

Minutes
Sun Vista/ Sunlight Beach HOA Board Meeting
September 13, 2014 Meeting

The meeting was convened at 10:02 am on September 13, 2014 at the Big Red Barn.

Attendees: Tom Kraft, Boyd Benson, Bill Countner, John Lovie, Joel Shrut, Ronda Skubi, and Bob Winquist. Guest: Ed Sheets.

1. Secretary's Report by Ronda Skubi.
 - a. All minutes have been approved and posted on the website.
2. Treasurer's Report - All balances are as of August 31, 2014.
 - a. Cash balance: Checking is \$11,301; the savings/reserve account has \$44,841.
 - b. Accounts receivable and Accounts Payable aging: accounts receivable total \$4,594. \$2,618 of the accounts are over 90 days overdue. **Follow up Action**: Karen will send the standard letters to those who are more than 60 days late on payments; this starts the process approved by the Board.
 - c. Bookkeeper: The Board discussed the need to hire a bookkeeper to assist the Treasurer. Tom Kraft will follow up.
3. Finance Committee: Boyd Benson
 - a. Financial Audit: The internal audit committee members have agreed to serve on the committee for the next audit. The Audit Committee is comprised of Boyd Benson, Norm Ledbetter, Ed Sheets, Linda Henderson, and Jerry Maxwell. Boyd Benson will also ask for new volunteers.
 - b. Escrow inquires: **Action**: Ronda Skubi will develop a procedure for escrow inquires that will include attaching a water application form that should be filled out at the time of sale so the Association will get information on the new owner when properties are sold.
 - c. Six-Year Budget: Boyd circulated the budget for review by the Board at the next meeting.
4. Operations Committee: Bill Countner and John Lovie
 - a. Filtration system/settling tanks: The Board discussed the options to complete this project. Bill Countner will follow up on a sump pump to move water from the first to the second settling tank.
 - b. Fence Closure: Tom Kraft will talk to King Water Service to determine where and how big the space needs to be for the service truck to get access. Once we have that information, Bill Countner will complete the fence work.

- c. Pressure Tanks: We are still waiting for the parts needed for the booster pumps. This work should be done at the same time as the work to repair the ozone generator.
 - d. Pump cleaning: will be scheduled for spring 2015.
 - e. Treatment system for Well #2: The current system is not adequate. Without Well #2 there is no back up if something happens to Well #1. There may be other technologies that can be a better job than the previous system. **Action:** It was moved, seconded that John Lovie should seek an estimate for the engineering study needed for a new water treatment system and report to the Board. Motion passed unanimously.
 - f. Staining the generator enclosure: Bill Countner will hire a painter to do the staining.
5. Planning Committee. John Lovie and Bob Winquist
- a. Wellhead Protection: the plan is being reviewed by Island County.
 - b. Whidbey Island Water System Association: John Lovie is vice president to the WIWSA. The WIWSA had a presentation about the Washington State policy to encourage water systems to consolidate. Forming a water district has certain benefits.
 - c. The planning committee expects an appraisal of the Kohlwes property soon. It will then pursue the next steps to negotiate to purchase the property.
6. Conservation Committee: Joel Shrut
- a. Emergency Response: The committee is working to update phone numbers for the phone tree. The committee is working with Whidbey Telecom to set up a system to send text messages in an emergency. Tom will check with Clive about putting the King Water phone number on the website so people can call if they see a problem.
 - b. Water Savings: Consumption to date is down 12 percent.
7. Governance:
- a. No report
8. Adjournment at 11:20 am.
- Action:** motion and second to adjourn the meeting. Motion passed unanimously.

Submitted by:

Ronda Skubi, Secretary