

**SUNSET SANDS COMMUNITY ASSOCIATION**  
**BOARD MEETING MINUTES**  
**June 22, 2013**  
**BOARD MEMBERS**

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

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

**Welcome:** President, Tom Manning welcomed the members and called the meeting to order at 10:20 a.m. The Board members have seen some of our membership picking up trash and we appreciate that. Tom also gave his appreciation for everyone attending our annual meeting.

**MEMBER COMMENTS:** Member comments: Anything new on the Road paving schedule? Roger Taylor indicated that we are not on any schedule for paving. The Public Works has a roads committee that prioritizes road needs. The board can write a letter indicating our needs. Another member commented that if the roads get repaired then traffic will speed even more than they do now. Could we get speed bumps put in?

**May Minutes:** A motion to accept the May minutes was made by Pam Reynolds and 2<sup>nd</sup> by Roger Taylor, no discussion, motion passed.

**President's Report: Tom Manning**

The computer now has filters on it and the website is just a click away. We have installed a DVD player and Netflix is available for viewing on the TV if you have a Netflix account.

The President went over the Fine Procedures and Policy, these will be posted on the website. Comments: A member asked what the top 2 violations are. Tom indicated that abandoned unregistered vehicles, vacation trailers, motor homes, and maintenance of property. There are a lot of county violations listed also. Tom Manning asked the attending membership to vote on our proposed policy. Tom Manning made a motion to accept the Fine Procedures and Policy, Bill Huisman 2<sup>nd</sup>, no further discussion, motion passed unanimously.

The President went over the By-Laws changes, these will be posted on the website. Comments regarding Blue Tarps: It could take longer to fix the problem because of the weather. How can you penalize someone that can't make the repairs in the time frame for the Fine Procedures & Policy? Tom responded that the collection mechanism takes disasters into account, we all know how long it takes insurance companies to respond and people might be eligible for FEMA benefits. Tom asked for a motion from our attending membership: Ron made a motion to accept the By-Laws, Sharon 2<sup>nd</sup>, no further discussion, motion passed unanimously.

The President went over the 5 Year Improvement Plan; it will be posted on the website. All attending membership was asked to vote to approve our new 5-year Improvement Plan. Tanya Hoffmann made a motion to accept the 5 Year Improvement Plan, Roger Taylor 2<sup>nd</sup>, no further discussion, motion passed.

**Vice Presidents Report: Pam Reynolds**

Still trying to get a current list of who lives where. Information sheets were sent out with the newsletter and are available today. Please complete your information sheet and send or email the information into the Board.

Comment: A member asked if the volunteer committees could be listed on the website. The answer is yes.

**Treasurer’s Report: Sheron Huisman**

The 2013-2014 Budget was passed out and reviewed. It will be posted to the website after the July meeting since we will be going over the expenditures at the next meeting.

The May Profit & Loss summary is below if you didn’t pick one up.

**Income**

Member’s Dues	\$ 600.00		
Club House Rental	\$ 50.00		
Interest Income	\$ 30.00		
Logging Income	\$ 420.00		
Late Fee	<u>\$ 100.00</u>		
Total	\$ 1,300.00	Total Income	\$ 1,300.00

**Expenses**

Administrative			
Supplies	\$ 9.99		
Postage	\$ 33.90		
Printing & Reproduction	<u>\$ 71.50</u>		
Total	\$ 115.39		

Maintenance			
Cleaning Service	\$ 330.00		
Yard Service	\$ 795.03		
Materials	<u>\$ 95.74</u>		
Total	\$ 1,220.77		

Utilities, Business			
Telephone	\$ 96.77		
Garbage	\$ 18.18		
Gas & Electric	\$ 120.48		
Water	<u>\$ 46.30</u>		
Total	\$ 281.73		

Total Expenses	<u>\$ 1,617.89</u>
<b>Net Income</b>	<b>\$ - 317.89</b>

Member Comments: A question was asked about the unpaid dues amount on the 2013-2014 budget. The amount represents the amount of back dues, interest and filing fees for liens on the 5 properties that are going into foreclosure. There was also a question regarding the net income reserve account (what it represented). Sheron shared that it is the projected balance that the Association would have at the end of next fiscal year.

