

**SUNSET SANDS COMMUNITY ASSOCIATION**  
 MINUTES OF THE BOARD MEETING  
 SEPTEMBER 17, 2011

<b>PRESIDENT</b>	Pam Reynolds	503-616-1249	<a href="mailto:pam@sunsetsands.org">pam@sunsetsands.org</a>
<b>VICE PRESIDENT</b>	Tammy McBane	503-771-6144	<a href="mailto:tammy@sunsetsands.org">tammy@sunsetsands.org</a>
<b>SECRETARY</b>	Becky Andersen	665-2478	<a href="mailto:becky@sunsetsands.org">becky@sunsetsands.org</a>
<b>TREASURER</b>	Rene Cook	503-742-3163	<a href="mailto:rene@sunsetsands.org">rene@sunsetsands.org</a>
<b>MAINTENANCE</b>	Kristi Rainey	665-2789	<a href="mailto:kristi@sunsetsands.org">kristi@sunsetsands.org</a>
<b>DEVELOPMENT</b>	Wayne Frye	665-2989	<a href="mailto:wayne@sunsetsands.org">wayne@sunsetsands.org</a>
<b>ENVIRONMENTAL</b>	Don Haverkamp	206-552-3400	<a href="mailto:don@sunsetsands.org">don@sunsetsands.org</a>

**PRESENT:** Pam Reynolds, Tammy McBane, Rene Cook, Becky Andersen, Kristi Rainey, Wayne Frye and 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. Don Haverkamp 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	775.00
Cleaning Deposit	0.00
Interest Income	<u>4.85</u>
Total Income:	\$ 779.85

**EXPENSES:**

Administration	\$ 373.84
Maintenance:	2,323.07
Utilities:	<u>362.37</u>
Total Expenses:	\$ <u>3,059.28</u>
Net Income:	<u>\$ -2,279.43</u>

**ASSETS**

**CURRENT ASSETS**

Checking/Savings	
House Account	33,032.81
SSCA Checking	<u>12,606.71</u>
Total Checking/Savings	\$45,639.52
Accounts Receivable	
Membership Dues	<u>-118.00</u>

Total Accounts Receivable	\$ <u>-118.00</u>
TOTAL CURRENT ASSETS	\$45,521.52
Fixed Assets	
Capital Improvements	<u>21,744.99</u>
Total Fixed Assets	21,744.99
TOTAL ASSETS	<u>\$67,266.51</u>
<b>LIABILITIES &amp; EQUITY</b>	
EQUITY	
Opening Balance Equity	56,718.57
Retained Earnings	23,457.56
Net Income	<u>-12,909.62</u>
TOTAL EQUITY	\$67,266.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$67,266.51</b>

The repairs and hauling charges for the Tytan tractor amounted to \$2,107.30. The total for the security system will be approximately \$10,026.00. This will include two new cameras to replace the stolen ones, one at the gate and additional card keys.

*Motion:* Rene Cook made a motion to transfer \$10,000 from the house account to the checking account to cover the cost of the security system. Becky Andersen seconded the motion and it carried unanimously.

Also, Rene ran a budget versus actual comparison and it appears that the Association is over budget by \$2,766 to date.

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
- Rotten (decorative not structural) beams on the clubhouse were cut, caulked and painted
- Mowed park grass
- Burned brush pile
- Readied tractor for transport and repair
- Replaced heat pump motor (warranty)
- Painted front and back porches on the clubhouse
- Carpet cleaned on September 16<sup>th</sup>
- Bob Thompson scheduled for vacation the first two weeks in October

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

**DEVELOPMENT:** Wayne Frye reported the following:

- One lot clearing
- Tree removals
- No new development

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

**ENVIRONMENTAL:** Don Haverkamp provided the following report:

- Cleaned the fallen trees from the pond on Loomis Lake, debris from the tree has been burned and paths cleared
- Worked on the extension beams at the clubhouse – beams may have to be replaced at some point in time
- Caulked entrance sign (sign is 41 years old and *rotten*). The sign will need to be replaced
- Moss out was spread on utility shed roof
- Obtained two bids for repair of the roof on the BBQ shed

*Future projects:*

- 1) Clean undergrowth in pond
- 2) Complete work on the dog park (a gate has been installed on the west end of the bridge)
- 3) North shed needs roof repair – this can be done by volunteers
- 4) Gravel for the boat ramp

Tammy McBane moved to accept the Environmental report. Kristi Rainey second the motion and it carried unanimously.

