UNOBSTRUCTED, SO CAREFULLY INSPECT SIDEWALK EDGES AND TRIM BACK AS NECESSARY.


## HOUSE PAINT

- HOUSE PAINT LASTS ONLY SO LONG BEFORE IT NEEDS TO BE PAINTED AGAIN. SOMETIMES A PRESSURE WASH WILL RENEW THE NEW LOOK FOR A WHILE BY REMOVING ANY ACCUMULATED DIRT AND GRIME. PLEASE NOTE THAT ALL NEW EXTERIOR HOUSE PAINT NEEDS TO BE APPROVED BY THE ACC COMMITTEE.


## FENCES

- FENCES ALSO HAVE A LIMITED LIFE. MAKE SURE YOUR FENCES ARE CLEAN AND IN GOOD REPAIR. FENCE REPLACEMENTS MUST BE APPROVED BY THE ACC COMMITTEE.

THE HOA OFFICE CAN ASSIST YOU WITH ACC APPLICATIONS AND TOOLS TO BORROW, CONTACT THEM AT FRONTDESK@TWINLAKESHOA.COM OR 253-838-0464

WHILE THIS IS NOT A COMPREHENSIVE LIST FOR EVERY PROPERTY, AFTER YOU HAVE TAKEN A HARD LOOK AT YOUR HOUSE AND YARD, AND TRIMMED, CLEANED, AND REMOVED WHAT IS NEEDED, YOU SHOULD BE READY TO PASS THE SPRING ASSESSMENT IN FLYING COLORS. HERE IS TO A BEAUTIFUL TLHOA IN 2024.

## RULE CHANGES EFFECTIVE 2-31-24

## A. TRADE SERVICE OR BUSINESS VEHICLES

## 2. POLICY STATEMENT

FOR THE PURPOSES OF THIS SECTION, A PUBLIC TRANSIT VAN USED IN A VAN pool is not considered a commercial vehicle. These vehicles include, but are not limited to, King county metro or pierce county transit vehicles. THE PUBLIC TRANSIT VEHICLE WILL HAVE LOGOS INDICATING THEIR USE FOR A VANPOOL and Stating the city, County, or state that supplies said commuter vehicle. SUCH VEHICLES MUST BE PARKED NEAR THE RESIDENCE OF THE HOMEOWNER THAT IS A MEMBER OF THE COMMUTER POOL.

## CHAPTER 4-HOME-OPERATED BUSINESS

## C. DAY CARE

RCW 64.38.140 STATES THAT THE ASSOCIATION MAY NOT PROHIBIT OR UnREASONABLY RESTRICT THE USE OF A LOT AS A LICENSED FAMILY home CHILDCARE OPERATED BY a Family day Care provider or as a licensed day care center. the association can, HOWEVER, ADOPT CERTAIN REASONABLE RULES AND REGULATIONS REGARDING THE OPERATION OF a day care business within the twin lakes hoa. as such, the board adopts the following rules and regulations:
a Family home childcare or Child day care center, as defined in rcw 43.216.010, MUST COMPLY WITH ALL GOVERNING DOCUMENTS OF THE ASSOCIATION. THESE INCLUDE LIMITATIONS ON THE FOLLOWING:

- ARCHITECTURAL CONTROL
- Esthetics
- Signs (Signs related to the day care are not permitted by the ASSOCIATION).
- PARKING
- CARS USED FOR PICKUP AND DROP OFF OF CHILDREN MUST:

PARK IN THE SPACES AVAILABLE ON THE STREET OR DRIVEWAY
NO DOUble parking in lieu of use of a regular parking space. MAY NOT CREATE A DRIVING HAZARD.
Parked Cars during business hours must not be excessive in NUMBER AND CREATE NUISANCES FOR THE HOME'S NEIGHBORS.

