

Sky Meadows Community Association
BOARD MEETING 30 JANUARY, 2017



Present were New Board Members: Fred Schmucker, Robin Bernardy, Dave Shellenbarger, Bev Holle and Clay Miller; also present were Richard Goldstein and Ron Henley.

5:17PM – Meeting convened and the New Board assigned the following positions:

- President – Fred Schmucker
- Vice President – Robin Bernardy
- Secretary – Clay Miller
- Treasurer – Dave Shellenbarger
- Member-at-large – Bev Holle

REGULAR BUSINESS

5:20PM – The new President and new Treasurer agreed to visit the bank to fill out a signature card for to be the new legal access to the association's account. A copy of these minutes, once approved by the Board, will serve as permission.

NEW BUSINESS

5:22PM – The Vice President volunteered to check RCWs to see if there are any "carry-over" rules which might apply to our association's bank account, and report at the next meeting.

5:23PM – Ron Henley was asked if he had any volunteers for the 2017 ACC. He offered the following names which were approved unanimously by the Board:

- Ron Henley
- Bill Peters
- Lucy Gorgas
- Dick Graham

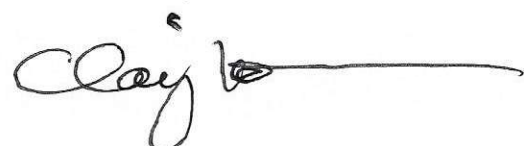
5:33PM – the Board agreed to meet at the Schmucker's garage office at the following dates & times; the association is welcome to attend these meetings:

- April 8, 2017, 8AM
- July 8, 2017, 8AM
- October 7, 2017 8AM

5:35PM – The Secretary shared that Dave Bernardy has graciously agreed to become the new SMCA "Water Czar" and will do a turnover with Dick Graham, who has served for 4+ years. Ron Henley suggested the Board recruit a member from the association to serves as "Assistant Water Czar," to be the back-up in the situations where the Water Czar was out of town. The Board agreed with this idea. The Vice President suggested we create job descriptions for these and other positions, and locate these in "Operating Procedures."

5:45PM – the Vice President discussed the need to comply with RCWs which require every meeting where voting takes place to be announced in advance to the community.

5:56PM – the meeting was adjourned


SECRETARY

BOARD MEETING APRIL 8, 2017



Present were Board Members: President Fred Schmucker, Treasurer Dave Shellenbarger and Secretary Clay Miller; also present was SMCA Water "Diva" Judi Shellenbarger. Vice President Robin Bernardy & Member-at-large Bev Holle were absent.

8:04AM – Meeting called to order by the President. Minutes from the previous meeting held on January 30, 2017 were approved by the Board without reading.

REGULAR BUSINESS

8:05AM – **TREASURERS REPORT.** The Treasurer shared a proposed budget for 2017 which was approved and is attached. The President suggested that in the future, a new line item covering gravel for the "joint-use" driveways be included. The Secretary volunteered to walk the five "joint-use" driveways and create a proposal for the SMCA Road Maintenance Agreement (if appropriate) which addresses in ink what the Association is responsible for and what the properties owners are responsible for – a proposal which will first go before the Board at the next meeting, and then to the Association for consideration if recommended by the Board.

8:47AM – **WATER REPORT.** The Water Diva took the Board through the Water System Report for the First Quarter of 2017 (attached). Decisions made include: President & Treasurer will sign the King Water annual Contract; a locksmith will be hired to install a better locking handset to make the well house door more secure; Judi will get a bid for a removable hatch over the well house roof to access filters (for stirring); King Water will inspect and repair (if needed) all the fire hydrants; the Board approved budgeting for the \$60-\$70 annual fee for the Water Diva/Czar to join Whidbey Island Water Systems Association, which will keep us up-to-date with evolving technologies and State requirements; the President agreed to have future Boards give "consent agenda" to items for discussion which have reports – which can be emailed to Board member PRIOR to the next meeting, to eliminate the need to read back through everything.

9:06AM – **ACC REPORT.** ACC Chair was not present.