### **CORRESPONDENCE**

- E-mail dated 7/15/11, from Becky Andersen to Thomas Manning regarding the rental of SSCA facilities to non-members indicating that she had spoken with the Association attorney, Sam Jacobs, concerning that specific issue. Mr. Jacobs indicated that as a non-profit, SSCA is able to collect funds for the facilities up to 60% of the total dues collected per year. She also assured him that during rental times a sign would be posted "*Private party in progress*" at the gate to the park so as to notify other members to respect the renter's rights. Also, a bank account will be set up specifically for the rental fees and this money would be earmarked for special big-ticket projects in an effort to eliminate the need for a special assessment.
- E-mail dated 7/22/11, from Rene Cook regarding the tractor repair.
- E-mail dated 7/28/11, from Rene Cook regarding the tree project on *Shorty's Island*.
- E-mail dated 8/1/11, from Doug Stone complaining about the residents at 2703 224<sup>th</sup> Street, specifically "noise and revving engines up and down the street all the time...we shouldn't have to tolerate this in what is usually a quiet neighborhood..."

- Letter dated 8/6/11, from SSCA to Kristen Harman regarding the complaints received about the renter at her property at 2703 224<sup>th</sup> Street.
- E-mail dated 8/8/11, from Carol Weaver indicating that she had recently purchased property on 210<sup>th</sup> and Birch and was inquiring about dues, etc.
- E-mail dated 8/8/11, from Bob Bryant to Becky Andersen wondering why the tractor/mower had not been used except in the park and on Birch. He indicated that roadways on Crane were anywhere from one- to three-feet high. He also voiced his opinion on the Board's decision to raise the clubhouse rental rates.
- E-mail dated 8/9/11, from Becky Andersen to Bob Bryant in regard to the tractor and its repair problems.
- E-mail dated 8/9/11, from Carol Kosloske regarding the noise on 224<sup>th</sup>. Ms. Kosloske wanted a personal call to her to let her know what was going to be done about the situation and also requesting a copy of the letter sent to the property owner.
- E-mail dated 8/9/11, from Pam Reynolds to Doug Stone regarding the complaints issued regarding the 2703 224<sup>th</sup> Street tenants indicating a letter had been sent to the property owner registering those complaints, but that was the extent of SSCA authority. She indicated that if Mr. Stone felt he could not talk to the tenants then he should contact the Pacific County Sheriff.
- E-mail dated 8/10/11, from Carol Kosloske regarding a noise complaint at 2703 224<sup>th</sup> Street and requesting that "ANOTHER" letter be sent to the owner.
- E-mail dated 8/15/11, from Carol Kosloske complaining of the following at 2903 224<sup>th</sup>: noise, work out of homes, parking, general disruptiveness, annual fees, revving engines, a demand letter to the renter to cease and desist, concerns about other neighbor's and why they haven't complained, etc.
- E-mail dated 8/15/11, from Don Haverkamp regarding Carol Kosloske's complaint of noise, work out of homes, parking, general disruptiveness, annual fees, revving engines, a demand letter to the renter to cease and desist, concerns about other neighbor's and why they haven't complained, etc.
- E-mail dated 8/9/11, from Lisa Gillespie inquiring about getting a key to the park and clubhouse. She said she hadn't received her key yet although she did send her check for the annual dues. She was aware of the fact that she had a late fee and was not entitled to a key until the fee was paid. Her main concern was why some members who also have late fees pending, were getting a key and she was not. She felt this was an unfair practice and would appreciate the Board getting her a key.
- E-mail dated 8/9/11, from Wayne Frye regarding the Gillespie's late fee and key issue.
- E-mail dated 8/17/11, from Rene Cook to Lisa Gillespie regarding the "key issue stating that no keys had been issued to anyone owing due, late fees or a combination thereof. Per the record, the Gillespies paid their dues on April 29<sup>th</sup> (they were due on January 31<sup>st</sup>.) The late fee was posted on March 21<sup>st</sup> and is still owing. A statement of dues and/or late fees owing was sent to all persons with a balance. A statement was sent with the billing indicating that

