

# SUNSET SANDS COMMUNITY ASSOCIATION BOARD MEETING MINUTES NOVEMBER 17, 2012

## BOARD MEMBERS

PRESIDENT	THOMAS MANNING	360-665-0084
VICE PRESIDENT	PAM REYNOLDS	503-616-1249
SECRETARY	TANYA HOFFMANN	503-314-9570
TREASURER	SHERON HUISMAN	360-665-0710
MAINTENANCE	BILL HUISMAN	360-665-0710
DEVELOPMENT	WAYNE FRYE	360-665-2989
ENVIROMENTAL	ROGER TAYLOR	503-780-3837

PRESENT: Tom Manning, Pam Reynolds, Tanya Hoffmann, Sheron Huisman, Bill Huisman, Wayne Frye, Roger Taylor.

**Welcome:** President, Tom Manning welcomed the members and called the meeting to order at 9:35 a.m. Tom asked if there were any member comments. Only comment was that it looks like we're doing a terrific job.

**October Minutes:** Jan Taylor made a motion to accept the October minutes, 2<sup>nd</sup> by Pam Reynolds, no discussion, motion passed.

Tom went over the new clubhouse rules, fees and policy.

### *The Sunset Sands Community Association Club House Rules*

1. The Club House is for the use of our members only. Member guest must be accompanied by a member of Sunset Sands Community Association. The Lessee who reserved the building must be present at all times at the function involved. They must schedule and complete all the required paperwork with proof of insurance before approval is given. The Lessees are guests of our membership and the use of our facilities monitored to ensure compliance of our rules and regulations.
2. Groups using the Club House are limited to \_\_\_\_ people.
3. When decorating, no tape on or holes in the walls or ceilings are permitted (tacks, nails, etc.). (3M Removable Hooks are recommended.)
4. The items in the kitchen, such as glasses and the coffee pot(s) belong to the Club House. If these items are used, they need to be washed and put away at the function's end. All items are inventoried prior to each Club House function.
5. The entire Club House must be picked up, surfaces wiped clean, floors swept and vacuumed if necessary, refrigerator emptied and all garbage bagged and disposed of in the dumpsters located in the community. This includes all bathroom trash. Litter and trash must be picked up around the exterior of the building. Additional cleaning charges may be applied if these requirements are not met. Please see "Exit Checklist" for a listing of additional cleaning charges.
6. Noise must be kept to a minimum.
7. NO SMOKING is allowed in the Club House or in the Restrooms and shower areas. Smokers may smoke outside but must be further than 25 feet of all entry doors. There

are no cigarette receptacles provided...Smokers are responsible for the proper disposal of cigarette butts. They are not to be thrown in the lawn or along our gravel and paved roads.

8. No pets are allowed in the Club House and must be on a leash in the park or within the project area. Shorty's Island is the exception where your dog under supervision may be off the leash.
9. The boats along the lake belong to our residents. Do Not use at any time.
10. No immoral, improper, unlawful or offensive activity shall be carried on in the Club House or its surroundings.
11. The Lessee agrees to be responsible and pay the Association for any repairs or replacements for damage caused by his/her guests to any part of the walls, ceilings, floors, furniture, equipment and grounds in the area of the Club House.
12. The Club House must be vacated by midnight, except for those involved in clean up. Before leaving, turn off all inside lights and ceiling fans, check restrooms for damage or overflow and make sure all windows are closed and in locked positions.
13. Alcoholic beverages may be allowed in the Club House with the following guidelines: (1) no red dye beverages such as Kool-Aid or fruit punch are permitted due to stains (red wine may be permitted) and (2) consumption of alcohol is not allowed by minors. (3) Must have a Special Event Insurance Policy with an Alcohol Binder.
14. Candles or item with an open flame is not permitted.
15. Parking is limited. No parking is allowed on the grass or along the street. In the summer months, the parking lot is to be shared with our members and guests.
16. Only reservations for the present year may be booked. For example, no resident will be able to book Christmas day for two years at one time they will have to call after January 2 to book next year's holidays.
17. A deposit is due at the signing of the Rental Agreement and is refundable based on compliance with the rules. The rental fee is also due at the signing of the Rental Agreement and is non-refundable within the parameters spelled out in the Agreement.