9:07AM – **MISCELLANEOUS.** Approval for Judi Shellenbarger to serve as the new SMCA Water Administrator (Water Diva) was done by email by the Board prior to this meeting. She did a turnover with the previous Water Czar, Dick Graham. There have been no volunteers to coordinate or host the 2017 SMCA picnic. The President will query the Community to see if there are any tasks needed for an annual workday, and if so, solicit volunteers. The Vice President submitted via email an overview of the topic of having a financial Reserve (fund) to meet RCW requirements for an HOA. The Board feels like our budget and expenses are too small to warrant doing anything at this time. The term "carry over" was discussed and it was decided this was a topic meant to mean the same as "reserve." The President discussed the need for each Board member to keep a list of everything we do this year and to use that list to create a "job description" at the end of the year, which can be given the next Board. Judi suggested putting these job descriptions in a turnover binder.

(continued)

NEW BUSINESS

9:22AM – Job descriptions were discussed under Regular Business. The President suggested the concept of “codifying the operating procedures of the Association” be a continuing effort. The Treasurer agreed to create a list of Deadlines and Due Dates for various fees and annual payments, which will be “parked” into whatever appropriate document the Association uses, and deadlines for the payment of quarterly water bills will be written on the bill itself; he will email this list to the Board for remote approval. The President noted that our Association is aging and therefore it’s getting harder to find volunteers and more tasks are going to need to be “hired” out if this continues. The request by the Property Owner of Lot 12A for more gravel on their joint-use driveway was postponed just until the Secretary has a chance to walk the driveway today and report back to the President with a recommendation. (The Secretary did walk the driveway for Lot 12A and in his opinion this joint-use driveway showed no signs of potholes or need for more gravel at this time). In the future, when needed, the Board agreed to spend funds to buy one 10-yard dump truck full of 5/8” + binder to lay a 2” cover over the front (eastern) portion of the driveway serving Lots 12A, 11B and 11A. The Board voted to approve and release the 2018 Proposed Budget in December of 2017 via an emailed-Board meeting. The next Board meeting is scheduled for 8AM on July 8th, 2017.

9:41AM – the meeting was adjourned.



SECRETARY

April 8, 2017

Sky Meadows Community Association Treasurers Report for First Quarter, 2017

Included herein are bank statements, spreadsheets, and the 2017 Budget, all for first quarter, 2017. The January spreadsheet was produced by the outgoing Treasurer; February and March by me upon assuming the Treasurer position at the end of January.

Please note many water and dues assessments were late for 2016, some dues more than eight months, some water more than a year, and one owner who paid no assessments. The Treasurers' Report at January's Annual Meeting was somewhat incomplete probably because the Treasurer was not present. As of February 23 of this year all unpaid assessments are accounted for; we're up to date.

As per the bank and the January spreadsheet we started the year with a balance of \$16,514.87, and as of March 31 it's \$20,754.25. There appear to be some missing entries on the Jan spreadsheet but the bank indicates a January 31 balance of \$16,609.62. The spreadsheets are correct from Feb 1 on.

I steadfastly recommend that the Association require a financial accounting at least quarterly. The last meaningful financial update, until this one, was at the March 20, 2016 Board meeting, more than a year ago.

First quarter 2017:

January 1, 2017 Balance	\$16,514.87
Q1 Income	7,785.33
Q1 Paid out	3,545.95
March 31, 2017 Balance	20,754.25

Respectfully,
Dave Shellenbarger, SMCA Treasurer

February 8, 2017

Projected Budget for 2017

Beginning balance, 1/1/2017

\$16,514.87

Income:

Dues*	11,400.00	
Water usage*	6,929.00	
Water service fees*	3,500.00	
Bank interest	5.00	
Total	21,834.00	+21,834.00
		<u>38,348.87</u>

Expenditures:

Water management	4,488.00	
Water work orders	1,334.00	
Water testing	430.00	
Reservoir cleaning	1,000.00	
Utilities	1,333.00	
Sewage disposal	300.00	
Generator service	375.00	
Web fees	195.00	
Supplies	50.00	
Post office box	48.00	
Insurance	2,000.00	
Permits	275.00	
Picnic	100.00	
Misc	500.00	
Total	12,428.00	<u>-12,428.00</u>

Projected end of year

25,920.87

*Includes unpaid dues (\$900.00) and water (\$639.48) from 2016.