keys would not be issued to anyone owing a balance. Rene indicated that the Gillespies could stop by or mail the payment of \$25 and a key would be issued at that time.

- E-mail dated 8/8/11, from Carol Weaver regarding SSCA dues.
- E-mail dated 8/17/11, from Rene Cook SSCA Treasurer to Carol Weaver regarding SSCA dues.
- E-mail dated 8/19/11, from Becky Andersen with the outline to the proposed letter to Harman which includes, noise, conducting a home business in SSCA, parking on common roadway, etc.
- E-mail dated 8/21/11, from Carol Kosloske complaining about the noise and "stuff" collected at the 2703 224<sup>th</sup> address.
- Letter to Kristen Harman dated 9/8/11, from SSCA regarding problems at 2903 224<sup>th</sup>, which included: noise problem, vehicles in roadway, and scrapping debris. Portions of the SSCA Covenants, specifically Section VI, REFUSE, SEWAGE, RUINS AND REMAINS and Section X, REPAIRS, MAINTENANCE AND CLEANLINESS were cited. It was also stated that in an effort to protect her property, SSCA requested that she notify her renter that he is in violation of SSCA Covenants within 15 days and the renter would have 30 days to abate the issue.
- E-mail dated 8/22/11, from Becky Andersen regarding the Harman rental/224<sup>th</sup> problem.
- E-mail dated 8/22/11, from Pam Reynolds regarding the Harman rental/224<sup>th</sup> problem.
- E-mail dated 8/26/11, from Wayne Frye with questions and comments regarding the noise and parking problem on 224<sup>th</sup>.
- E-mail dated 8/26/11, from Don Haverkamp regarding the 224<sup>th</sup> problem.
- E-mail dated 9/1/11, from Don Haverkamp reporting that he had contacted three roofing companies to get quotes for the BBQ shed roof.
- E-mail 9/5/11, from Tammy McBane reporting that Dennis McBane had finished the gate for the west end of the bridge and would be installed prior to the September meeting. Also Dennis removed all of the wood and cleaned the brush at the end of the driveway.
- E-mail dated 9/7/11, from Becky Andersen with the proposed letter to Harman regarding the rental property at 2903 224<sup>th</sup> Place.
- E-mail dated 9/7/11, from Don Haverkamp with comments on the Harman letter stating that he had monitored the "noise" problem and there hadn't been any noise from Harman's rental property in the last 10 days or so.
- E-mail dated 9/7/11, from Wayne Frye commenting on the letter to Harman regarding their renters.
- E-mail dated 9/7/11 from Becky Andersen regarding a phone conversation between Tom Andersen and Bob Hazen, the Pacific County Compliance Officer. Bob informed Tom that he was aware of the "scrappers" on 224<sup>th</sup> and they were running an illegal scrapping business in a residential zone. He indicated that he would tell them to cease and desist.

