



BOARD MEETING MINUTES for June 22, 2023

Time: 10:30AM

Location: Miller Residence

Board members present: Marsha Rowell, Hal Hovey, Dave Shellenbarger, Steve Gorgas, and Clay Miller.

Community Members Present: Judi Shellenbarger, Robert Roessler and Bob Allwardt.

1. **10:32AM MR Called to Order**, Established Quorum and Verified Notice of Meeting.
2. MR proposed approving and waiving the Reading of Preceding Meeting Minutes; DS asked for the April 20. 2023 Minutes paragraph 3.d. to be amended to show that *“Todd Albi mentioned he was not getting the help that he needed as water coordinator.”* HH moved that we so amend the previous minutes, approve the amended minutes, and waive the reading; SG seconded, all voted in favor.
3. At 10:35AM HH moved that the Board move into Executive Session to discuss the Water Coordinator situation; MR seconded, all in favor. The three community members present were asked to move outside to the porch. HH moved to exit Executive Session, MR seconded, all in favor. The Board came out of Executive Session at 11:22AM and welcomed back the community members.
4. **Officer and Committee Reports**
 - a. President – opening comments. MR asked that all questions and discussion items be held until the end of the Board meeting, per the Agenda. MR asks all SMCA Community members to doublecheck the distribution email list they are currently using and to ensure it is updated (the updated one is found on our website in the Membership Roster behind the password). MR moved that we increase the limit of dual signatures required on a check from \$1,000 to \$2,000, to make it easier to pay our SMCA bills. HH seconded, all voted in favor. MR asked the SMC Association to please stop sending “blanket emails” to the whole community, and instead (1) talk to individuals first, then (if that does not work), (2) bring the issue to the Board, preferably 8-10 days before the next scheduled Board meeting so it can be added to the agenda.
 - b. Treasurer – DS gave his financial update. The June 2023 report is attached. There is now \$1,700.01 in our “savings fund.”
 - c. ACC report – Lucy Gorgas. MR reviewed the projects from this period.
 - Wurzrainer Solar Panel Extension: approved by ACC on 01 May 2023.
 - Dilley construction (Lot 11A) approved for start of work. HH asked if this was a new project request and MR explained that this was previously approved, and the ACC was just giving the Dilley’s the go-ahead to begin their work.
 - Site visit to sign (re)location. An ACC site visit to the sign site was

requested by Todd Albi. It was attended by MR and Lucy Gorgas (ACC) and was conducted entirely on Howard Bledsoe's property. MR reported that after a site visit no new pruning was required to get the sign back into its original position.

- d. Water system report – No formal water system report for this previous period was submitted. It is noted that Todd Albi and King Water did a system flush and made a late-night repair to a major water leak near the McGregor residence during this period.

5. Unfinished Business

- a. Entrance Sign – MR mentioned that Todd Albi is still waiting to procure cedar posts from his source. HH asked to discuss the idea of hiring a professional to set the refurbished sign to avoid the risk of an accident or lawsuit. After some discussion, DS moved that we hire a professional to set the sign; HH seconded; the vote was 2 FOR and 3 AGAINST, and the motion failed. The Board confirmed that one Board member will be present when Todd sets the sign back into position.
- b. Audit Update – HH reported that he contacted two accounting firms which provide HOAS Audits and neither would give him a quote. DS suggested doing an in-house audit. MR moved that we do an in-house audit using two volunteer non-Board members, sometime in 2023; CM seconded; All voted in favor.
- c. Amending Bylaws (Article X, Section 2.2.c. to delete second sentence) – CM showed a draft of the ByLaws change to comply with the previous Board's decision – which is:
 - ***“2.2.c. When property changes from one owner to another, SMCA will read the meter if requested by the seller or buyer and provide a prorated bill for the portion of the quarter owned by the buyer and by the seller. ~~In any case the owner of the lot at the end of the quarter is responsible for the full quarters' water bill.~~”***
 - CM asked the Board what the official way was to make Board-approved changes to our ByLaws (County recording fees are now \$203.50 for the first page, \$1/page after that). HH looked up the process under “CondoLaw” and said that while changes to the CCRs and Agreements (Road and Water) MUST be recorded at the County, changes to the ByLaws do not need to be recorded. CM moved that he and MR, as webmaster, work together to restructure our SMCA website Documents page at <http://www.skymeadows.org/documents.html> to show “Current” Documents and “Past Versions,” and to combine our ByLaws into one Master ByLaws document, to make it easier to search for information. DS seconded; all voted in favor. HH Moved that we reaffirm the change to Article X, Section 2.2.c, (shown above); CM seconded; all voted in favor.

