

**SUNSET SANDS COMMUNITY ASSOCIATION**  
 MINUTES OF THE BOARD MEETING  
 APRIL 21, 2012

<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	360-665-2478	<a href="mailto:becky@sunsetsands.org">becky@sunsetsands.org</a>
<b>TREASURER</b>	Rene Cook	360-665-0009	<a href="mailto:rene@sunsetsands.org">rene@sunsetsands.org</a>
<b>MAINTENANCE</b>	Kristi Rainey	360-665-2789	<a href="mailto:kristi@sunsetsands.org">kristi@sunsetsands.org</a>
<b>DEVELOPMENT</b>	Wayne Frye	360-665-2989	<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 and Wayne Frye

**ABSENT:** Becky Andersen, Kristi Rainey and Don Haverkamp

**MEMBERS PRESENT:**

President Pam Reynolds called the meeting to order at 9:30 AM.

**REPORTS FROM THE DIRECTORS**

**MINUTES:** The minutes of the previous meeting were distributed by hand to those attending the meeting. 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. Due to Rene Cook's absence at the last meeting, she presented reports for both February and March.

**FEBRUARY 2012**

**CHECKING ACCOUNT**

*INCOME:*

Member Dues	4,937.50
House Contract Principal	317.97
Clubhouse Rental	100.00
Late Fee	187.50
Interest Income	<u>110.41</u>
Total Income:	\$5,653.38

*EXPENSES:*

Administration	\$ 815.62
Maintenance:	3,725.64
Tax, Business	100.00
Utilities and Business:	<u>329.62</u>

Total Expenses:	\$ <u>4,970.88</u>
Net Income:	\$ <u>682.50</u>

**ASSETS**

*CURRENT ASSETS*

Checking/Savings	
House Account	26,352.09
SSCA Checking	<u>44,618.53</u>
Total Checking/Savings	\$70,970.62
Accounts Receivable	
Membership Dues	9,098.00
Other Income	<u>493.00</u>
Total Accounts Receivable	\$ 9,561.00
Other Current Assets	<u>250.00</u>
Total Current Assets	<u>\$ 80,811.62</u>
Fixed Assets	
Capital Improvements	<u>21,744.99</u>
Total Fixed Assets	21,744.99
Other Assets	
Equipment	<u>196.92</u>
Total Other Assets	196.92
TOTAL ASSETS	<u>\$ 102,753.53</u>

**LIABILITIES & EQUITY**

EQUITY

Opening Balance Equity	56,718.57
Retained Earnings	29,186.56
Net Income	<u>16,848.40</u>
TOTAL EQUITY	\$102,753.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$102,753.53</u></b>

## MARCH 2012

### CHECKING ACCOUNT

#### INCOME:

Member Dues	1,437.50
House Contract Principal	320.56
Clubhouse Rental	250.00
Late Fee	262.50
Other Income	65.00
Interest Income	<u>108.22</u>
Total Income:	\$2,443.78

#### EXPENSES:

Administration	\$ 688.09
Maintenance:	2,251.01
Utilities and Business:	<u>519.04</u>
Total Expenses:	<u>\$ 3,458.14</u>
Net Income:	<u>\$ -1,014.36</u>

### ASSETS

#### CURRENT ASSETS

Checking/Savings	
House Account	26,767.96
SSCA Checking	<u>43,438.30</u>
Total Checking/Savings	\$70,206.26
Accounts Receivable	
Membership Dues	7,333.00
Other Income	<u>993.00</u>
Total Accounts Receivable	\$ 8,326.00
Total Current Assets	<u>\$ 78,532.26</u>
Fixed Assets	
Capital Improvements	<u>21,744.99</u>
Total Fixed Assets	21,744.99
Other Assets	
Equipment	<u>196.92</u>
Total Other Assets	196.92
TOTAL ASSETS	<u>\$ 100,474.17</u>

## LIABILITIES & EQUITY

### EQUITY

Opening Balance Equity	56,718.57
Retained Earnings	29,186.56
Net Income	<u>14,569.04</u>

TOTAL EQUITY \$100,474.17

**TOTAL LIABILITIES & EQUITY \$100,474.17**

Rene indicated that the Contract balance is incorrect. The true balance is \$12,301.12.

Pam Reynolds made a motion to accept the Treasurer's report subject to audit. Wayne Frye seconded and the motion carried unanimously.

