

**SUNSET SANDS COMMUNITY ASSOCIATION**  
**BOARD MEETING MINUTES**  
**August 17, 2013**  
**BOARD MEMBERS**

<u>PRESIDENT</u>	<u>THOMAS MANNING</u>	<u>360-665-0084</u>
<u>VICE PRESIDENT</u>	<u>JAN TAYLOR</u>	<u>503-543-3934</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, Jan Taylor, Tanya Hoffmann, Sheron Huisman, Bill Huisman, Wayne Frye, Roger Taylor

**Welcome:** President, Tom Manning welcomed the members and called the meeting to order at 9:33 a.m.

**MEMBER COMMENTS:** No member comments

**July Minutes:** A motion to accept the July minutes was made by Sheron Huisman and 2<sup>nd</sup> by Bill Huisman, no further discussion, motion passed.

**President's Report: Tom Manning**

Enforcement Committee should also include Don Haverkamp.

The Architectural Committee will be responsible for landscape development, park enhancements, reserve account planning and annual study WAC 64.38.070. They will also conduct a 6 month inspection/survey of all properties in SSCA for issues and turn in the survey form to the Board of Director's. Start by making a list of items to look for (Tom Manning has a sample from another association). Example: the shop needs a new roof we also need new signage for the park, nature trail, etc.

If members are in the park area you should always carry your key card, it indicates that you're a member and are able to use the facilities.

A motion to accept the President's Report was made by Sheron Huisman and 2<sup>nd</sup> by Roger Taylor, no further discussion, motion passed.

**Vice Presidents Comments: Jan Taylor**

Jan is currently working with Pam Reynolds on updating membership addresses and rental information.

A motion to accept the Vice President's Report was made by Tanya Hoffmann and 2<sup>nd</sup> by Roger Taylor, no further discussion, motion passed.

**Treasurer's Report: Sheron Huisman**

Budget review and recommendations: Profit and Loss & Budget vs. Actual for June 2012 – May 2013 was presented as well as a comparison for June 2011 – May 2012 and June 2012 – May 2013.

A motion to accept the Budget Review was made by Roger Taylor and 2<sup>nd</sup> by Bill Huisman, no further discussion, motion passed.

The July Profit & Loss summary is below if you didn't pick one up.

**Income**

Member's Dues	\$	625.00
Club House Rental	\$	0.00
Interest	\$	1.66
Late Fee	\$	<u>75.00</u>
Total	\$	701.66

Total Income           \$ 701.66

**Expenses**

Administrative

Accounting Fees	\$	350.00
Advertising	\$	1,432.00
Bank Fee or Charge	\$	12.50
Business Tax	\$	218.00
License & Fees	\$	54.00
Meeting Donuts	\$	9.99
Office Supplies	\$	122.33
Postage	\$	.92
Printing & Reproduction	\$	<u>0.00</u>
Total	\$	2,199.74

Maintenance

Cleaning Service	\$	594.00
Equipment Rental	\$	0.00
Materials	\$	1,092.39
Service & Parts	\$	304.20
Supplies	\$	1.98
Yard Service	\$	<u>1,086.09</u>
Total	\$	3,078.66

Utilities, Business

Telephone	\$	85.21
Garbage	\$	18.39
Gas & Electric	\$	246.19
Water	\$	<u>58.49</u>
Total	\$	408.28

Total Expenses           \$ 5,686.68  
**Net Income**               **\$ - 4,985.02**

A motion to accept the Treasurer's Report was made by Tanya Hoffmann and 2<sup>nd</sup> by Jan Taylor, no further discussion, motion passed.

**Secretary Comments: Tanya Hoffmann**

I have added Sunset Sands speed limit to the home page of the website as well as additional nature trail pictures. 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.

A motion to accept the Secretary's Report was made by Sheron Huisman and 2<sup>nd</sup> by Roger Taylor, no further discussion, motion passed.

### **Maintenance Report: Bill Huisman**

The Nature Trail is complete, we still need to put signs up along the trail because it does border private property. We also need to come up with a name for the trail.

There is still 1 bench left to sale if anyone is interested in buying it. Everyone that has bought a bench needs to let Bill Huisman know what they want their plaque to say, so we can get them ordered and placed on the benches.

The hired landscaper has left us so the Board has decided to take over the landscaping for approximately 1 year in order to save money to purchase a new tractor. We will save approximately \$9,000 a year by us mowing. The old tractor will be sold on Craigslist, it is broke down more than its running. The Association still needs a tractor for work around the park and community and especially after storms. We will re-hire another landscaper in about 1 year, which will give us plenty of time to find someone willing to work with Sunset Sands.

Roger Taylor made a motion to accept the maintenance report, Jan Taylor 2<sup>nd</sup>. Discussion - a member suggested naming the nature trail "Sunset Trails". Motion passed.

### **Development Report: Wayne Frye**

We've had 1 proposal for lot clearing by 212<sup>th</sup>. Wayne Frye has talked to Mr. McCracken about his gate and he has agreed to move it back on his property. The For Sale sign at the end of Crane at the Green space has been moved to the correct property.

A Park Model Trailer refers to a trailer under 400sf. According to the county a single-wide is a trailer that is 410sf or larger. Park models are not allowed in Sunset Sands and single-wide can't be moved in if more than 5 years old.

**The Architectural Committee** will divide up parcels and check off any problems. Their question to the Board was, "What are areas of concern?" President, Tom Manning has a sample form that can be used like a checklist. What are Violations? The Development and CC&R's are listed on the website.

### **Pacific County bans Burn Barrels, they are illegal.**

Comments: Look at tarp issues.

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

### **Environmental Report: Roger Taylor**

Will be marking trees when we get a firm date from the logger. Logging will start at the back of Sunset Sands and move forward toward 227<sup>th</sup>. It is unlikely that the logger will go back to pick up any late requests, so get your request in soon.

We will be pulling out the rose bushes around the clubhouse and replanting with something that won't get as tall.

The county has given the Association permission to mow right down to the lake to take out all

the tall grass.

**Old Business:**

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

**New Business:**

Special Board Meetings – This is to notify our membership that the Board of Directors has set aside 1 day a week, every Wednesday from 6:00 PM – 9:00 PM if needed. It will be posted at the clubhouse when in session.

**Member Comments:**

Mike Marsh put the roof on the gazebo and will give a bid for the shop roof. Bob complimented on how good the park looks.

Meeting was adjourned at 10:55 a.m.