***The Sunset Sands Community Association  
Club House RENTAL AGREEMENT***

This rental agreement is made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, between The Sunset Sands Community Association (Lesser) and \_\_\_\_\_ (Lessee) for the use of The Sunset Sands Club House, upon the following facts, terms and conditions:

- A. Lessee currently owns property in the Sunset Sands community with the street address, or lot number of:

\_\_\_\_\_

Phone #: \_\_\_\_\_.

**Non-Member Information**

Lessee is not an owner of property within the project but represents the following:

Renter or lessee in Sunset Sands Community Association Yes\_\_\_\_

Represent the following organization\_\_\_\_\_

Private Party, Wedding etc. \_\_\_\_\_

- B. Lessee will be in attendance at the Club House during the rented time period at all

times.

C. Rental rates are as follows:

<b>MEMBER RATES</b>	<b>NON-MEMBER RATES</b>
Member - \$25.00 a Day #1-25 people	Non-Member -\$100 per Day # 1-25
Member- \$50.00 a Day #25-35 people	Non-Member -\$300 per Day # 25-35
Member - \$75.00 a Day #35-50+ people	Non-Member -\$500 per Day # 35-50+
Cleaning Deposit \$100	Cleaning Deposit \$100.00
<u>No Serving of Alcohol with above rates Special Event Insurance Policy Required</u>	
<b>Note: Members &amp; Non-Members Serving Alcohol requires an extra Insurance binder (\$160.00+)</b>	

D. Lessee is contracting to rent the Club House on the following date and time:

Date: \_\_\_\_\_ Day of week: \_\_\_\_\_

Hours: From: \_\_\_\_\_ to: \_\_\_\_\_

E. A deposit in the amount of \$100.00 is required at the signing of this agreement and will be returned in full within three (3) business days unless:

1. The lessee or his/her guests do damage to the club house, surrounding areas or its furnishings. Damages exceeding the \$100.00 deposit will be billed to the Lessee and shall be due upon receipt of bill. If not paid within thirty (30) days, the amount due can become a lien against Lessee's property in the same manner as unpaid association fees.

When a non-member fails to pay within (60) days, the Board will take legal remedy to recover our costs, though a court of jurisdiction.

2. If the Lessee does not complete basic clean up and trash removal after the function – **see attached Exit Checklist for tasks and fees**, additional costs will be assessed.

F. Cancellations January – November, excluding Holidays

More than 30 days prior to reservation date – no cancellation fee.

15 - 30 days prior to reservation date – 25% cancellation fee.

7 - 14 days prior to reservation date – 50% cancellation fee.

Less than 7 days prior to reservation date – 100% cancellation fee.

Cancellations December and Holidays

More than 60 days prior to reservation date – no cancellation fee.

30 – 59 days prior to reservation date – 50% cancellation fee.

Less than 30 days prior to reservation date – 100% cancellation fee.

In the event the SSSCA has to cancel an event a full refund will be given.

G. Members have first priority reserving our Clubhouse over non-member parties. The entire month of January is set aside for member booking. After January 31, all reservations are on a first come first serve basis.

