

SUNSET SANDS COMMUNITY ASSOCIATION
MINUTES OF THE BOARD MEETING
JULY 16, 2011

PRESIDENT	Pam Reynolds	503-616-1249	pam@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	Don Haverkamp	206-552-3400	don@sunsetsands.org

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

ABSENT: Don Haverkamp

MEMBERS PRESENT: Nine

REPORTS FROM THE DIRECTORS

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

INCOME:

Clubhouse rental	120.71
Cleaning Deposit	54.29
Interest Income	<u>1.20</u>
Total Income:	\$ 176.20

EXPENSES:

Administration	\$ 1,181.45
Maintenance:	7,092.82
Utilities:	<u>486.03</u>
Total Expenses:	<u>\$ 8,760.30</u>
Net Income:	<u>\$ -8,584.10</u>

ASSETS

CURRENT ASSETS

Checking/Savings	
House Account	33,020.32
SSCA Checking	<u>26,342.83</u>
Total Checking/Savings	\$59,363.15

Accounts Receivable	
Membership Dues	<u>7.00</u>
Total Accounts Receivable	\$ 7.00

TOTAL CURRENT ASSETS 59,370.15

Fixed Assets	
Capital Improvements	<u>12,068.72</u>
Total Fixed Assets	12,068.72

TOTAL ASSETS \$71,438.87

LIABILITIES & EQUITY

EQUITY

Opening Balance Equity	56,718.57
Retained Earnings	23,304.40
Net Income	<u>-8,584.10</u>

TOTAL EQUITY \$71,438.87

TOTAL LIABILITIES & EQUITY \$71,438.87

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
- Put up "No Fireworks" signs
- Cut weeds on roadside
- Replaced fuel filter in big tractor
- Refreshed gravel in driveway
- New brackets for the basketball hoop
- Mowed park grass
- Replaced shaft on small mower
- Made arrangements for delivery of tractor to Tytan Tractor in Kalama
- Replaced bearings on small mower
- Replaced hot water heater
- Removed bucket from tractor for repair

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

DEVELOPMENT: Wayne Frye reported the following:

- Porter: 208th & Birch -3 bedroom, 2 bath house = approved
- Inspected one hazard tree which was determined to be on private property

Tammy McBane moved to accept the report, Rene Cook seconded and the motion carried unanimously.

ENVIRONMENTAL: Don Haverkamp was absent, but did however provide the following report:

- The front entrance sign needs repair (paintable caulk and paint). The front posts are rotted at the base, as well as the cross members that hold the sign. We may consider replacing the posts as a short-term fix. At some point, the sign will need to be replaced. Don would like to see an environmental committee started to work on the sign.
- Don surveyed the condition of the barbeque shed and found that the structure needs some immediate attention. The roof shingles have deteriorated to the point that the underlayment is beginning to rot. Some of the support poles have rotted at the base and the metal sleeves are badly rusted. Do we repair the structure or remove it and have an uncovered barbeque? The poles may be able to be repaired sufficiently as not to require immediate replacement.

Tom Andersen volunteered his services to work with Don on different projects.

Question: Is the barbeque area actually used?

Answer: Yes, it has been used a great deal.

Rene Cook reported that a friend of Denny & Rene Cooks, Herb, has offered to buck up the downed tree in Loomis Lake. The limbs don't all need to be removed, however some of them could be chipped. Although Herb has offered to do the job for nothing, it was consensus of the group to give him \$100 for his fuel and equipment costs. Once the tree has been removed, it would be advisable to cut down and rake out as much of the weeds as possible. There are no issues with the State or Fish and Wildlife as to the removal of the tree as it is on private property and utilizing volunteer effort.

Becky Andersen moved to have Herb cut up the tree and pay him \$100. Pam Reynolds seconded the motion and it carried unanimously.

CORRESPONDENCE

- E-mail dated June 26th from Judy Coleman requesting a new key.
- E-mail dated June 28th from Thomas Grable updating his mailing address.
- E-mail dated July 9th from Rene Cook regarding a rental request by Jorge Merino.

- E-mail dated July 9th from Don Haverkamp regarding renting the clubhouse to outside parties – discussing the pros and cons of renting. Also questions regarding the budget.
- E-mail dated July 9th from Wayne Frye in response to Cook's e-mail and the Merino rental.
- E-mail dated July 9th from Rene Cook regarding non-member clubhouse rental questions and concerns. E-mail dated July 10th from Don Haverkamp in response.
- E-mail dated July 15th from Thomas Manning regarding concerns regarding renting or leasing out the Association clubhouse to non-members. E-mail dated same from Becky Andersen responding to Mr. Manning's concerns

OLD BUSINESS

Shower room towel holders:

Kristy Rainey reported that the towel holders can be purchased at Cash n' Carry. The current towel dispensers allow members to take handfuls of towels. The new towel holders are hand motion activated, thus reducing the cost of paper towels.

Shower timers:

Bob Thompson reported that the timers were working fine. The signs made by Rene Cook reminding members to turn off the water when finished showering helped a great deal.

NEW BUSINESS

Card key system:

The new system is in place and in the process of mailing the new keys with a letter explaining everything about the system on Monday July 18th. Members can also pick up their keys at Evelyn Davis'. The old code will be removed some time around July 31st. Police, PUD and realtors will be assigned a code and fire responders will be issued a key. All entities receiving codes will be educated on the use and responsibility of such.

Rene Cook and Evelyn Davis will collect the old keys.

Stolen cameras:

Rene talked with Andrew of North Beach Security and Alarm regarding replacement of the cameras. Andrew also offered ways of avoiding theft in the future.

Insurance:

Rene Cook reported that it will cost the Association \$2,780 more per year to get insurance that will allow us to rent to non-members. Anyone renting the facilities will need to provide matching liability insurance for their event = event insurance. Rene believes this event insurance will be required of all members. If the event will be serving liquor, matching insurance will be required as well. Proof of insurance certificates need to be provided to the Association prior to rental.

It was suggested that the Association check to see if "event insurance" might be available to us in lieu of the higher insurance rate.

Caretaker duties:

Kristy Rainey spoke with Bob Thompson regarding his hours. She suggested that when a bigger project comes up, he ask for volunteer effort. Also, Kristy will be taking over the opening and closing of the clubhouse and gate for events.

It was also stressed that the Caretaker needs time off and to let the Board know so that his duties can be covered.

Dennis McBane has offered to do any welding that needs to be done in the future.

Private party:

Rene Cook reported that Mr. Merino has rented the facility a number of times. There were issues the last time he rented and we agreed that we would keep his cleaning deposit to replace the bushes. Mr. Merino has again requested use of the clubhouse on July 23rd. Rene explained the new fee structure new rules to him, part of which includes the "owner" of the property taking responsibility for whatever occurred at his function. Rene contacted the owner who refused to sign and be responsible for his renter's action.

Dog problem:

There have been member's whose dogs have been "off the leash" in the park. Recently, a pit bull charged Bob Thompson as the owner stood by and watched.

It was suggested once again that a gate be installed on the bridge at the far end by the island to allow dog owners a place for their dogs to run "off the leash".

Becky Andersen moved to adjourn the meeting; Tammy McBane seconded the motion, and the meeting was adjourned at 10:35 AM.

Respectfully submitted,

Becky Andersen
Secretary