

SUNSET SANDS COMMUNITY ASSOCIATION
 MINUTES OF THE ANNUAL BOARD MEETING
 JUNE 25, 2011

PRESIDENT	Tom Andersen	665-2478	tom@sunsetsands.org
VICE PRESIDENT	Tammy McBane	503-771-6144	tammy@sunsetsands.org
SECRETARY	Becky Andersen	665-2478	becky@sunsetsands.org
TREASURER	Rene Cook	503-742-3163	rene@sunsetsands.org
MAINTENANCE	Kristi Rainey	665-2789	kristi@sunsetsands.org
DEVELOPMENT	Wayne Frye	665-2989	wayne@sunsetsands.org
ENVIRONMENTAL	Pam Reynolds	503-616-1249	pam@sunsetsands.org

PRESENT: Tom Andersen, Tammy McBane, Rene Cook, Becky Andersen, Wayne Frye, Kristi Rainey and Pam Reynolds

MEMBERS PRESENT: 25

WELCOME BY PRESIDENT

President Tom Andersen welcomed those attending and asked that all members use and enjoy the facilities.

PRESENTATION BY PACIFIC COUNTY FIRE DISTRICT NO. 1

Connie Biggs, Public Education Coordinator for Pacific County Fire District No. 1, gave the following presentation:

Fire District 1 is our local fire department that provides fire and emergency services to all the unincorporated areas of the peninsula. There are 25 career staff and 40 volunteers. There are five fire stations located on the peninsula, two of them are staffed 24-hours a day, five days a week. The Fire District is a tax-based entity and there are no out-of-pocket expenses for any peninsula resident. In addition to EMS services, there are programs offered that will help keep the community safe, such as address signs, lock boxes to make it easier to reach you inside your home if you are unable to open the door for PCFD; help residents make a pre-fire plan that will help mitigate any losses that might be sustained in a fire; teach CPR and first-aid classes for individuals and businesses; focus on prevention and safety. The following are some new programs added:

- 1. Fire Wise USA:** Identifies areas surrounded by vegetation that present special fire risks, teaches property owners how to prevent wildfire in their community and how to reduce the risk that would ensue by using your homes to the potential of wildfire. The benefits of the program are: protection from wildfires; national recognition for your community; eligibility for grants that pay for fire-safe activities and products; possible added property value; and possible lower insurance rates.

2. COMMUNITY EMERGENCY RESPONSE TEAM "CERT": This is a new community-driven program. This program was developed by the Department of Homeland Security and is loosely managed by Pacific County Emergency Management. The overall idea of CERT is that in a disaster, emergency services may find it difficult to reach anyone in any given area. The program trains people in disaster preparedness, fire safety, to perform basic search and rescue and life-saving techniques. The training for the program is approximately 20 hours. When you are CERT trained, you are certified to a low-level national level, not a first-responder level. CERT is about taking care of yourself, your family, your house, immediate surroundings and branching out to your neighbors and helping anyone, as you are able to.

Question: Are you doing a map-your-neighborhood?

Answer: PCFD would like to do that.

Question: What is the water source in our neighborhood? Do you have tanks or are there fireplugs?

Answer: Yes, there are two fireplugs and some water standpipes. PCFD has two tankers and two engines that carry water. One tanker can draw 15,000 gallons of water from the lake and dump it in three minutes.

Question: Do we have access to the lake for that tanker?

Answer: We have access, but need to improve the ramp so that a tanker would not become stuck. We also need to contact North Beach Water Company to install more pipes/plugs for fire protection.

Question: Are the lockboxes for the elderly?

Answer: Yes. They are for anyone who requests them. The lockboxes are accessible by emergency services only and cannot be removed from your home by vandalism or theft.

Question: What about outdoor burning?

Answer: Outside burning is permitted on the peninsula. Permits can be picked up at Jack's or the fire station. The following rules apply:

- no burn barrels
- burn only natural vegetation
- the fire should be no larger than 4' x 4'
- burning is permitted in daylight hours only
- the burn site must be 50' from any structure

REPORTS FROM THE DIRECTORS

MINUTES: The minutes of the previous annual meeting were distributed by hand to those attending the meeting. There were no corrections or additions. Tammy McBane moved to accept the Minutes as presented. Rene Cook seconded the motion. The motion carried unanimously.

TREASURER: Copies of the Report were distributed in hard copy to those present at the meeting. Rene Cook read the following report:

Checking Account

Balance as of 4/30/2011	\$	36,458.19
<i>INCOME:</i>		
Members Dues		1,650.00
Clubhouse rental		150.00
Late Fee		175.00
Cleaning Deposit		200.00
Lien file and release		125.00
Interest Income		<u>5.21</u>
Total Income:	\$	<u>2,305.21</u>

EXPENSES:

Administration	\$	192.69
Maintenance:		3,301.76
Utilities:		<u>542.02</u>
Total Expenses:	\$	<u>4,036.47</u>
Balance as of 5/31/2011:	\$	<u><u>34,726.93</u></u>

HOUSE ACCOUNT

Balance as of 5/31/2011	\$33,014.71
Income	5.61
Expenses	0.00
House Account Balance 5/31/2011	\$33,020.32
ACCOUNTS RECEIVABLE 5/31/2011	\$6,462.00
CONTRACT BALANCE 5/31/2011	\$15,481.88

Becky Andersen made a motion to accept the Treasurer's report subject to audit. Tammy McBane seconded and the motion carried unanimously.

