

**SUNSET SANDS COMMUNITY ASSOCIATION**  
 MINUTES OF THE BOARD MEETING  
 OCTOBER 15, 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, , Kristi Rainey, Wayne Frye and Don Haverkamp

**ABSENT:** Becky Andersen

**MEMBERS PRESENT:** Eight

**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. Tammy McBane moved to accept the Minutes as presented. Kristi Rainey 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	65.00
Cleaning Deposit	-40.00
House Contract Principal	2,117.20
Late Fee	25.00
Interest Income	<u>4.32</u>
Total Income:	\$ 2,171.52

**EXPENSES:**

Administration	\$ 200.00
Maintenance:	3,153.56
Utilities and Business:	<u>374.85</u>
Total Expenses:	<u>\$ 3,866.41</u>
Net Income:	<u>\$ -1,694.89</u>

**ASSETS**

**CURRENT ASSETS**

Checking/Savings	18,820.95
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House Account	25,098.68
SSCA Checking	<u>18,820.95</u>
Total Checking/Savings	\$43,919.63
Accounts Receivable	
Membership Dues	5,518.00
Other Income	<u>368.00</u>
Total Accounts Receivable	\$ 5,886.00
TOTAL CURRENT ASSETS	\$71,550.62
Fixed Assets	
Capital Improvements	<u>21,744.99</u>
Total Fixed Assets	21,744.99
TOTAL ASSETS	<u>\$71,550.62</u>
<b>LIABILITIES &amp; EQUITY</b>	
EQUITY	
Opening Balance Equity	56,718.57
Retained Earnings	29,286.56
Net Income	<u>-14,454.51</u>
TOTAL EQUITY	\$71,550.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$71,550.62</b>

*Question:* Did the \$5,519 in membership dues – does that mean there are 44 people who haven't paid their dues this year?

*Answer:* No, that is liens, which are upwards of \$500 to \$700 per person. There are only two people who haven't paid dues from last year.

*Question:* The House Account – is that the remaining balance of the house on the corner?

*Answer:* Yes.

*Question:* Are we receiving interest on the balance or is it just a cash arrangement?

*Answer:* I have never seen a contract. I don't know. We get a payment of \$422.14 a month on that place. The balance now is \$13,419.68 and that is the balance on the contract. The contract balance does not come out on any of these reports. It has to be kept manually. I have looked, but I can't find anything in the records from the balance beginning...so far. I may have to go back.

*Question:* There should be interest being paid on that. So are we taking the \$422 off the balance or are we taking \$385 off of balance and the rest is...

*Answer:* I'm taking it off the balance. The way that this is paid is that it's paid to Mr. Stovall – the company – and they send us the paperwork with the payment and it shows the exact balance. I use the exact balance off of that which comes

through the bank. It doesn't come to us per se. It goes directly to the bank and the bank contract. It must be set up somehow with the bank because money does not come in to Sunset Sands, it goes directly to the bank and they send me the receipts.

*Question:* Is the bank the escrow agent?

*Answer:* I don't know. It used to be Sundays [Mortgage Company], but Sunday sold out and it must be somebody else. I don't know who it is. [Evelyn Davis]

*Question:* If we're putting the whole payment against the contract balance, we're not accounting for any interest at all. What I'm saying is...your normal mortgage payment...let's say you make \$1,000 on your home mortgage and you've got a 5% interest rate on it and your balance is \$100,000 – you're probably paying down on your mortgage balance by about \$850. The other \$150 is interest.

*Answer:* We are getting interest.

*Question:* If we're taking that whole payment off the balance, we're only reducing the balance down faster.

*Answer:* I'm doing exactly what the bank sends me. It doesn't state anything about interest. It says the payment is \$444. \$11 the bank charges us for (?) and then they give me the balance.

*Question:* Have you ever seen the balance the bank shows?

*Answer:* I take the balance that they are telling me that they have.

Tammy McBane made a motion to accept the Treasurer's report subject to audit. Wayne Frye 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)
- Cleaned clubhouse windows
- Regularly open clubhouse and gate for events
- Mowed park grass and roadway
- Burned brush pile
- Equipment maintenance
- September 26<sup>th</sup>, the shop was broken in to. A 5-gallon gas can and a case of oil was taken. Bob has fixed it so they cannot lift it up or pull it out. He also covered the windows so people cannot see in.
- Worked on tractor
- Cleaned up five downed trees caused by a storm on the 27<sup>th</sup>
- Winterized equipment
- Another security camera was stolen from the clubhouse. The cameras stolen in May have been replaced and there is a wire cable around the cameras.