Respectfully,
Dave Shellenbarger, SMCA Treasurer

WATER SYSTEM REPORT
FIRST QUARTER 2017

- 1) Reservoir was emptied and cleaned. The old vent was replaced so that we would be up to state standards. During the cleaning the guys filled out a checklist as they were cleaning and a copy will be sent with the monthly invoice.
- 2) System was flushed using 4 of our 5 fire hydrants and the valve at the bottom of the hill. The hydrant near Good's property has a washer on the top section that needs to be replaced so that one wasn't flushed.
- 3) Our system will have a Sanitary Survey done sometime this year. Our last one was done in Oct. 2012. Surveys are required every 3 to 5 years by the Dept. of Health. I now have a copy of the last survey and a checklist of what is done before the survey. King Water takes care of that process.
- 4) As per Dick Graham's report to the board (June 22, 2016), we are to begin an annual System PRV (Pressure Relief Valve) cleaning and adjustment this year. At that time and at his year-end report, he recommended that homeowners have a check valve in their home water system. He also STRONGLY recommended that those homes downhill from the PRV, have their own PRVs. The valves, installation and upkeep would be at the homeowner's expense.
- 5) ACTION: Last contract with King Water was dated 4/30/01. I have worked with King Water and they have given us a new and revised contract which needs Board approval.
- 6) ACTION: From the water meter readers: They would like to send out a reminder that spaces in and around the meters should be clean and maintained regularly.
- 7) ACTION: Well house door does not close all the way so the lock is useless. Someone needs to repair the door handle or adjust the door jamb.
- 8) ACTION: Roof Hatch will be completed as soon as I get bids and you give approval.
- 9) ACTION: Fire Hydrant near Goode's home needs to be repaired. Fire Hydrant near Gorgas' needs a simple fix to readjust one of the baskets inside. I can't find any information as to when our fire hydrants were last serviced, so it might be cost effective to get all of them serviced.
- 10) ACTION: I propose a motion to allow me (or any water person) to join the Whidbey Island Water Systems Association. The cost is \$2 per active connection. I have the application form with me today.
 - a. www.whidbeywatersystems.org
 - b. This organization provides information regarding government forms and documents. Members share technical and operating data, keep members current on government requirements of water purveyors and pending legislation. Provides a forum of training for members and a conduit to speak to other water system coordinators on the Island.

11) ACTION: I think the water coordinator should have copies of work done on the well. It was time consuming to track down previous services done by King (sanitary survey, maintenance, contract, etc.) I would like the Board to consider how best to get the information to the Water Coordinator.

Respectfully submitted,
Judi Shellenbarger

BOARD MEETING JULY 8, 2017



Present were Board Members: President Fred Schmucker, Treasurer Dave Shellenbarger, Member-at-large Bev Holle, and Secretary Clay Miller; also present was SMCA Water Coordinator Judi Shellenbarger. Vice President Robin Bernardy was absent.

8:00AM – Meeting called to order by the President. Minutes from the previous meeting held on April 8, 2017 were approved without reading.

REGULAR BUSINESS

8:01AM – **TREASURERS REPORT.** The Treasurer summarized his quarterly Report (attached) which was approved by the Board. Board voted to post Report only to website but make actual spreadsheet of individual line items available by request by members to Treasurer, via email. Dave shared that annual SMCA insurance premium of \$2,000 is due in September. Judi requested reimbursement of \$22.62 for ink cartridge and paper for her duties as Water Coordinator and this was approved.

8:11AM – **WATER REPORT.** The Water Coordinator took the Board through the Water System Report for the Second Quarter of 2017 (attached). She recommended that King Water inspect individual homes who maintain and fill ponds and watering troughs to ensure they have a backflow preventer valve to ensure water in these areas is not sucked back into our supply lines in the event of a low-pressure incident. The Board approved. She recommended that the trees and heavy brush be cut away from the well house (to create a firebreak) and the Board approved her getting two bids for this work from Lefler and Pioneer Tree Service companies.

8:28AM – **ACC REPORT.** ACC Chair was not present.