- d. Prospectus “draft” regarding Savings Account. HH moved we table this issue until the next Board meeting; CM seconded; all voted in favor.
- e. Discuss Richard Goldstein’s suggestions from 4/20/23 Board Meeting about being proactive re: aquifer chlorides & pressure levels. CM gave a summary of Richard Goldstein’s comments from a previous Board meeting and noted he had discussed this issue with the author, Doug Kelly, the former hydrogeologist for Island County. In the past the County (under Kelly) had taken semi-annual samples from our wells for chlorides and measured pressure (aquifer) levels. CM moved we investigate to see if the County (or possibly King Water) can continue to take these two readings so future Boards can make a decision regarding water usage and possible changes to rates to discourage wasting water (due to leaks, etc.) MR seconded, all in favor. CM volunteered to talk to the County re: this request.

6. New Business

- a. HH moved we discuss the results of the executive session. MR seconded and all voted in favor of discussing the 6/18/23 resignation of the Water Coordinator.
 - HH moved that we ask King Water how much they would charge us to (a) read out meters and (b) bill each SMCAS member. In the absence of a Water Coordinator, DS said he would look into this for the Board. The Board approved DS looking into this option.
 - HH moved we create a Code of Conduct for our volunteers and job description boundaries for each Board position. HH said "WSCAI" (which stands for Washington State Community Association Institute, of which he is a Director) has written language for such codes and descriptions and he will investigate and propose some changes at the next Board meeting.
 - HH proposed making the Member-at-Large position on the Board to now be responsible to serve as the SMCA Board Water System Liaison, who will serve as the sole Board member to interface with the Water Coordinator in the future. He pointed out our ByLaws do not assign water meter reading or water billing duties to the Water Coordinator. HH moved that he draft changes to ByLaws IV.8. regarding this new duty and present it to the Board at the next meeting. CM seconded, all voted in favor. HH moved that SG immediately take over this duty, effective today, as “Water System Liaison.” MR seconded; all voted in favor.
 - The Board asked SG to meet with Todd Albi and explain these changes in policy and ask him to come back on as our Water Coordinator with these new conditions. SG said he would do so at the earliest opportunity.

- Judi Shellenbarger volunteered to become the new SMCA Water Coordinator. The Board told Judi we will get back to her after SG has had a chance to talk with Todd Albi.
- b. Discussion & definition: Executive Session (if/as needed) vs. Special Session (see Sect. 3.6 in Bylaws). HH summarized this “tool” of the Board which can be called by any member with a motion, then that Board member must announce the subject, all community members are asked to temporarily leave the room, no decisions are to be made, and no minutes are published.
- c. Annual picnic – MR said she would ask the community by email for a host residence who can then choose the date.
- d. The Board reminds all neighbors of their responsibility to keep their property free of noxious weeds (esp. Canada thistle, Scotch broom, cow parsnip, and tansy ragwort) by removing them before they go to seed.
- e. There appears to be a few “Private Drive/Property” signs on the community easements which seem to prohibit use by the community from walking on these community roads. SG volunteered to go and talk with these neighbors to ask them to please move these signs so they “clear” the easement.
- f. Board members sign a **Welcome Letter** from the Board to the new members (Douglas and Karina Smith) who are buying the Seccombe’s home. CM scanned and emailed this letter to the Smiths after the Board meeting.
- g. CM moved that the SMCA PO Box continue to be checked weekly by the Treasurer, to ensure all correspondence or checks are processed or forwarded accordingly. MR seconded. All voted in favor.