FURTHERMORE, ANY FAMILY HOME CHILDCARE OPERATED BY A FAMILY DAY CARE PROVIDER OR CHILD DAY CARE CENTER MUST:

- BE LICENSED UNDER CHAPTER 43.216 RCW,;
- ObTAIN DAYCARE INSURANCE AS DEFINED IN RCW 48.88.020 OR PROVIDE SELF-INSURANCE PURSUANT TO CHAPTER 48.90 RCW CONSISTENT WITH THE RCW 43.216.700;
- AGREE IN WRITING TO INDEMNIFY THE ASSOCIATION AND HOLD IT HARMLESS AGAINST ALL CLAIMS, WHETHER BROUGHT BY JUDICIAL OR ADMINISTRATIVE action, relating to the operation of the family home childcare or the CHILD DAYCARE CENTER; AND
- PROVIDE A SIGNED WAIVER OF LIABILITY RELEASING THE ASSOCIATION FROM LEGAL CLAIMS DIRECTLY RELATED TO THE OPERATION OF THE FAMILY HOME CHILDCARE OR THE CHILD DAY CARE CENTER FROM THE PARENT, GUARDIAN, OR Caretaker of each Child being cared for by the family home childcare OR THE CHILD DAYCARE CENTER.


## RULE CHANGES EFFECTIVE 2-31-24

## CHAPTER 6 - PARKS

## I. INTRODUCTION

THE PARKS AND OPEN SPACES WITHIN TWIN LAKES HOMEOWNERS'ASSOCIATION
are privately owned by tlhoa, maintained by the tlhoa for the enjoyment of the members of the association and their guests only. the association maintains the grounds and lakes within twin lakes. the following rules apply to the tlhoa parks, lakes, walking paths and all common propertyareas:

## II. PARK RULES CATEGORIES

A. NO FEEDING WILDLIFE
I. NO PERSON SHALL LEAVE, PLACE, OR DISTRIBUTE FOODSTUFFS OF ANY KIND OR NATURE IN ANY PARK, WALKING PATHS OR COMMON PROPERTY AREAS OF THE ASSOCIATION WITH AN INTENT TO FEED WILDLIFE.

## B. MOTORIZED VEHICLES

I. NO MOTORIZED VEHICLES IN THE PARK AND ALL COMMON PROPERTY AREAS OR ON THE LAKES.

## C. FISHING

I. FISHING BY TLHOA PERMIT ONLY. PERMITS MAY BE OBTAINED IN THE HOA OFFICE DURING BUSINESS HOURS.

## D. PETS

I. THE RULES FOR DOMESTIC ANIMALS IN THE RR\&P, CHAPTER 5 ANIMALS - ALL ARE IN FORCE IN THE PARKS AND COMMON PROPERTY AREAS, INCLUDING: LEASHES, SCOOPING AND EXCESSIVE NOISE.

## E. FIRES

I. NO OPEN FIRES, INCLUDING BUT NOT LIMITED TO: BBQ, GRILLS, FIREPITS, ETC.

## F. PARTIES

I. USE OF THE PARK FOR PARTIES IS BY TLHOA PERMIT ONLY. PERMITS MAY BE OBTAINED IN THE HOA OFFICE DURING BUSINESS HOURS.
THE PARK WILL REMAIN AVAILABLE FOR OTHER RESIDENTS TO USE DURING PERMITTED PARTIES.
II. PARTY INFLATABLES (SUCH AS BOUNCE HOUSES) ARE PROHIBITED IN THE PARKS.
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G. PARK USAGE
I. ALL GUESTS TO OUR PARKS MUST BE ACCOMPANIED BY A RESIDENT OF TLHOA. TLHOA PROPERTY OWNERS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS.
II. ALCOHOL, ILLEGAL DRUGS, AND FIREARMS ARE PROHIBITED IN HOA PARKS.

## H. DAMAGE

I. TLHOA OWNERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO PARKS PROPERTY OR EQUIPMENT CAUSED BY THE OWNER, OWNER'S GUESTS AND PETS.
III. INFRACTIONS AND FINES
A. FAILURE OF A HOMEOWNER TO COMPLY WITH THIS CHAPTER IS AN INFRACTION OF THESE RULES AND MAY RESULT IN FINES AS MAY BE ASSESSED AS
DESCRIBED IN CHAPTER 9 OF THESE RULES AND REGULATIONS, SECTION II. 3
INTERMITTENT VIOLATIONS.
IV. RULE - LEGAL ACTION -
A. REFER TO CHAPTER 9, RULES AND REGULATIONS, SECTION II. 3

INTERMITTENT VIOLATIONS.

## Twin Lakes HOA Board of Directors

## Board of Directors:

- Tom Brunner President
- Brendan Cysewski Vice President
- Ian Beckstrom Secretary
- Greg Glazner Treasurer
- Tim Walls
- Craig Brown
- Mike Redling
- Leslie Rose