H. Damage or loss of personal property by the Lessee or its guests is not the responsibility of the Association.

- I. Lessee, its agents and invitees, hold the Association harmless from any claims, actions, liability and expense in connection with loss of life, personal injury or loss of property arising out of the use by Lessee of the property by Lessee, its agents or invitees.
- J. Lease and security due upon reservation.
- K. An event plan may be requested prior to the signing of the rental contract. The Clubhouse Manager is our elected Treasurer or other Board Member and has the final authority and approval of said plan.
- L. The Club House and our common property shall only be used in a lawful manner. It is the sole responsibility of the Lessee to ensure compliance with all association rules and Local, State and Federal laws. If the function I am sponsoring is found to violate federal, state, local laws, ordinance, or Association rules and regulations, my rights to use the Clubhouse under this agreement shall be terminated and the Association shall have the right to take possession of the Clubhouse and instruct guests to leave the property.
- M. For events being held outside by members, our guests and lesser are to be respectful of the other activities that may coincide with your rental.
- N. I am at least twenty-one (21) years of age and will be in attendance at my function.
- O. I assume all responsibility, risk, liabilities, and hazards incidental to the activities applied for (including, but not limited to, the serving of alcoholic beverages) and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members past, present, and future for any and all claims, costs, causes of action and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances.
- P. I agree to indemnify and hold harmless the Association and its officers, directors, employees, agents, and members past, present, and future, from any and all claims, costs, causes of action and liability (including, but not limited to attorney fees) for any injury, to either persons or guest invitees, or any member of the Association or any other person which arise from or in any way related to the activity, whether or not caused by the Association's negligence.
- Q. I understand that any keys or security codes provided to me for the above mentioned event are for my use only and will not be given to anyone else.
- R. I have carefully read and understand this form and the attached rules and agree to be bound by its term.
- S. It is further understood that no alcohol can be served in the Clubhouse without a Special Event Insurance policy with an alcohol binder. This is available through our insurance carrier, if you don't currently have one.
- T. I agree that any failure in part or in whole to adhere to the terms of the agreement may result in the forfeiture of all future access and/or use of the Clubhouse for private functions as determined by the Clubhouse Committee, Board of Directors, or other governing body of The Sunset Sands Community Association.

By \_\_\_\_\_  
Sunset Sands Community Association Board Member

I have read, understand and agree to this Lease, Club House Rules and the Exit Checklist.

By \_\_\_\_\_  
Lessee

***The Sunset Sands Community Association  
Club House EXIT CHECKLIST***

Please complete the tasks listed below before vacating the Club House.  
The fee listed will be deducted from your security deposit for any task not completed.

***BE SURE TO SIGN AND LEAVE THIS FORM  
ON THE CLUB HOUSE KITCHEN COUNTER.***

<b><i>Completed</i></b>	<b><i>Task</i></b>	<b><i>Fee</i></b>
<input type="checkbox"/>	Basic Cleaning (See Club House Rules)	\$ 22/hour
<input type="checkbox"/>	Take out the trash and re-line Trash Receptacles	\$ 10
<input type="checkbox"/>	Turn off all lights	\$ 10
<input type="checkbox"/>	Close and lock all the windows and return blinds to uniformly open positions	\$ 8
<input type="checkbox"/>	Set the thermostat to its original setting: Heat – 66, Air conditioning – 78	\$ 20
<input type="checkbox"/>	Pre-lock front door and leave the signed Exit Checklist on kitchen counter	\$ 10
<input type="checkbox"/>	Vacate Club House at the scheduled time	\$ 20

Renter's Name \_\_\_\_\_

Date \_\_\_\_\_

Clubhouse Manager \_\_\_\_\_

Date \_\_\_\_\_

Total Fee Charged \$ \_\_\_\_\_

The above documents will be available on the website.

**Comments from the floor:**

- Jan Taylor asked about the insurance binder, if someone doesn't have insurance can they use our insurance company? The answer is yes. Our insurance company will review any policies to make sure they cover Sunset Sands.
- Evelyn Davis asked about a cleaning deposit for members. Answer: the exit survey will cover any deposit if they don't complete an item.
- Evelyn Davis asked if members would still be able to bring their own alcohol to parties, potlucks. The answer is yes as long as it is a no-host bar.

Pam Reynolds made a motion to accept the new rental fees, Bill Huisman 2<sup>nd</sup>, no further discussion, motion passed.

**Treasurer's Report:** Sharon Huisman passed out the Profit & Loss summary. For the period November 1<sup>st</sup> – 17<sup>th</sup>.

	<b>Income</b>	
Member's Dues		\$2,625.00
	<b>Expenses</b>	
Administrative Business		\$2,067.17
Maintenance		\$ 928.85
Utilities, Business		<u>\$ 179.01</u>
Total Expenses		\$3,625.63
Net Income		<b>-\$1,000.63</b>

Sharon indicated that all dues statements have been sent out and she is already receiving dues back. The new insurance policy is letting us pay in 5 installments with no interest fees. We will wait till we get more dues in and then pay it off. We will pay the house fund back the \$2,500.00 in January.

