

**Minutes**  
**Sun Vista/ Sunlight Beach HOA Board Meeting**  
**September 7, 2013 Meeting**

The meeting was convened at 10 a.m. on September 7, 2013 at the Big Red Barn.

Attendees: Tom Kraft, Boyd Benson, Bob Brown, Bill Countner, Karen Johnson, John Lovie, Joel Shrut, Ronda Skubi, Bob Winqvist. Guest: Ed Sheets.

Secretary's Report by Ronda Skubi.

- a. Approval of June 29, 2013 Board Meeting minutes: **Action:** motion and second to approve the minutes; motion passed unanimously.
- b. Approval of June 29, 2013 Annual Members Meeting minutes: **Action:** motion and second to approve the minutes; motion passed unanimously.

2. Treasurer's Report by Karen Johnson.

- a. Cash balance: Checking is \$15,934; the capital account has \$44,820; accounts receivable total \$5,989.
- b. Income and expenses: the expenses to date are \$26,574; the total expense budget for the year is \$37,098. Total income to date is \$36,782; the annual budget for revenue is \$38,190.
- c. Write off of a receivable on the account #9114 due to foreclosure: **Action:** motion by Karen Johnson, second by John Lovie to waive the \$195 balance on the foreclosed property. Motion failed on 2 to 7 vote. **Action:** The Board approved an action to notify the new owners of account #9114 to inform them that there is a balance of \$195 due.
- d. Second quarter billings and impact on property owners: water use has increased by about 11.5 percent; revenues have increased by about 8.7 percent.
- e. New contract with Carrie Allen: Ms Allen will pick up the mail once a week; twice during the month after billings are mailed. She will also log in payments and make bank deposits. Karen hopes that Allen will eventually be able to prepare and send invoices.

3. Finance Committee by Boyd Benson.

- a. Boyd reported that there are volunteers for the internal audit committee.
- b. John Lovie gave a report on his presentation to the Evergreen Water Service conference on the Sun Vista/ Sunlight Beach HOA rate structure.

4. Operations Committee by Bill Countner and John Lovie.

- a. Update on water levels and well protection: the Operations Committee discussed the current operations. The system is using too much water in the summer and stressing the well pump; we are seeing cavitations in the pump operation that will damage the pump if not corrected. Our permit is for 33 gallons per minute; we are within 10 percent of this limit in the summer. This is clearly a problem that needs to be addressed by changes in operations and a more aggressive conservation program.

**Action:** the Operations Committee will analyze the information from the summer months and prepare an operations plan for next year. In preparing the plan, the Committee will analyze the well run times for Well #1 and information about Well #2, including water quality issues.

- b. Account #9151 water connection: **Action:** the Operations Committee approves paying the invoice from King Water and J.D. Wallace. The hook-up charges are the responsibility of the property owner and should be billed.
- c. Account # 9142 meter confusion: **Action:** the Operations Committee agreed that account #9142 should receive a credit of \$29.95 because the invoice incorrectly included a reading from the Sunlight Beach water system meter.
- d. Well #2 service/access gate: The Operations Committee needs the specifications for the gate to allow access to Well #2. **Action:** Bill Countner will send an email to Tom Kraft and Clive to get the necessary information to RH Drilling.
- e. King Water invoice for line repair on hill: **Action:** The Operations Committee approved the payment of this invoice.
- f. Weeding at reservoir/mulch for bed: **Action:** the Operations Committee approved the mulching of the beds to reduce weeds; there will be an invoice for this work that should be paid.
- g. Generator exercising or testing: **Action:** the Operations Committee will check on the run meter and propane levels to determine whether the generator has come on as part of the regular testing of the system.
- h. Account # 9144 meter box: the box is broken and needs to be repaired. **Action:** Tom Kraft will notify the account holder about the need to fix the meter box and protect the meter.

5. Compliance Committee by Bob Brown.

- a. Status of Cross-Connection Program: the survey of property owners that may be subject to the program is in progress; the committee will report when the survey is completed.
- b. Well Head Protection Program: The Board reviewed the requirements to protect the well heads for the water system. There are a number of requirements, including a 1,000 foot radius around the pump house where no activity is allowed that could contaminate the water supply. **Action:** The Committee will work with Evergreen, the

Island County Health and Zoning Departments, and the Department of Ecology. The Board may need independent technical advice on these issues.

6. Conservation Committee by Joel Shrut.

- a. Emergency call list: Joel is exploring the use of text messaging and email to provide an automated notification system. **Action**: Joel will provide copies of the current call list to the Board members.
- b. Expansion of the Committee: John Lovie and Ed Sheets will join the committee and the committee will prepare recommendations to reduce water use next summer.

7. Governance by Bob Winqvist and John Lovie.

There was no report from this committee.

8. Old Business

- a. Bill from SLB Water System for work on leak investigation. **Action**: motion and second to pay the invoice; the motion was approved. The contractor for the SLB Water System was the first on the scene of a leak, dug up the area, and determined that the leak was on our system. The invoice is reimbursement for the cost incurred related to the leak.

9. New Business

- a. Account #9014 billing for meter replacement: **Action**: Tom Kraft will respond to indicate that under rule 5(b) the property owner is responsible for the costs of the meter and any replacement.
- b. Account #9074 complaint letter: **Action**: motion and second to approve the letter prepared by Tom Kraft in response to the account holder's letter. Motion passed unanimously.
- c. Creation of a Planning Committee: **Action**: motion and second to create a Planning Committee to develop recommendations to the Board on how to secure access and water supply in the future. Motion passed unanimously. John Lovie will chair the committee, Bob Winqvist, Bob Brown, and Ed Sheets will serve on the committee.

10. Adjournment at 1:00 pm.

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

Submitted by:

Ronda Skubi, Secretary