

Lakeland Hills Homeowners Association – Divisions 1, 2 & 4A
Board of Directors Meeting

January 27, 2026
6:00pm
Virtual Meeting

Agenda:

- I. Call to Order & Notice of Quorum**

- II. Board of Directors**
 - a. Minutes – 12/9/25 (next page)
 - b. President’s Report
 - c. Treasurer’s Report

- III. Committee Reports**
 - a. Architectural Committee Report
 - b. Welcome Committee Report (quarterly)

- IV. Old Business**
 - a. ACC Solar update document review.
 - b. New Treasurer planning.
 - c. Workflow collecting move in dues update – Ben.
 - d. Status updates:
 - i. Eric log into HOA website
 - ii. Updates needed on website, request drawings for solar panel install.
 - iii. Andrew share QuickBooks with Ben
 - iv. Arrange bank trip

- V. New Business**
 - a. 2026 annual dues update. How many are we missing?

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Board of Directors Meeting

December 9, 2025
6:00pm
Virtual Meeting

A meeting of the Board of Directors of Lakeland Hills Homeowners Association was called to order by Mr. Benjamin Woodhouse, Chair, at 6:05pm on Tuesday, December 9, 2025 via Teams at which a quorum was present.

Attendance:

Benjamin Woodhouse, President
Andrew Rawls, Vice President
Megan Shafer, Secretary
Vacant, Treasurer
Don Martin, Board
Eric Shafer, Board Member

Jim Hawley, ACC Chair – absent

Board of Director Reports

1. **Minutes:** September 30, 2025 minutes were approved by motion made seconded, and passed unanimously.
2. **Financial:** no report.

Committee Reports

1. Architectural Committee Report – no forms were received.

Additional Business

1. **Old/Tabled:**
 - a. **Action items:**
 - i. BOD – ACC Solar updates were approved by motion made seconded, and passed unanimously – Done.
 - ii. Andrew – provide log in to website to Eric. Eric sent email request.
 - iii. Andrew – share QuickBooks access with Ben.
 - iv. Ben – convert ACC Standards PDF to word and share with Megan. Megan to insert updates, need to review RCWs before updating, stick to the law.
[Architectural Standards](#)
 - v. Ben – create simple workflow for collecting dues. Lack of MLS access and not all listings are posted on Redfin. TBD.
 - vi. Ben/Eric – post updates to ACC website, need to add to the form – drawings for solar panels. Convert to Word doc for updates. [applicationforalterations.pdf.pdf](#)
 - vii. TBD – 2 email accounts associated with HOA website. ACC email works. Should remove/hide other from HOA website.

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- viii. Andrew – schedule Bank date with Ben, add Megan (new phone, need bank info). Remember to remove Monica. Do we need to issue other credit cards?
- ix. Eric - drop off award signs at Bens house – Done.
- x. Andrew - withdraw \$600 from the bank for the Holiday Décor contest and give to Ben before 12/22 – Done.
- xi. Ben, Don, Jim – award holiday décor rewards – Done. Who were the winners?
- xii. Megan – share canned email response when receive a demand letter for another HOA – see below – Done.

Greetings,

The home in question is not part of [Lakeland Hills Homeowners Association - Divisions 1, 2 & 4A](#). Here is a [Map](#) of homes, which include 48th, 50th, 51st, 52nd, Kennedy Ave, and Mill Pond Loop. There are other HOAs in this area. We are not affiliated with the other HOAs and cannot answer questions or requests.

Please reach out directly for information:

1. Lakeland HOA Office, www.lakelandliving.net, 253-735-1144
2. Lakeland Hills Estates, [Lakeland Hills Estates HOA](#) (64 homes)
3. Beneficial Homeowners Association, [Beneficial Homeowners Association](#) (94 homes)

Thank you,
Megan Shafer
Lakeland Hills HOA Div. 1, 2, 4A, Secretary (volunteer)

With no further formal business, the meeting was adjourned at 7:08pm on December 9, 2025. The next meeting is scheduled for January 27, 2026 6pm.