- Members using the clubhouse have used the television and intentionally or not have taken it offline
- Bob Thompson has rescheduled his vacation for some time in November

Tammy McBane moved to accept the report, Don Haverkamp seconded and the motion carried unanimously.

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

- Perry – 224<sup>th</sup> and Birch: Garage
- Talked with some people regarding tree removal. Please remember when removing trees, ***the slash needs to be cleaned up and removed as well.***
- Park models: According to Pacific County, a park model is classified as a recreational vehicle. It has to be currently licensed, registered and readily transportable. Attached additions to the park model will not be allowed. No foundations for the park model will be allowed. One person Wayne talked to a member who had a custom-built, park model that was larger than Washington state specifications which is 400 square feet. Use of a park model is permitted during construction only and cannot be a permanent residence. A great deal of discussion was held regarding the use of RVs and year-round occupation (which is not allowed.)

Tammy McBane moved to accept the report, Don Haverkamp seconded and the motion carried unanimously.

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

- Don acquired four estimates for the roof on the BBQ roof. The estimates were for architectural asphalt shingles and three-tab singles. Estimates: Dr. Roof = \$6,000+; Ocean Park = \$3,078; Verbrigghe = \$3,984; Marsh = \$2,138. Marsh's estimate was less to do the entire job, including removing the existing roof, replacement of damaged sub-strat and underlayment, and clean up. Whereas the estimates from the others did not include work that would need to be performed by SSCA volunteers. The asphalt shingles are 30-year shingles. The members held a lengthy discussion regarding types of shingles, etc. The money for the roof will be withdrawn from the House Account.

*Motion:* Rene Cook made a motion to accept the bid from Marsh to replace the BBQ shed roof. Tammy McBane seconded the motion and it passed unanimously.

*Comment:* Wayne Frye recalled that in the past, monies for projects has been taken from the General Fund and later covered that money from the House Account and that was by separate vote or action. Initially, we don't take the money from the House Account, but take it from the General Fund and then transfer.

All agreed that this was appropriate due to expenses through the end of the year. Rene Cook has been judicious when moving money from one account to the other and does not do it until she has all the facts and numbers.

Marsh indicated that he would be able to start the project in the next week or so and completed soon after.

Rene pointed out that after her investigation, she determined that there was only about three years remaining on the House Account. After the House Account contract is paid off, SSCA will no longer have any "extra" money coming in.

- Don also mentioned that the "garbage" shed was damaged several years ago when a tree fell on the roof and he believes that work can be done by volunteers for under \$250.

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

### **CORRESPONDENCE**

- E-mails dating from 11/12 through 11/14/11 between Board members regarding dues' deadlines listed on the website (April 1<sup>st</sup>), re-activation fees for card keys; changing dues statement to follow the bylaws; and sending out dues statements separate from the newsletter.
- E-mail dated 11/2/11 from Wendy Manlow, First American Title Insurance Company requesting the homeowner's statement for Richard Huber as he was selling his property. Reply was forthwith.
- E-mail dated 10/21/11, from Robert Koskey complimenting and thanking Bob Thompson for the great job he is doing.
- E-mails dating 10/20 through 10/18/11, between Board members and an e-mail from a member regarding "neighbor" problems and loose dogs.

### **OLD BUSINESS**

- Barbecue Shed Roof:* The Board approved the installation of the barbecue-shed roof. Work to be completed by Marsh Construction.
- Tree Removal Policy:* Wayne Frye has the document for tree removal approval and SSCA policy.
- Caretaker's Duties:* Kristi Rainey and Bob Thompson have both reviewed and approved the Caretaker's duties.
- Game Night:* Game night and potluck will resume October 15<sup>th</sup>.
- Halloween Party:* This year's Halloween party is scheduled for October 29<sup>th</sup> beginning at 6:00 p.m.
- Christmas Party:* The SSCA Christmas party will be held on December 19<sup>th</sup> beginning at 6:00 p.m. Please bring a potluck dish and a wrapped white elephant gift.

### **NEW BUSINESS**

- Vicious/Loose Dogs:* The response from Pacific County Sheriff's office is to report vicious dogs to PCSO.

*Pooper Picker-Upper:* A dispenser for dog poop bags (made by Earl Reynolds) will be installed at the "dog park". If you have unused plastic grocery bags, please feel free to donate.

*Messy Neighbor Complaint:* A member wanted assistance from the Board with a problem neighbor (203<sup>rd</sup> & Crane) who has junk piles (covered by blue tarps) in their yard.

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

Respectfully submitted,

Becky Andersen  
Secretary