

**SUNSET SANDS COMMUNITY
ASSOCIATION**
MINUTES OF THE BOARD
MEETING JUNE 23, 2012

PRESIDENT	Pam Reynolds	503-616-1249	pam@sunsetsands.org
VICE PRESIDENT	Tammy McBane	503-771-6144	tammy@sunsetsands.org
SECRETARY	Becky Andersen	360-665-2478	becky@sunsetsands.org
TREASURER	Rene Cook	360-665-0009	rene@sunsetsands.org
MAINTENANCE	Kristi Rainey	360-665-2789	kristi@sunsetsands.org
DEVELOPMENT	Wayne Frye	360-665-2989	wayne@sunsetsands.org
ENVIRONMENTAL	Don Haverkamp	206-552-3400	don@sunsetsands.org

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

ABSENT: 0

MEMBERS PRESENT: 43

President Pam Reynolds called the meeting to order at 1:30 PM.

Pam reviewed our old business and presented an overview of all the work performed by the Sunset Sands Community Association. (A list of these items are found under old business) She then asked for the Director Reports.

**REPORTS FROM THE
DIRECTORS**

MINUTES: May 19, 2012 minutes were adopted and was carried passed unanimously by membership

TREASURER: Copies of the Treasurers Report for the month of May 2012 were distributed in hard copy to those present at the meeting. The documents provided were the income and expenses and the balance sheet showing our current assets.

**Sunset Sands Community Association
Profit & Loss**

MAY 12

Income

Club House Rental	50.00
Late Fee	100.00
Member Dues	75.00
Other Income	<u>15.00</u>

Total Income	915.00
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Expense

Administration	1,000.17
Care Taker Wages	1,738.02
Maintenance	568.72
Utilities	119.00
Utilities, Bus	<u>612.84</u>
Total Expense	4,038.75
Net Income	-3,123.75

Rene asked if there are any questions. Membership asked about the dues increase and the new budget. She explained that the new proposed budget with the \$25.00 dues increase was scheduled under new business and will be discussed later on the agenda. If, there are no more questions, is there a motion to accept the Treasurers Report?

Motion: Beaky Anderson moved to accept the report and Tammy McBane seconded the motion and membership passed unanimously.

MAINTENANCE REPORT: Kristy Rainey reported the following issues:

The men's room toilet was plugged and shower timer that was struck on needed to be fixed. The security cameras had a problem and Anderson Security needed to come out and repair the system. Replacing parts and maintaining the tractor and mowers is ongoing. Memorial Day weekend was busy and Bob work this weekend maintaining the facility. We are working on the picnic tables and they will soon need replacement due to rot. The brush piles were burned. The County has a size limit on burn piles. Any pile that is larger than 10 feet in height requires a county fire permit and is \$75 dollars. Bob used the tractor and had to reduce the size of the pile by making smaller piles to complete the burn, so we would not have to purchase a burning permit. Only brush and tree debris from trimming are allowed in the burn pile. No solid waste of any kind is authorized. We only do Mowing and small trash pick-up along the main roads not the side roads. These roads are maintained by the membership owning property adjacent to their roads. There is a beaver that has been working on a tree that will soon be down. The BBQ pit and grills have been cleaned. The grills will need to be replaced soon, due to rust. This concludes the maintenance reports are there any questions? If not is there a motion to accept.

Motion: Pam Reynolds moved to accept the Maintenance Report and Becky McBane seconded the motion and carried unanimously.

DEVELOPMENT: Wayne Frye reported the following issues:

There were 2 new development proposals for last month, and 1 new construction, and 1 septic replacement. There was also 1 Green belt hazard tree inspection.

I would like to go over last year's development and compare it with this year's totals. During the Last year, there were 4 lot clearings and 1 septic repair. There were no new septic systems for this year and 2 replacements last year. This year there were also 2 septic replacements. Additions for last year 2 garages and 2 this year 3 new constructions last year and 1 this year. Now I would like to go over the last 5 years of development reviews. We had 14 lots cleared, 6 septic identified that needed to be done, 12 Septic tank Installations, 9 additions to existing structures mostly garages, 3 fences, 17 new homes, However, 10 of those were done in 2007 and 2008.

Wayne then talked about the requests from members for approving development reviews. There must be a site plan or a drawing with dimensions and explanation of the work to be completed. The county will require my approval and stamp on the plans before they can approve or permit the new development. Do not expect me to review and approve any plans on short notice. Remember that the Association has up to 60 days to review and approve the plans. I will try to review and approve as quickly as possible but remember to plan ahead.