8:29AM – **NEW BUSINESS.**

1. **SIGN.** Dave Shellenbarger volunteered to get bids to repaint our entry way sign.
2. **PICNIC.** The President announced that Kristina Paulsen has volunteered to organize the 2017 association picnic and the Garrets have volunteered to host it again on their lot at 1PM on August 26, 2017.
3. **ROAD MAINTENANCE.** The President shared that he found a contractor who can groom (claw up and box grade back) 10 cubic loads of 5/8" crushed gravel for about \$1,300. When the time comes to repair our "joint use" driveways, he recommended we use this guy. Clay is working on a proposal to clarify our recorded documents as to what the Association should do on a regular basis to maintain these "joint use" driveways/roads and will present to the Board before the next meeting.
4. **ASST WATER COORDINATOR.** The President asked Judi to see if she could recruit an assistant to learn the system and serve as her back up in case she was away.

(continued)


5. COMMUNITY EMERGENCY RESPONSE PLAN. Judi reported attending a meeting at the Lovejoy home with Robin Bernardy and suggested we create a phone tree for quick response in case of emergency.

6. ISLAND TRANSIT STOP. A member had asked the Board to look into Island Transit's advertising a stop at the intersection of Sky Meadows and Libbey Roads on the internet. This is Route 6 and the Board feels this is a non-issue as no structure or sign exists now, or is being installed here.

7. SMCA WATER BILLING STATEMENT FORMAT. Dave mentioned he likes the new format of the bill, which is maintained by Sylvia Spencer's daughter, Monica. The Board asked Dave to see if Sylvia would like to turn over the responsibility for doing the billing to him.

8. NEXT BOARD MEETING. Many Board members said they would not be available over Columbus Day Weekend, so the Board approved moving the next meeting to 8AM on October 14th, 2017 at Fred Schmucker's garage.

9:19AM – the meeting was adjourned.


SECRETARY 7/9/17

October 14, 2017

SMCA Treasurers Report for Third Quarter, 2017

Third Quarter 2017 produced income of \$3,378.54 from water revenue, interest, and a test payment (\$5.00) from the Treasurer. All accounts are current and up to date; all assessments paid. There were expenditures of \$10,639.65 for the quarter. Our balance as of September 30: \$16,302.85.

Beginning Balance, July 1, 2017			\$23,563.96
<u>Income from:</u>			
Water revenue	\$3,372.15		
Interest	1.39		
Deposit*	5.00		
	<u>\$3,378.54</u>	→	<u>+3,378.54</u>
			26,942.50
<u>Expenditures, checks cut to:</u>			
King Water (3)**	\$1,676.33		
Judi Shellenbarger	22.62	Reimbursement for office supplies.	
DoH Survey	510.00	Every fifth (+/-) year.	
Kristina Paulsen	88.59	Reimbursement for picnic.	
Combs Testing (3)	4,741.60	Hydrant Service & Repair.	
Peak Electric	373.05	Gen-Set Maintenance.	
Fred Schmucker	677.62	Reimbursement for Road Gravel.	
PSE (auto W/D)	508.84		
Philadelphia Insurance	2,041.00		
	<u>\$10,639.65</u>	→	<u>-10,639.65</u>
			16,302.85
End Balance, September 30, 2017			\$16,302.85

Notes:

Number of checks, if more than one, in ().

*BillPay test by Treasurer, applied to Sept water bill.

**King Water includes w/o #17608 – rebuild ASCO valve, and w/o #17593 – Sanitary Survey, included with monthly management services.

Respectfully,

Dave Shellenbarger, SMCA Treasurer

BOARD MEETING OCTOBER 14, 2017



Present were Board Members: President Fred Schmucker, Vice President Robin Bernardy, Treasurer Dave Shellenbarger, Member-at-large Bev Holle, and Secretary Clay Miller; also present was Jim Seccombe, from Lot 1A.

8:04AM – Meeting called to order by the President. Minutes from the previous meeting held on July 8, 2017 were read and approved.

REGULAR BUSINESS

8:11AM – **TREASURERS REPORT.** The Treasurer summarized his 3rd Quarter Report (attached) which was approved by the Board.

