

## SKY MEADOWS COMMUNITY ASSOCIATION BOARD MEETING

29 November 2016 5:00pm

### 1. Board Roll Call

Present were:

President: Richard Goldstein

Vice President: Clay Miller

Secretary: Chuck Garrett

At Large: Patrice Heyduck

Also present were members Karen Lovejoy, John Bolte, Ron Henley, and Dave Shellenbarger.

### 2. Previous Minutes

It was noted that the minutes for the meetings of 9 June 2016 and 16 July 2016 have been approved and are posted online.

### 3. Business

a. Disaster Readiness. Karen Lovejoy opened our discussions with a talk on the disaster readiness program that has been implemented in the Town of Coupeville. The program's coordinator is being requested to talk to our community during the upcoming annual meeting.

b. SMCA Business License Renewal. President Goldstein announced that SMCA's lawyer has ceased to provide the service of renewing our business license due to a change of rules. The process is simple and has been taken care of for the current year. A motion was made to add a change to the By-Laws to give the primary responsibility for renewal to the board Secretary. Motion- PASSED.

The proposed change reads:

The Secretary or other designated Board Member shall ensure that the Annual Report of the Association to the Washington State is filed and the Business License Renewal for the Association is paid between May 1 to October 31 of each year at: [www.secure.dor.wa.gov](http://www.secure.dor.wa.gov)

c. SMCA Bank Statements and Treasurer Spreadsheet Posting. A motion was made to post monthly bank statements and financial spreadsheets to a password protected location on the SMCA website. This will give members more visibility of the SMCA finances. Motion – PASSED.

d. Annual Meeting Notices. The Annual Meeting has been scheduled for 28 January 2017. During the meeting, we will fill two vacancies on the board.

Meeting notices are due from the secretary as follows:

1<sup>st</sup> notice: due 1 Dec- 15 Dec

2<sup>nd</sup> notice: due 28 Dec- 13 Jan

In the notices, we will solicit board nominations and agenda items from all members. The proxy sheet should be attached to both notices.

e. Water System and Disaster Readiness. President Goldstein stated that King Water was queried about disaster readiness and our water system. The water tower uses reinforced steel concrete. A weak link would be piping. It was mentioned that there is a water tower isolation valve and a tool to close it. Training will be developed for isolation valve usage to be given at a later date.

Meeting adjourned at 5:37pm.

*Charles E. Garrett*  
Charles Garrett  
Secretary