Hazard Trees on the Association's green belt will be approved on case by case bases. In most instances I will approve if there is a leaning or dead tree. However, we need to maintain a nice green belt between lots.

Wayne also talked about Gorse a noxious weed that is invading the county and a small sighting of Gorse in Sunset Sands. Wayne has brought a sample for anyone to look at after the meeting. Bob has removed and sprayed the areas that were identified having Gorse on Association property. There is a large fine the county can levy if this weed is not removed as soon as possible. So we are looking for any other locations in Sunset Sands. There is some located in the northern part of Sunset sand near 227th Street. Is there any questions? If not is there a motion to accept the Development report?

Motion: Becky Andersen moved to accept the report, Tammy McBane seconded and the motion passes unanimously.

ENVIRONMENTAL: Don Haverkamp reported the annual Report. He reviewed the following 11 items

Environmental Report

Past years activities

Fiscal Year June 2011 through May 2012

1. Removed fallen trees from the north tributary between the pond and Loomis Lake. (Denny Cook and his friend were instrumental in getting this done.)
2. Cleaned up fallen trees from island and converted to Dog Park. (Dennis McBane made and donated gate; Earl Reynolds made and donated doggie bag dispenser)
3. Cleared two paths from the island to Loomis Lake.
4. Removed limbs and brush from north side of pond to burn pile.
5. Caulked holes and repainted Sunset Sands sign at 227th/Birch entry.
6. Repaired and Replaced roofing on BBQ Pit covered area. (Received 4 bids ranging from \$2,500 (low) to \$6650 (high). After reviewing bids and checking past work references decided to accept low bid. Work was completed as promised on time and on budget.)
7. Repaired roof on north storage building (old refuse collection building) which had been damaged by a wind fall tree a few years before.
8. Replaced roof on the water well structure using left over materials from the BBQ roof repair. Repainted water well.
9. Caulked holes and cracks and repainted the decorative beams extending from the clubhouse.
10. Two senior boys from Ilwaco HS cleaned some of the undergrowth from the ponds as their Senior project.
11. Trimmed shrubs and roses around the clubhouse.

Respectfully submitted,
Don Haverkamp
Environmental Director

Pam Reynolds made a motion to accept the Annual Report, Tammy McBane seconded the motion and it carried unanimously.

CORRESPONDENCE:

- E-mail dated 5/22 from Rene Cook regarding the Association budget.
- E-mail dated 5/24 from Wayne Frye regarding newsletter items, in particular, the gorse issue and letter pertaining gorse from the County.
- E-mail dated 5/24 from Rene Cook to the Board regarding the budget and the proposed dues increase.
- E-mail dated 5/24 from Wayne Frye in response to the budget info sent by Rene Cook
- E-mail dated 5/24 from Rene Cook regarding the budget and the need for an audit.
- E-mail dated 5/24 from Becky Andersen to the Board regarding her thoughts on the proposed budget and dues increase.
- E-mail 5/24 from Pam Reynolds to the Board regarding the proposed budget and requesting a special meeting of the Board to discuss.
- E-mail dated 5/29 from Lisa Gillespie asking why the minutes are online and saying that they [minutes] had been neglected for the last few months. She also requested the name and phone number of the person who "takes care of SSCA financial audits".
- E-mail dated 5/29 from Becky Andersen in response to Lisa Gillespie's. Becky indicated that the minutes had NOT been neglected -the minutes had been forwarded to the Association web manager.
- E-mail dated 5/29 from Lisa Gillespie stating she had received the minutes and wondering why a "local" can't "do them for us".
- E-mail dated 5/30 from Rene Cook to Lisa Gillespie regarding the minutes. Rene indicated that "the website is created and updates posted by a member of SSCA, where she lives does not matter. Rene also gave Ms. Gillespie the name of our accountant, John Powell of Powell Seiler & Co. along with Mr. Powell's phone number. Rene reminded that if Mr. Powell chose to charge for his time, etc. that Ms. Gillespie would be responsible for those charges.
- E-mail dated 6/1 from Pam Reynolds to the Board regarding the hole dug by the gate to the park. The hole was dug by the water company, as there was a leak on that pipe.
- E-mail dated 5/30 from Lesley Ferguson, Farmers insurance, requesting information regarding SSCA members. She indicated that Foremost Insurance gives a discount to homes in a community.