8:25AM – **WATER REPORT.** The Water Coordinator was absent but the Treasurer summarized the issues for the past quarter and those issues looking ahead:

- 1. CCCP.** A “Cross Connection Control Policy” (CCCP) was created by KING Water for SMCA in 2003 but never adopted. The Board voted today to *adopt* the enclosed CCCP which will go into effect immediately, and start with a questionnaire which will be sent out to all lot owners by King Water. The purpose of the CCCP is to prevent accidental pollution of our SMCA water system during a “low pressure” event, which might cause water to backflow into the lines from contaminated sources such as ponds, drinking troughs, etc. The Water Coordinator is authorized to contact KING Water to start the survey process. **The approved CCCP is attached.**
- 2. FIRE HYDRANTS.** Combs Testing Service visited SMCA in September 2017 and refurbished our five (5) fire hydrants, including replacing a failed valve on one of the hydrants.
- 3. PRESSURE REDUCING VALVE.** This Pressure Reducing Valve (PRV) is used to prevent overpressure of the lot owners on the lower half of Sky Meadows Rd. KING Water recommends the box be enlarged and the valves be reengineered to provide better protection and easier maintenance. The Board asked the Water Coordinator (via the Treasurer) to go forward and work up a bid for this future project.

8:49AM – **ACC REPORT.** ACC Chair was not present but the President gave a summary to the Board as submitted by the ACC Chair.

8:51AM – **UNFINISHED BUSINESS.**

- 1. DRIVEWAY TO LOT 12A.** This road was graveled and repaired in September 2017.
- 2. FIRESAFE.** Board voted to make this a discussion item at the Annual Membership Meeting.
- 3. ASST WATER COORDINATOR.** The Board agreed to solicit the Association for a volunteer to help the Water Coordinator and act as Assistant, in cases where she is traveling. The Secretary will send out an email asking for a volunteer. This is in accordance with our Bylaws (Revision 7, Article 5).

(continued)


4. DRIVEWAY EASEMENTS/JOINT USE. The Secretary presented a proposal to identify the joint-use driveway easements in SMCA and clarify the Association's responsibilities. The Board agreed to go out to the membership with a written proposal – for discussion and then to propose actual language change to the Road Maintenance Agreement (RMA) and Covenants, Conditions & Restrictions (CCRs). Any changes to these documents requires 24 lot owners (2/3's of the Membership) to agree. The secretary will create draft language for the RMA and CCRs and present to the Association via the Board soon.

9:30AM – NEW BUSINESS.

- 1. POSTING OF FINANCIALS TO WEBSITE.** The Board agreed to have the Treasurer continue to post the Quarterly summary on the website, but to also post the "monthly spreadsheet" for October, November and December of 2017 only. Members are reminded that they may ask the Treasurer for copies of any financial statements at any time.
- 2. NEXT BOARD MEETING.** President asked to hold our next meeting at 8AM, Dec 2nd, 2017, to prepare for the Annual Association meeting and create the 2018 Budget.
- 3. 2018 BOARD MEMBERS.** Fred Schmucker, Dave Shellenbarger and Bev Holle all agreed to continue to serve for a 2nd year. Robin Bernardy and Clay Miller stated they will be stepping down after the Association meeting and finishing a turnover with the new Board, to allow new members to volunteer to for 2 years to stagger the Board.
- 4. ANNUAL ASSESSMENT.** A brief discussion was made concerning the idea of raising the annual assessment to cover upcoming known repairs/improvements to our water system. The President asked the Treasurer to table this until we meet in December to lay out the budget for 2018. At that time we will determine the need.
- 5. WATER BILLING ASST.** The Treasurer asked the Board to help him recruit an assistant to doublecheck the water bill. This position is also in accordance with our Bylaws (Revision 7, Article 5) but is called **Assistant Treasurer**.

10:03AM – the meeting was adjourned.

