

**Minutes**  
**Sun Vista/ Sunlight Beach HOA Board Meeting**  
**January 31, 2015**

The meeting was convened at 10:10 am on January 31, 2015 at the Big Red Barn.

Attendees: Tom Kraft, Bill Countner, Karen Johnson, John Lovie, Joel Shrut, Ronda Skubi, and Bob Winquist. Guest: Ed Sheets and Amber O'Brien.

1. Secretary's Report by Ronda Skubi.
  - a. Minutes for the November 15, 2014 Board Meeting: it was moved, seconded, and approved that the minutes be approved.
2. Treasurer's Report – Karen Johnson.
  - a. O'Brien Bookkeeping: Karen introduced Amber O'Brien; she will provide bookkeeping services for the Association.
  - b. Cash balance: As of December 31, 2014: Checking is \$7,619; the savings/reserve account has \$44,850.
  - c. Accounts receivable and Accounts Payable Aging Report: accounts receivable as of December 31, 2014, total \$5,265; this is a significant improvement. The accounts that are more than 90 days overdue total \$1,230. 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.
  - d. Karen will file the tax return.
3. Finance Committee:
  - a. Financial Audit: Tom will ask Norm Ledbetter to chair the Audit Committee; the committee will meet with Karen and Amber to discuss the information needs. The current Audit Committee is comprised of Norm Ledbetter, Ed Sheets, Linda Henderson, and Jerry Maxwell. Board members will seek other volunteers.
  - b. Six-Year Budget: The Board will need to review the Six-Year Budget at the next meeting. Karen will send a draft prior to the meeting.
4. Operations Committee: Bill Countner and John Lovie
  - a. Small Reservoir Cleaning: King Water is proceeding with cleaning
  - b. Backwash and holding tanks: King Water Service has completed work and backfilled the site. The fence will be re-established with a swinging gate. Fence vendor needs to visit site, formulate a bid, and submit for approval.
  - c. Generators: work by Jerry Beck is ongoing.

- d. Work order #15014: Bill completed review; no further action needed.
  - e. Water levels: John Lovie reported on the operations and water levels. The revised operations at Well #1 have reduced the drawdown.
5. Compliance Committee: no report
6. Conservation Committee: Joel Shrut
- a. Water Use Efficiency: Unaccounted water loss has been reduced significantly. In 2014 it was 2.1%. The figure in 2013 was 6.9%, 2012 was 11%. Prior to the new board, the losses were 34.2% in 2009.
  - b. Emergency Response: Rubye Vallat will head the emergency alert system, assisted by Suzanne Fageol. Rubye is working to set up a blast text message system. This would be in addition to the current phone tree system. Tom will contact King Water and direct them to inform Rubye if any water shutoffs are planned so she can notify HOA members.
7. Planning Committee. John Lovie and Bob Winqvist
- a. Kohlwes property: The Planning Committee gave an update on the process it has used to develop an appraisal and make an offer to the seller. The committee will fine-tune the letter to HOA members and Ronda will mail it.
  - b. Consolidation of water systems: This is a high priority for the state; however, there is little incentive for financially healthy systems to merge with systems that have not had adequate capital, infrastructure, or maintenance.
  - c. Reserve planning and equipment life/replacement: the committee will work on these issues in preparation for the review of the six-year budget.
8. Governance: Bob Winqvist
- a. Directors' terms expiring: Bill Countner and Tom Kraft have 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 on 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.
9. New Business: no new business
10. Adjournment at 11:47 am.

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

Submitted by:  
Ronda Skubi, Secretary