

Meeting Agenda

Sunset West Maintenance Association Annual Meeting

February 17, 2015

7:00 pm

West Valley
Junior High
School Library

Board of Directors: Don Schlaman, President / Raymond Sanchez, Vice-President /
Mona Purcell, Secretary / Julie Schlaman / Suzanne Richings

Topic	Presenter	Time	Page #
1. Call to order & introduction of the directors	Don Schlaman	7:00	
2. Review of minutes from 2014 Annual meeting	Don Schlaman	7:02	1 - 2
3. Financial Report:			
i. 2014 Audit Report: Copri LaCoursiere, Sherry Moon, Karla Griffin, Jim Moon.	Committee	7:07	
b. 2014 Assets/Liabilities	Vikki	7:12	3
c. FY 2015 budget proposal		7:17	
i. New Position available			4
ii. Escrow account for future expenses			
4. Calendar dates			
a. Dues letters to be mailed March 1, due March 31	Vikki	7:30	
b. Yard sale: May 16, 8:00 am – 2:00 pm			
5. Election of directors – No elections required for this year	---	0	
6. Volunteers for the Audit Committee x 6	Don S	7:35	
7. Review of Block Watch/Email alerts	Jon Ison	7:38	
8. For the good of the order -	Open	7:45	
9. Adjourn	Don S	7:55	

Notes: Directors meeting to follow at 8:00 pm

Sunset West Maintenance Assoc. | MINUTES

February 19, 2014 | 7:00 pm | Meeting location West Valley Junior High Library

Meeting called by Jon Ison, President
Note taker Vikki Gore, Executive Sec.

Attendees
Vikki Gore, Jon Ison, Marie Kennedy, Rene LaCoursiere,
Greg McGuire, Laura Miller, Jim and Sherri Moon,
Lorraine Orwig, Mona Purcell, Suzanne Richings, Don
and Julie Schlaman, Susan Zellner

Website: <http://sunsetwest08.org/>

2 Guests of residents

Officer Sandino and Officer Hays, Yakima Police Dept.

AGENDA TOPICS

Topic	Action
<u>Call to Order:</u> Jon Ison called the annual meeting of the SSWMA to order at 7:02 pm. Individual introductions were made by those present.	---
<u>Review of Minutes, 2013:</u> The minutes of the 2013 annual meeting were distributed for individual review.	D. Schlaman MOVED to approve the minutes; seconded by J. Schlaman and unanimously carried.
<u>Financial Report:</u> The 2013 financial report (attached) was reviewed. Highlights: <u>Income from dues:</u> \$ 7,975.00 <u>Expenses:</u> \$10,366.94 The carryover balance from 2012 provided a cushion to sustain the account. The full budget is posted on the website.	It was noted that a special assessment may be required during the year if unforeseen expenses occur. Dues will need to be increased in 2015.
<u>2013 Audit Report:</u> The Audit Committee members (Sherri Moon, Don Schlaman, Steve Barnett, and Lorraine Orwig) were acknowledged. The annual audit of the financials was conducted on February 13 with no findings.	G. McGuire MOVED to approve the 2014 financial report inclusive of the audit report. The motion was seconded by Marie Kennedy and unanimously carried.
<u>FY2014 Budget:</u> The 2014 budget was summarized. V. Gore noted that additional categories are included this year to provide homeowners with more detail. Dues will remain at \$85.00 for 2014.	If any homeowners have concerns about paying dues in the required timeframe, they should contact V. Gore.
<u>Dues and late fee process:</u> V. Gore summarized the length of time required to collect dues this past year. Failure to pay dues timely restricts the association ability to pay vendors for services. The Bylaws allow the lien process to commence after 30 days. Although the Association desires to be understanding of homeowner needs, the lien process will be used more expeditiously this coming year.	A ballot will be mailed with the dues notice for members to vote on the revisions.
<u>Bylaws:</u> The proposed revisions to the Association's bylaws are being requested to bring the document into compliance with the Revised Code of Washington State. V. Gore summarized changes.	J. Ison will continue the email alerts for the block watch.
<u>Block watch:</u> Officer Sandino and Officer Hays were present to respond to questions from the members.	
J. Ison has posted block watch signs in the neighborhood. An email alert system has been established by J. Ison to notify neighbors when there are issues. The officers were asked what else could be done. The Association as a whole or an individual homeowner can request extra patrol at times when there are issues or a property will be vacant. J. Ison will post feedback from the police on requests forwarded to the Officers.	

Topic

Action

The Officers reviewed the 911 process when complaints are received about barking dogs or parties/loud noises. When these come in, a call screen is generated and the complaint is categorized. If there is a history on record, more will be done.