- E-mail dated 6/12 from Wayne Frye to the Board indicating that he did have insurance through Foremost Insurance and was able to get a pretty good discount.
- E-mail dated 6/18 from Doug Hall to the Board. Mr. Hall wrote a very lengthy letter describing events that had taken place at his property at 206th and Birch that began last August. Evidently Mr. Hall is experiencing problems with his neighbor, Steve Wanser. Mr. Hall had one instance of burglary and one of mischief. He had called Pam Reynolds and asked that the Board intercede on his behalf. Pam told Mr. Hall that the Board is not a policing agency and that he should call the Sheriff. Mr. Hall laid out what he thought would be a solution to the problems in the Association:
 1. Form a neighborhood watch program and make Evelyn the President.
 2. Put in energy efficient streetlight at the corner of my [his] lane and Birch Place.
 3. Pave the road and charge the property owners with the fees, remind the property owners that you need to make improvements until the crime rates go down.
 4. Talk with the property owners who have suspect criminals living in their cabins about all kinds of fees that are on the horizon if we can't get the crime under control.
 5. Hire you own police like Surf Side.
 6. Report garbage fires that are being started in the vicinity of 20621 Birch Place. Implement fines for violators. "Call the police"

Mr. Hall stressed that the damages he had incurred to date is nearing eight thousand dollars. He also believed there was poor communication of Pam Reynolds and that the Board should find a more progressive President. Mr. Hall also said he would be willing to submit to a lie detector test.

- E-mail dated 6/18 from Don Haverkamp to the Board regarding Mr. Hall's letter. Mr. Haverkamp addressed each of Mr. Hall's points. Although he could sympathize with Mr. Hall's frustration, he found no merit in any of Mr. Hall's "points".
- E-mail dated 6/19 from Pam Reynolds to Doug Hall regarding Mr. Hall's complaints. Pam addressed each of Mr. Hall's six-point programs. She explained that the Association authority only allows us to contact the homeowner (which was done) and to contact the Sheriff's Office (which was done.) She indicated that she had contacted the Association attorney Who had advised her to "stay out of it"? She also informed Mr. Hall that he should be in touch with the Pacific County Sheriff's office regarding the crimes done to his property. She reiterated that at no time did she imply that the Association would act as his (or anyone's) police department, detective agency, judge or jury. She did offer the following:
 1. Read the Covenants, Bylaws posted on our website.
 2. Do not volunteer other people to carry out your programs. Do your own work. Join the Board. Volunteer.
 3. Regarding the streetlight, she indicated that Mr. Hall would have to contact the PUD and afford that himself.
 4. Regarding paving – again she told him to contact Pacific County Development Department and arrange that at his expense.
 5. She suggested that he talk to his neighbors and like-minded property owners. She suggested that they might want to sign up for the security patrols that he [Mr. Hall] intended to lead.
 6. She asked him not to confuse the Association with the local law enforcement agency.
 7. Again, Pam reiterated that we do NOT have the funds to create our own police department "like Surfside".

8. As far as unauthorized fires at ANY address – they should *always* be reported to the Fire Department. Pam stressed that "we" respect his opinion and understand his disappointment in his neighbor's ability to create concern. She told him that he had continued to call her and make unreasonable demands and then rejected the truth of what the Association could do for him. Pam also suggested that Mr. Hall attend the annual meeting to voice his concerns and perhaps take an active role in the community

OLD BUSINESS

Past year's old business included:

July

- Shower room updates
- Shower timers
- Card key system
- Stolen cameras
- Insurance dog problems

September

- Dog park gate
- Gorse removal
- Tree removal and island clean up
- BBQ roof
- Clubhouse rental

October

- Dog poop pick up station at island

November

- Shower buildings
- Empty storage sheds
- Card key system
- Problem lots
- Foreclosures

December

- Security cameras

January

- Steve Wanser

February

- Basketball hoop
- Card key admittance limitations
- Clubhouse rental
- Caretaker duties
- Steve Wanser
- Association responsibilities
- Fire safety
- Gutters
- Tools

March

- Propane heater for shop

April

- Weed removal from lake edge (completed as senior project by high school members)

May

- Fines versus liens
- New laptop for Association

NEW BUSINESS

Budget ratification

Rene Cook presented the budget justification and the need to raise dues by \$25.00 per year and also explained the proposed 2012-2013 budget. The President Pam Reynolds opened the meeting for discussion from the membership. The majorities of our membership were opposed to the increase in dues and expressed their reasons and suggested that the Board make cuts in the budget and gave some examples; to limit our employee hours during the winter months. To eliminate the direct satellite TV in the Club House and other budgeted items. The membership were unhappy with the current budget and asked the Board if the membership could form a budget review committee and work with the board to make budget cuts so our association can balance the budget for next year's expenses.