The President indicated that the Board is planning to have a formal audit of the books. An audit hasn't been done for several years, only a budget review.

A motion was made to adopt the 2013-2014 Budget with expenditures available at the July meeting.

Pam Reynolds made a motion to accept the Treasurer's Report and the 2013-2014 Budget, Roger Taylor 2<sup>nd</sup>, no further discussion, motion passed.

**Secretary Report: Tanya Hoffmann**

I am still fine tuning the website. Upcoming events will be posted on the home page. Check back often to see what's happening in Sunset Sands. The website address is: [www.sunsetsands.net](http://www.sunsetsands.net) check it out. If you would like anything added, please email [Tanya@sunsetsands.net](mailto:Tanya@sunsetsands.net) if you would like to submit any of your favorite pictures of Sunset Sands or the surrounding area/activities, they can be posted to our gallery page.

Bill Huisman made a motion to accept the secretary's report, Sheron Huisman 2<sup>nd</sup>, no further discussion, motion passed.

**Maintenance Report: Bill Huisman**

The playground is complete, the landscaper will be here next week to plant grass. Four (4) of the park benches have been sold, we still have (2) benches available for purchase. The benches are 6 feet long, galvanized stand with cedar planks, it will come with a name plate. The benches can be placed in the area of your choice and will be mounted in cement. The cost is \$150.00 per bench.

We still need **VOLUNTEERS**, there is still a lot that needs to be done. Don't forget for every 4 hours you volunteer, your name goes into the pot for the drawing for the picnic table (shown at right) that will be given away at the annual meeting in 2014. The picnic table is on display in the clubhouse.



Tanya Hoffmann made a motion to accept the maintenance report, Roger Taylor 2<sup>nd</sup>, no further discussion, motion passed.

**Development Report: Wayne Frye**

Not much has happened lately, we had a septic installation on 207<sup>th</sup> off Birch this last month. Have had lots of phone calls about restrictions and clubhouse usage.

Development Summary Report 2012-2013

Sunset Sands Community Association

Development Summary and Report

Activity Period July 2012 to June 2013

(July 2011 – June 2012 and 5 year total shown for comparison)

	July 2012 - June 2013 -----	July 2011- June 2012 -----	Total 2008 - 2013 -----
Lot Clearing:	1	4	9
Septic Repairs:	0	0	4

Septic Installation:	2	2	12
Additions to Existing Structures:	1	2	8
Fence Installation:	1	1	3
New Home Construction:	2	1	9

Pam Reynolds made a motion to accept the maintenance report, Tanya Hoffmann 2<sup>nd</sup>, no further discussion, motion passed.

**Environmental Report: Roger Taylor**

Have installed drains in playground to take off the standing water and drain it into the lake. We have found a large amount of blackberries and weeds coming up while mowing. We will be spraying to kill these. Notices will be posted in advance of spraying. Still need to fix the roof of the maintenance shop and we will be placing a bench next to the walkway to the bath house.

Comments: Membership commented the Bill & Roger have done a fantastic job in the park area.

Tanya Hoffmann made a motion to accept the maintenance report, Bill Huisman 2<sup>nd</sup>, no further discussion, motion passed.

**Old Business:**

Danger tree removal will start in October by Johnson logging. If you haven't signed a liability release form for removing trees on your property, you can get the form off the website, complete it and return it to Roger or Bill.

If you have a new address or email address, send the updates to Sheron Huisman or Tanya Hoffmann.

The house account will be changed to Capital Improvement Account.

**New Business:**

Special Board Meetings – This is to notify our membership that the Board of Directors has set aside one day a week, every Wednesday from 6:00 PM – 9:00 PM. These meetings will be posted at the clubhouse when in session.

**Member Comments:**

*It was asked, how many board positions will be open:* We have 4 open positions this year. Pam Reynolds, Tanya Hoffmann, Roger Taylor and Wayne Frye have all served their time or was placed on the board when someone left. We will be electing 4 individuals and the new board will then decide what position everyone will hold.

**Election of Board Members:**

The following nominations were made:  
Tanya Hoffmann, Roger Taylor, Wayne Frye, Jan Taylor. All nominees accepted the nomination. No further candidates. All 4 candidates were voted onto the board.

Meeting was adjourned at 12:08 p.m.