- E-mail dated 9/8/11 from Pam Reynolds, regarding the letter to Harman concerning their renters. Also, reporting that the clubhouse carpet will be cleaned professionally on 9/16/11.
- E-mail dated 9/15/11, from Wendy Carolan complimenting the Association on the overall condition of the clubhouse and grounds. Although she did suggest that the playground is in need of a little more attention.
- E-mail dated 9/16/11, from Lisa Gillespie reporting the problem on 224<sup>th</sup> (truck parked in roadway, scrap debris at residence), complete with photos. She also sent a photo of a plywood contraption in the middle of the drive on 219<sup>th</sup>.
- E-mail dated 9/16/11, from Becky Andersen to Lisa Gillespie in response saying that the Board was aware of the problem on 224<sup>th</sup> and were working diligently to resolve the matter. As far as the contraption on 219<sup>th</sup>, her guess was as good as mine.

### **OLD BUSINESS**

*Dog park gate:*

Dennis McBane constructed and installed a gate on the west end of the bridge to Shorty's Island creating a *dog park*. Dennis and Tammy have gifted this gate to the Association. Thank you very much McBanes!

*Tractor update:*

The tractor has been repaired twice and is in good working condition.

*Tree removal and island clean up:*

Don Haverkamp, Denny Cook, Dennis McBane, Bob Thompson and others worked diligently to clean up the island. Thanks guys! P.S. Watch out for the big bear who likes the island as well.

*BBQ roof:*

Don Haverkamp acquired two bids to replace the roof on the BBQ shed; one from Ocean Park Roofing in the amount of \$3,000 (material and labor) and the other from Michael Verbrigghe for \$4,000 (material and labor). OP Roofing suggested that if Association removed the existing shingles, they would reduce the amount by \$800. It was mentioned by Mr. Verbrigghe that it would be in our best interest to replace the roof with metal instead of composition. It was the Board's decision to hold off for one month when we have more information

*Clubhouse rental:*

At a special meeting held August 2<sup>nd</sup>, the Board decided that to rent the clubhouse to non-members would not be feasible. Therefore, the clubhouse and Association facilities would be member-only rentals.

### **NEW BUSINESS**

*Gorse removal:*

An item will be in the winter newsletter informing members that according to the State of Washington, gorse must be removed from their property – that includes Association property.

<i>Leaking box on chimney:</i>	Repaired some time ago.
<i>Magnetic sign for maintenance vehicle:</i>	Due to problems with insurance, it was decided several years back <i>not</i> to place a sign on the maintenance vehicle.
<i>Tree removal policy</i>	The Association has a removal policy.
<i>Sex offenders living in area:</i>	Members can look at the sex offender website. The Association, however, is not responsible for informing members.
<i>Unused green space and county-reserved space for future road:</i>	It was determined that Pacific County still asserts their rights to their land and are not likely to relinquish that in the future.
<i>Maintenance employee job description:</i>	A new job description will be written and implemented.
<i>Saturday game night:</i>	<p>Potluck and game nights are typically the third Saturday of the month during the winter months. However, October's "fun and spooky" night will be the fourth Saturday, October 29<sup>th</sup> beginning at 6:00 pm (to appease Gene Beach, Gene Beach), in order to celebrate Halloween! Bring your creepiest, ghoulish potluck item and we'll raise the bones in the cemetery! Boo!</p> <p>The Christmas party will be held Saturday, December 19<sup>th</sup> at 6 pm.</p>
<i>By-laws/Covenants research:</i>	The Board will conduct a thorough review of the registered By-laws and Covenants.
<i>Policy and procedure manual:</i>	The Board members will produce a manual containing all policies and procedures currently in use by the Association. Upon completion, the manual will be posted on the website.
<i>Letter to Bob Hill:</i>	Neighbors have complained regarding Mr. Hill's renters, i.e., noisy and unconfined dogs, unsupervised children, parking in the middle of the common cul-de-sac road, holes in the greenbelt, etc. The Board unanimously agreed to write Mr. Hill.

Becky Andersen moved to adjourn the meeting; Tammy McBane seconded the motion, and the meeting was adjourned at 10:30 AM.

Respectfully submitted,

Becky Andersen  
Secretary