**MAINTENANCE:** Pam Reynolds reported the following:

Bob Thompson performed the following in addition to regular duties:

- Removed hazardous tree from greenbelt.
- Changed fuel filter in big tractor. Tractor is continuing to have maintenance issues -  
- broken bolts.
- On April 26<sup>th</sup> a person ran off the road at 215<sup>th</sup>. The damage included a *For Sale* sign, mailbox and telephone box. Bob cleaned up the damage.
- Cleaned gutters on the shower houses.
- May 4<sup>th</sup> the heat pump went out once again. A call was made to Diamond Heating who replaced a fuse. In the process of replacing the fuse, Diamond discovered that the wiring is not sufficient to run the heat pump. Ford Electric was called to upgrade the 30-amp wiring with 50-amp wiring. Diamond was called again to replace the compressor on the heat pump (second time.) Rene commented that she had called Ford Electric (the original electrical installer) to note that they were responsible for putting in the correct amperage when wiring the heat pump. The bill from Ford was \$220, however, Gene Ford will research the previous work order to see if the bill should be reduced.
- Pacific County Fire Department showed up to inspect the burn pile (which was burning at the time) and had a discussion with Bob about it. Any pile over 10' x 10' requires a special permit amounting to \$75 per burn. Therefore, the burn pile will be kept at a maximum of 10' x 10' and burned on a regular basis. There are still ongoing problems with members bringing in stumps and debris from lot clearing. The offenders are bringing in the debris in the evening after dark and unfortunately, the surveillance tapes only show the truck coming to and from the burn pile, but the

license plate is not clearly visible to determine its number. The card key system will be reviewed to determine the offender.

- Painted main gate.
- Replaced shower curtains in women's shower house.
- Cleaned gutters.
- Cleaned drains in men's room.

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

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

- Lot clearing at 202<sup>nd</sup> Place and Crane. An aboveground leach field septic is being placed on that lot.
- Lot clearing proposal on 224<sup>th</sup> – Doug Stone.
- 221<sup>st</sup> and Birch – driveway and greenbelt issues.

Tammy McBane moved to accept the report, Pam Reynolds seconded and the motion carried unanimously.

**ENVIRONMENTAL:** Don Haverkamp was absent and therefore no report was provided.

### **CORRESPONDENCE**

- E-mail dated 3/19/12, from Judi MacPherson regarding renting the clubhouse on June 25<sup>th</sup>.
- Memorandum from Attorney Sam Jacobs regarding questions asked by the Board such as priority of lien assessments over a mortgage lien; procedure for SSCA to foreclose its lien on a lot for unpaid assessments; the mechanism for enforcing the Covenants; procedure for amending the CC&Rs and Bylaws; shipping containers on lots; and ability to bar renters from using the clubhouse.
- E-mail dated 3/28/12, from Edwin Febus regarding payoff on property located in Sunset Sands.
- E-mail dated 4/10/12, from Wendy Manlow at First American Company regarding the information requested for the Sale of the property at 20401 Crane Place.
- E-mail dated 4/11/12, from Rene Cook regarding bill from Attorney Sam Jacobs.

- E-mail dated 4/13/12, from Paula Wohosky thanking Bob Thompson for helping with their gravel.

### **OLD BUSINESS**

- Shop Heater:* Still in the "purchase" process.
- Shop Tools:* Kristi Rainey is looking into getting tools for the caretaker's use. Still need to secure the tools after purchase to avoid theft. Rene Cook suggested more surveillance. Tammy McBane volunteered Dennis McBane to check into the security for the shop.
- Smoke Alarms:* The alarms have been purchased and have been installed.
- Key Card System:* The system has been changed. Entry is now from 6:00 a.m. to 11:00 p.m. Board members, the fire department, PUD, water department and the caretaker have unlimited access.
- Showers:* Rene Cook believes that the showers can be cleaned with a heavy duty cleaner and the pressure washer.
- Vandalism and Theft:* Pacific County Sheriff's Department has responded to many and various complaints of vandalism over the last month.

### **NEW BUSINESS**

- Cover Letter for New Members:* Rene Cook is putting together a letter to be sent to new members buying property in Sunset Sands informing them of SSCA rules and regulations, as well as info regarding the website.
- Board Positions:* There are two Board positions that are definitely open for reelection this year. Anyone interested?
- Weed Removal at Lake:* Area school students are still removing milfoil from the lake edge which is then burned at the SSCA burn pile. It is much appreciated.

Pam Reynolds moved to adjourn the meeting; Rene Cook seconded the motion, and the meeting was adjourned at 10:30 AM.

Respectfully submitted,

Becky Andersen  
Secretary