**Comments from the membership on Treasurer's Report:**

- ❖Evelyn Davis asked what is the total cost of the insurance? Bill Huisman responded saying about \$6,000.00.
- ❖Sharon B asked about the telephone set-up, Sharon Huisman indicated we need a 4 digit letter code and no one seems to know what it is. No one will talk to us without that code.
- ❖Internet does not require a code
- ❖What about the magic jack? Magic jack is a Longview phone number and we tried to switch numbers but we need the 4 digit password. The signs are posted with the current number so we have decided to not pursue the magic jack.

Motion was made to accept the Treasurer's Report, Bill Huisman 2<sup>nd</sup>, no further discussion, motion passed.

**Secretary Comments:**

Tanya Hoffmann was introduced as the new secretary. Her family has owned property in Sunset Sands since about 1994. She currently is employed by the US Army Corps of Engineers in Portland.

**Maintenance Report:**

Bill Huisman indicated that we had the Fire Marshall out to the Clubhouse to see what we

need to bring it up to regulation, there are just a few little things that we will have fixed by next week. Evergreen has pumped the bath houses, Westin Appliance has been out and fixed the range, met with a Forester on the problem trees.

The Fire Department was out to check the best way to get water from the lake if necessary. It has been decided to put a dry hydrant in with no charge to Sunset Sands. This would entail running a 4 inch pipe from the lake to the truck turn around (gate to clubhouse).

Sunset Sands has 1 inch water line that needs to be upgraded because of the low water pressure some areas have in the summer time. The upgrades are no cost to Sunset Sands; North Beach Water is responsible for the upgrades, they would put a water bladder in the green belt across from the gate. If you have any complaints about your water call N. Beach Water and complain. The more complaints they receive the more willing they will be to work with us.

### **Development Report:**

- Wayne Frye has reviewed the Taylor's revised plan and has found no problem with it.
- Reviewed a fence proposal for the South end of Crane.
- Met with an individual who would like to buy a lot at the north end of Crane and build a shed/bath house. The County has indicated that plumbed sheds are not allowed; have to have a minimum of 410SF for plumbing.
- The Pacific County Department of Community Development (building permits) lost 2.4 positions (Long Beach 1.4, South Bend 1). The Planning Department is funded only by permit fees. This means it may take longer to get permits.

### **Environmental Report:**

Roger Taylor said the existing picnic tables are free to anyone that wants them. If you need one delivered just let someone know. Sunset Sands members get first choice. We are going to 10 new galvanized frames with pressure treated tops and seats.

Bob Gillespie asked why we need 10 picnic tables because we have never used all 10 at one time. The response was that we want our members to be able to use that park area even if the clubhouse is being rented.

Roger also asked for volunteers in January and February for clean-up of debris when the trees are cut down. The logger will only be taking the whole logs out and it is our responsibility to clean-up the debris. The debris that is usable for burning will be given to seniors in Sunset Sands first.

Tom Manning asked if anyone knows a senior that needs firewood to let the board know. Roger indicated that the 1<sup>st</sup> objective is Sunset Sands members first, then anyone else that needs help.

Volunteer times will be posted on the website, we will have a volunteer sign up list available at meetings and you can also email the board if you're interested.

### **Old Business:**

Christmas Party at Clubhouse – Potluck, Prime Rib will be supplied, bring your favorite dish to share with others. We will also have a white elephant gift exchange if you want to participate. This is a great way to get to know your neighbors. If anyone would like to help decorate, we will be decorating the clubhouse on Sunday/Monday after Thanksgiving.

### **New Business:**

Roger Taylor is looking for volunteers to help develop a 5 Year Capital Improvement Plan. If you are interested in being on the Membership Planning Committee (probably only need 1 meeting), please contact Roger.

## Bill Huisman Playground Equipment

Sunset Sands has had a rash of burglaries/break-ins, we should instigate the Neighborhood Watch program. Bill, Tom, and Roger are driving around making sure everything is okay, we have 2 sheriff patrols at the main entrance also. Members need to make sure they are locking things up.

Private Security can be expensive; if the Sheriff's Department is here it will help deter burglars.

Security Systems can be purchased by home owners

Pit Bulls running unsupervised along Crane Place barking at walking members. All animals are either supposed to be leashed or confined.

### **Member Comments:**

Budget looks extremely well

Meeting was adjourned at 10:45 a.m.