7. Comments and Discussion - Board and Association members in attendance were asked if they had any comments.

- a. **Robert Roessler** asked why we even needed a Water Coordinator, recommended higher rates (like with a seriously non-linear rate of increase) for high water usage, to discourage the highest users, and suggested that we begin to use digital signing on documents like changes to the ByLaws to establish a historical trail. He then asked why Judi Shellenbarger was not invited, after she volunteered, to come to the Sky Meadows entrance with Todd Albi to discuss sign location. The board stated that this unintentional omission was our fault and that we would be more careful in the future in capturing topic discussions and comments. MR said she went with Todd Albi herself and they both decided that the sign could be returned to the former position without removing any branches or any trees.
- b. **Judi Shellenbarger** - regarding the sign placement in front of Robert Roessler’s residence: she felt she had been left out of the loop as at

the previous board meeting she had volunteered to be Robert's representative in any meetings regarding the placement of the Sky Meadows sign. She had met with Robert and had permission to be his representative. She shared that someone had knocked at her door requesting permission to cross properties and use our roads as a path for their horse ride from Arnold's field to the N and or from the W to the Kettles Trail on the S side of Libbey Road. No Permission was given. She shared that better protocols were needed when using emails – when a new topic is started a new email should be started with a very clear subject title. It should not be a tag onto a previous subject/email. She is looking for SMCA to have a new updated contract if King is going to read our meters. In regard to audits, she felt that at the change of treasurer should be the trigger for an audit. She shared an RCW regarding the willful waste of water and that it is a misdemeanor to willfully or negligently waste water. Finally she shared that she had spent a lot of time creating the SMCA Water System Management Binder and would like to update and maintain a copy of it.

- c. **HH** asked the Board why the water was shut off without warning. Nobody knew why.

8. 1:38PM MR Called for Adjournment, SG seconded, all voted in favor.

The Next SMCA Board meeting will be **Thursday, August 3rd, 2023, at 10:30AM** at the Miller Residence. All SMCA Members are invited to attend.

Sky Meadows Community Association

Treasurers Report for June 22, 2023

Balance on March 31, 2023

\$40,252.52

April Income:

Dues	10,200.00
SF	1,700.00
Sav F	1,700.00
Int	.71
Refund	5.00
Total	13,605.71

+13,605.71

53,858.23

April Paid Out:

KW	474.00
KW	479.00
DP	75.50
PSE (2)	181.68
KW	959.00
Total	2,169.18

-2,169.18

51,689.05

May Income:

-0-

May Paid Out:

To Sav F	100.00
DoH	270.75
Sav F	1,600.00
KW	959.00
PSE (2)	182.46

Continued

Total	3,112.21	<u>-3,112.21</u>
		48,576.84

June Income thru 17th:

-0-

June Paid Out thru 17th:

CE	1,379.57	
KW	1,871.69	
RP	20.09	
Total	3,271.35	<u>-3,271.35</u>
Total of Op Fund and Savings Fund on June 17, 2023		<u>\$45,305.49</u>

Notes:

All dues and Q1 water bills paid.
Savings Fund \$1,700.01
Outstanding checks: 1 at \$20.09
No payments paid late

Checks written:

1288	4/5	KW	474.00
1289	4/18	DP	75.50
1290	4/21	KW	479.00
1291	5/11	DoH	270.75
1292	5/30	KW	959.00
1293	6/9	CE	1,397.51
1294	6/15	KW	1,871.69
1295	6/17	RP	20.09

KEY

KW = King Water
Sav F = Savings Fund
DP = Deb Paros
DoH = Dept of Health
RP = Roberta Piercy
PSE = Puget Sound Electric
CE = Central Electric