MAINTENANCE: Kristi Rainey reported that Bob Thompson had completed the following:

- Regular rounds
- Picked up trash on roadways
- Check restrooms – clean on daily basis

- Cleaned clubhouse (three times per week)
- Regularly open clubhouse and gate for events
- Painted picnic tables and bridge rails
- Stained front doors
- Tractor maintenance
- Cleaned clubhouse windows
- Reported the theft of two of the outside surveillance cameras

Question: Does the Association have insurance to pay for the cameras?

Answer: Yes, how there is a \$1,000 deductible. The theft will not be reported to the insurance company.

Becky Andersen moved to accept the report, Tammy McBane seconded and the motion carried unanimously.

DEVELOPMENT: Wayne Frye reported the following:

He met with Mr. Porter to discuss the construction of a small house at 208th & Birch.

Wayne also met with Paul Sterling to discuss the clearing of his lot for eventual sale. His property is located at 219th.

Wayne ran a comparison of last year's activity and this year's activity and found that development was up slightly (three new construction versus two the previous year.)

Pam Reynolds moved to accept the report, Becky Andersen seconded and the motion carried unanimously.

ENVIRONMENTAL: Pam Reynolds reported that there was nothing new to report as far as the tree removal project. Pam had also inspected the front sign, applied some caulking sealer and reported that the sign was in very sad repaired and would need to be replaced.

Pam also talked about her involvement with the tsunami preparedness discussions in the area and offered a hand out prepared by Jackie Sheldon for tsunami preparedness. She also discussed the CPR classes being offered by the fire department. Pam had attended the class, is certified and the cost of the class was \$25.

Tammy McBane moved to accept the report, Becky Andersen seconded and the motion carried unanimously.

CORRESPONDENCE

- E-mail dated May 30, 2011 from Lindy Payton. Her and her husband are considering a move to Sunset Sands from Idaho and asked whether they could operate a lawn service from their home. E-mail dated June 12, 2011 from Becky Andersen in response stating that after research of both the By-laws and Covenants, there was no mention of operating such a business from their residence.

- E-mail dated June 17, 2011 from Danny Kastl asking the Association to keep fireworks at a zero tolerance. E-mail dated June 21, 2011 from Becky Andersen in response stating that Pacific County does not restrict fireworks anywhere on the peninsula. Therefore, the only recourse the Association has is the “no fireworks” signs that are posted during the 4th of July holiday to dissuade members from setting off fireworks.

OLD BUSINESS

- Robert Gillespie’s small claims judgment – resolved
- Problem properties – resolved
- Purchase of new (used) riding lawn mower
- Purchase of new card key system
- Revision to rental rates and rules of conduct for the clubhouse

NEW BUSINESS

Card key system:

North Beach Security and Alarm completed the system prior to the annual meeting. The computer program is set. The system is an infrared reader and has a battery backup in the event of loss of power. Keys will be issued one per lot. The Association will not sell additional keys. The keys are not ready at this time, however the temporary code to the gate, clubhouse and shower houses is 1-2-3-4-5-6 on the keypad. The keys will be programmed with the member’s name and lot number(s). The system will record the time and date any member uses their card for access. All keys will be mailed unless arrangements have been made for pick up. Lost keys will cost the member \$25 for replacement – when the new key is issued, the old key will be deactivated preventing further use. Clubhouse renters (non-members) will be issued at temporary card key that will deactivate in one or two days depending on the length of rental.

The cost of the system is \$9,373.27, which includes a laptop, locks, keys, two doors for the shower houses and training.

Contact either Rene Cook at 503-742-3163 or Evelyn Davis at 360-665-4297 regarding the new keys.

Becky Andersen made a motion to take the money for the card key system from the capital improvement fund. Rene Cook seconded the motion and the carried unanimously by all members present.

Clubhouse fee rates and rental agreement:

After reassessment by the Board, it was decided that the cleaning deposits and rentals fees would be raised. Following are the preliminary numbers for rate changes and rules of conduct:

<u>Members</u>	<u>Old</u>	<u>New</u>
1 – 25 persons	\$25	\$50
26 – 50	\$50	\$100
51 – 75	\$75	\$150

Non members

1 – 25 persons	\$100
26 –50	\$200
51 – 75	\$300

Refundable cleaning deposits

One to two day rentals	\$300
Three or more days	\$450

Members who have renters that would like to reserve the clubhouse or grounds will need to sign the form taking responsibility for their renters. If it is determined that “renters” will be charged the non-member fees then the responsibility will lie solely with the renter. The Board will do further research of Association documents and speak with the Association attorney before proceeding.

A sign will be posted at the gate “*Private Party in Progress*” to avoid any confusion as to rights to the clubhouse/park facilities.

In order for a renter to have their cleaning deposit refunded, a checklist for clean up will be prepared. The facility will be inspected prior to and after the function. A Board member and Bob Thompson will accompany the renter during the final inspection to avoid any misunderstanding regarding the clean up.

NOMINATION OF BOARD MEMBERS

There are currently four positions on the Board up for reelection for the 2011 – 2013 term.

Nominees

Tammy McBane
Kristi Rainey
Wayne Frye
Don Haverkamp
Howard Hermanson

Becky Andersen moved to adjourn the meeting; Tammy McBane seconded the motion, and the meeting was adjourned at 2:45 PM.

Respectfully submitted,

Becky Andersen
Secretary