

Minutes
Sun Vista/ Sunlight Beach HOA Board Meeting
April 25, 2015

The meeting was convened at 10:01 am on April 25, 2015 at the Big Red Barn.

Attendees: Tom Kraft, Bob Brown, Bill Countner, Norm Ledbetter, John Lovie, Ronda Skubi, and Bob Winqvist, Karen Johnson (by phone). Guests: Ed Sheets, Rubye and Gary Vallat.

1. Secretary's Report by Ronda Skubi.

- a. Minutes for the January 31, 2015 Board Meeting: it was moved, seconded, and approved that the minutes be approved.

2. Treasurer's Report – Karen Johnson.

- a. Cash balance: As of March 31, 2014: Checking is \$11,000; the savings/reserve account has \$44,800.
- b. Accounts receivable and Accounts Payable Aging Report: accounts receivable as of March 31, 2015, was \$5,300; however, since then about \$2,000 has been received. Karen will continue to send the standard letters to those who are more than 60 days late on payments under the process approved by the Board.
- c. 2014 Financial Statement: Karen discussed the final financial statement.
- d. Karen is exploring using O'Brien Bookkeeping to help with the billings.
- e. Requests for credits. Three HOA members requested credits on their bill because of leaks.

Actions:

- i. It was moved, seconded, and approved that the Board approved a 50 percent credit on account 9058 for 2014-Q4.
- ii. It was moved, seconded, and approved that the Board approved a 50 percent credit on account 9107 for 2014-Q4 and the 2015-Q1, contingent on receiving a written explanation and receipts for repairs.
- iii. It was moved, seconded, and approved that the Board approved a 50 percent credit on account 9115 for the 2015-Q1, contingent on receiving a written explanation and receipts for repairs.

3. Finance Committee: Norm Ledbetter

- a. The Board appointed Norm Ledbetter to the Board to fill the unexpired term of Boyd Benson.
- b. Financial Audit: Norm reported on the results of the Audit Committee review of the 2014 financial statement and concluded that the financial statement was in good order. The letter from the Audit Committee will accompany the statement. The Audit

Committee was comprised of Norm Ledbetter, Ed Sheets, Randy Wilcox, and Doug and Karen Leland.

4. Operations Committee: Bill Countner and John Lovie
 - a. Fence/gate bid at well house: Bill has a bid and is proceeding with repairs.
 - b. Settling tanks project: landscaping that was affected by the repairs on the settling tanks will be restored.
 - c. Generator Service: work is complete on the upper unit; additional service on other units will be needed.
 - d. Water Service Availability Form, Acct 9048: Karen will update the ownership on one parcel.
 - e. Small reservoir: The next time this reservoir is cleaned, the following items should be placed on maintenance schedule: replace ladder, cut drain flush to floor.
5. Compliance Committee: Bob Brown
 - a. Cross connection: we have a 90 percent response rate. 20 systems need to be monitored or tested by June 30, 2015. We will need to continue to monitor installation of back-flow systems and testing.
6. Conservation Committee: Rubye Vallat
 - a. Emergency Response: Rubye Vallat reported on the emergency alert system.
7. Planning Committee. John Lovie and Bob Winquist
 - a. Kohlwes property: Nothing new to report.
 - b. Reserve planning and equipment life/replacement: John is working to refine the cost estimates for the engineering and construction of a filtration system for Well #2. Without a new system this well does not meet arsenic standards. We need to start preparing for this expense to provide a backup for Well #1. This was addressed under new business.
8. Governance: Bob Winquist
 - a. Directors' terms expiring: Bob Brown has agreed to serve another term.
 - b. Preparation for annual meeting: Ronda and Bob will work on materials and schedule for mailing materials. Board members will work as volunteers to help with check in and elections. John Lovie will invite Jim Patton, president of the Whidbey Island Water Association, to speak at the annual meeting. Tom will prepare a letter for the meeting; it will be mailed in May.

9. New Business:

Action: The Board took action on six resolutions in preparation for the annual meeting (the resolutions are attached).

- a. Resolution 15-05-25-001 regarding a \$45 quarterly assessment: This resolution was moved, seconded, and approved.
- b. Resolution 15-05-25-002 regarding an increase in the quarterly base fee to \$75: This resolution was moved, seconded, and approved.
- c. Resolution 15-05-25-003 regarding the rate structure: This resolution was moved, seconded, and approved.
- d. Resolution 15-05-25-004 regarding the six-year budget: This resolution was moved, seconded, and approved.
- e. Resolution 15-05-25-005 regarding the 2014 Financial Statement: This resolution was moved, seconded, and approved.
- f. Resolution 15-05-25-006 regarding the annual audit: This resolution was moved, seconded, and approved.

10. Adjournment at 12:54 pm.

Action: motion and second to adjourn the meeting. Motion passed unanimously.

Submitted by:
Ronda Skubi, Secretary

**DRAFT Minutes
Sun Vista/ Sunlight Beach HOA Board Conference Call
April 29, 2015**

The Conference call was convened at 8:30 pm. Board members on the call were: Tom Kraft, Bob Brown, Bill Countner, Karen Johnson, Norm Ledbetter, Ronda Skubi, and Bob Winquist. The purpose of the call was to clarify the way the credits under agenda item 2.e from April 25th would be calculated.

It was moved, seconded, and approved that the calculation of a credit will start with the total amount of the bill; subtract the quarterly connection fee (base amount); and then calculate 50 percent of the remaining amount; and apply that amount as a credit.

The call was adjourned at 8:47 pm

Submitted by:
Ronda Skubi, Secretary