Sunset Sands Community Association
2012-2013 Budget/dues increase

June 2012 through May 2013

Cash Basis

	<u>Jun '12 - May 13</u>
Income	
Club House Rental	1,200.00
Interest Inc	40.32
Late Fee	960.00
Member Dues	63,900.00
Other Inc, Bus	80.00
Total Income	<u>66,180.32</u>
Expense	
Administration	
Advertising	102.74
Auto & Fuel	1,200.00
Insurance, Bus	4,500.00
Legal-Prof Fees	5,050.00
License & Fees	10.00
Miscellaneous, Bus	800.00
Office Supplies	875.00
Postage	900.00
Printing and Reproduction	1,200.00
repairs	100.00
Total Administration	<u>14,737.74</u>
Bad Debt	1,350.00
Care Taker Wages	20,856.24
Licenses and Permits	10.00
loss on bad debt	
Maintenance	
Equipment	780.00
Equipment purchase	800.00
Fuel	3,085.50
Materials	600.00
Rent on Equip	200.00
Service & Parts	3,000.00
Supplies	3,600.00
Tools	500.00
Wages	
Total Maintenance	<u>12,565.50</u>

**Sunset Sands Community Association
2012-2013 Budget/dues increase**

June 2012 through May 2013

Cash Basis

	<u>Jun '12 - May 13</u>
Tax, Business	
1120	300.00
940	56.00
941	5,500.00
Property	1,800.00
State Employment	<u>2,800.00</u>
Total Tax, Business	10,456.00
Utilities	
Telephone	<u>300.00</u>
Total Utilities	300.00
Utilities, Bus	
Garbage & Recycling	322.56
Gas & Electric	2,700.00
Satellite TV Service	788.28
Telephone, Bus	1,524.00
Water	<u>570.00</u>
Total Utilities, Bus	5,904.84
Wages	
Total Expense	<u>66,180.32</u>
Net Income	<u><u> </u></u>

Rational for dues increase:

1. There has not been a raise in dues for 7 years. In the last several years we have been over budget. 1. Due to necessary repairs, upkeep and rising operating costs, taxes, fuel, electric, water, garbage & insurance, etc .
2. There are items the board agreed to purchase in the last month, but have not. Items needed: a heater for the shop, tools for Maintenance, security for maintenance shop, grates for BBQ .
Approx: \$2500.00
3. Purchase new computer and software Est. \$800.00
4. 3 homes in foreclosure with write-off of \$725.00, \$300.00, and \$125.00 no dues will be collected unless property sells. **total \$1150.00**. SSCA has liens totaling \$4,636.00. 7 members X 125.00 = **\$875.00** each year. will not be collected unless property sell. They have been on the books for 5 -7 years. One write off of **\$850.00** in the 2011-12 year.
5. Will need new roof on club house in the next couple of years
6. House Acct balance may be sufficient for Roof replacement, balance as of 5/31/2012 is \$28,005.28. The house contract balance is \$11,260.00. Approx.2 more years of payments, when balance is paid off ,there is no other means of income for the capital improvement fund.
7. If we raise the dues we may be able to add a small amount to our house account at the end of each fiscal year. Giving the Association some security.
8. Expenses average 5500.00 a month, checking acct balance is \$33,182.45
divided by 7 months = \$4740.35. no extra expenses included

SSCA has had supply theft, camera theft, damages to security system, costing us extra money

Totals from above estimates **\$5325.00 + \$850.00 write off, add this to our deficit = 2230.06 = \$8405.06**

Dues increase: **426 lots x \$25.00 =10,650.00.**

Motion: Pam Reynolds made the motion to accept the proposed budget, it was seconded by Rene Cook and the count was 7 Eyes and 36 Nays motion to accept new budget failed. The Board accepted the memberships request to form a committee and those interested members can sign up at the end of the meeting today.

NOMINATION OF BOARD MEMBERS

There are three positions open on the Board for the 2012–2014 terms.

Following the election of new Board Members the nominees that received the highest votes were voted into office, following the release of the serving Board members whose term was over.

Motion: Don Haverkamp, motioned to release the following Board Members, Pam Reynolds as President, Becky Andersen as Secretary and Rene Cook as Treasurer and to remove their names from the Sunset Sands Community Association's Checking Account at the Bank of Pacific in Ocean Park Washington. Tammy McBane seconded and motion passed unanimously.

Motion: Don Haverkamp motioned to accept the newly elected Board Members: Thomas E. Manning as President, Bill Huisman as Treasurer, nominee has not yet accepted the position as Secretary and to add the names of Thomas E. Manning and Bill Huisman to the Sunset Sands Community Association's checking account at the Bank of the Pacific in Ocean Park Washington. Seconded by Tammy McBane and it carried unanimously.

Respectfully submitted,
Secretary

PAGE