The Officers also distributed information on a new service, ReportIt. Homeowners can record serial numbers of expensive items. If an item is stolen, the pawn shops will check this system.

Calendar dates:

March 1 dues notice will be sent by this date.

May 17 Yard Sale from 8 am – 2:00 pm

Election of Directors 02/2014 – 01/2019 x2: Two directors are needed for the coming year. The following are nominated:

Suzanne Richings

Raymond Sanchez

Volunteers for the Audit Committee: Six volunteers are needed for the audit committee. This committee meets the week prior to the Annual meeting to review expenditures and the financial report. The following volunteered:

Renee LaCoursiere, Sherry Moon, Karla Griffin, Jim Moon, and Don Schlaman,

Review of Block Watch/Email Alerts: Updated information is needed along with more email addresses to keep everyone informed of happenings in the neighborhood.

Informational items – Who to contact: The information included in the packet is provided for the neighbors.

Other requests/New Business:

The meeting was opened for other comments and discussion. A request was made for more street lights in the neighborhood and a stop sign on Mead at all streets.

J. Ison discussed school busses turning right onto Mead and going over the curbs. He asked for others to submit complaints about this. The intersection at Mead and 72nd needs widening. Complaints should be directed to the Superintendent of WV Schools and the City of Yakima traffic management department.

Suzanne wrote a letter to the editor of the YHR newspaper to discuss the intersection safety issues. Jon Ison volunteered to talk with Mike Bastinelli about using the news to attract attention.

Neighbors are encouraged to keep their outside lights on to stop crime.

Door Prizes: A drawing was held with Lorraine Orwig and Greg McGuire winning gift certificates to Fred Meyer.

Adjourn: There being no further business, the meeting adjourned at 7:58 pm

Submitted by:

Vikki Gore
Executive Secretary

Information on the Yard Sale will be included with the dues notice.

Unanimous support was given to electing S. Richings and R. Sanchez as Officers.

One additional volunteer is needed. Interested parties can contact V. Gore.

J. Ison was elected to continue the email contact list. A request will be made to provide more email addresses.

Informational

J. Moon will speak with the Director of the WV Transportation Center about the bus issue. *

** After the meeting, Jim Moon contacted the Superintendent and was informed that the City of Yakima plans to place a stoplight at the corner of Mead and 72nd in the summer of 2014.*

Typed: 02/23/2014

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2015 Budget
Current Assets														
10														
													\$0.00	
													\$1,677.71	\$2,340.90
100													\$8,400.00	\$9,400.00
105													\$225.00	\$200.00
110													\$200.00	\$0.00
													\$11,940.90	
													\$0.00	
Current Liabilities														
20													\$0.00	
25													\$266.00	\$270.00
250													\$0.00	
251													\$2,466.96	\$2,900.00
252													\$563.19	\$600.00
253													\$0.00	\$1,000.00
30													\$192.06	\$200.00
301													\$0.00	
302													\$208.83	\$225.00
303													\$1,080.00	\$1,200.00
40													\$1,331.58	\$1,500.00
401													\$0.00	
45													\$341.91	\$350.00
50													\$233.38	\$0.00
501													\$0.00	
502													\$40.00	\$40.00
503													\$10.00	\$10.00
504													\$64.00	\$64.00
55													\$34.84	\$35.00
551													\$0.00	
60													\$225.44	\$230.00
65													\$83.16	\$85.00
651													\$0.00	\$0.00
652													\$118.86	\$100.00
653													\$32.51	\$20.00
654													\$54.09	\$0.00
70													\$600.00	\$600.00
75													\$0.00	\$400.00
80													\$150.00	\$150.00
85													\$0.00	\$1,000.00
90													\$65.00	\$65.00
													\$8,161.81	\$11,044.00
													\$2,340.90	\$896.90

Grounds Maintenance Worker Job Description

Job Period: March 1 – October 1 annually (7-8 months)

General description: Responsible for the cultivation and care of the landscaping and grounds located in the Sunset West Maintenance Association. Oversees sprinklers, drip system, mowing, weed removal, and makes recommendations to the Board regarding upgrades and repairs.

Primary responsibilities

- Ensure that common greenways are mowed as needed.
- Coordinate with external firms to apply weed control and/or fertilizer to the perimeter and lawns.
- Determine routine maintenance needed or replacement of sprinklers, grass, and drip lines.
- Arrange for arborvitae to be pruned, trimmed, or replaced as needed.
- Set sprinklers and drip line, periodically adjusting based on usage and watering requirements.
- Communicates needs with the Directors and the Executive Secretary for coordination.
- Other duties as assigned by the Directors.

Salary: \$50/month = \$350-400 total

Reports to the Board of Directors