Addendum to Minutes: On October 12, 2017, **Robert Vernon** presented a copy of his Power of Attorney (POA) from Lot 12A owner, **Dongning Ji**, to represent her needs as a member of the SMCA. The Board will keep this POA on file. **Copy of POA attached.**


SECRETARY 10/17/2017

October 14, 2017

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Respectfully,

Dave Shellenbarger, SMCA Treasurer

RESOLUTION

CROSS CONNECTION CONTROL POLICY

FINDING OF FACT:

Whereas it is the responsibility of a water purveyor to provide water to the customer that meet State water quality standards;

Whereas it is the water purveyor's responsibility to prevent the contamination of the public water supply system from the source of supply to the customer's connection to the service pipe or meter;

Whereas it is a requirement of the Washington Department of Health for the purveyor to establish a cross connection control program satisfactory to the Department of Health, and

(SEE WAC 51-56-0600 (601.1 + 603.1))

Whereas cross connections within the customer's plumbing system pose a potential source for the contamination of the public water supply system;

Now be it resolved that the Sky Meadows Community Association, hereinafter referred to as the Purveyor, establishes the following service policy to protect the Purveyor owned water supply system from the risk of contamination. For public health and safety, this policy shall apply equally to all new and existing customers.

PREVENTION OF CONTAMINATION:

The customer's plumbing system, starting from the termination of the Purveyor's water service pipe, shall be considered a potential high health hazard requiring the isolation of the customer's premises by a Purveyor approved, customer installed and maintained air gap. The air gap shall be located at the end of the Purveyor's water service pipe. Water shall only be supplied to the customer through this purveyors approved air gap.

Notwithstanding the aforesaid, the Purveyor, upon an assessment of the risk of contamination posed by the customer's plumbing system and use of water, may allow the customer to directly to the water service pipe without an approved air gap, so long as the protection provided is commensurate with the risk assessed. This may require the use of an approved backflow assembly, such as a reduced pressure backflow assembly (RPBA) or a double check valve assembly (DCVA).

CONDITIONS FOR PROVIDING SERVICE:

Water service is provided based on the following terms and limitations:

- 1) The customer agrees to take all measures necessary to prevent the contamination of the

plumbing system within his premises and the Purveyor's distribution system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any back-pressure or back-siphonage condition, including the disruption of supply from the Purveyor's system that may occur by reason of routine system maintenance or during emergency conditions, such as a water main break.

2) The customer agrees to install, operate and maintain at all times his plumbing system in compliance with the current edition of the Plumbing Code having jurisdiction as it pertains to the prevention of contamination, and protection from thermal expansion due to a closed system that could occur with the present or future installation of backflow preventers on the customer's service and/or at plumbing fixtures.

3) For cross connection control or other public health related surveys, the customer agrees to provide free access for the employees or agents of the Purveyor to all parts of the premises during reasonable working hours of the day for routine surveys, and at all times during emergencies. Where agreement for free access for the purveyor's survey is denied, water service may be supplied by the Purveyor, provided premise isolation is provided through a Purveyor/WA DOH approved reduced pressure backflow assembly (RPBA).

4) The customer agrees: (a) to have premise tested upon installation, annually thereafter or when requested by the Purveyor, after repair and after relocation his RPBA or DCVA installed to protect the Purveyor's distribution system, (b) to have all testing done by a Purveyor approved and State Department of Health currently certified Backflow Assembly Tester (BAT) with certification as a Cross Connection Control Specialist (CCS), (c) to have the RPBA or DCVA tested following the procedures approved by the WA DOH with the recommended additional procedures in the "Cross Connection Control Manual, Accepted Procedures and Practice", Sixth Edition, December 1995, or latest edition thereof, and (d) to submit to the Purveyor the results of the test(s) on the Purveyor supplied test report form within the time period specified by the Purveyor. The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA or DCVA or derivative thereof installed to protect the Purveyor's distribution system.

5) At the time of application for service, if required by the Purveyor, the customer agrees to submit plumbing plans and/or a cross connection control survey of the premises by a Purveyor approved and Washington Department of Health certified Cross Connection Control Specialist (CCS). The survey shall assess the cross connection hazards and list the backflow prevention provided within the premises. The results of the survey shall be submitted prior to the Purveyor turning on water service to a new customer. The cost of the survey shall be borne by the customer.

6) For classes of customers other than single family residential, when required by the Purveyor, the customer agrees to submit a cross connection control re-survey of the premises by the persons described above. The Purveyor may require the re-survey to be performed in response to changes in customer's plumbing, or performed periodically (annual or less frequent) where the Purveyor considers the customer's plumbing system to be complex or subject to frequent changes in water use. The cost of the re-survey shall be borne by the customer.

- 7) Within 30 days of a request by the Purveyor, a residential customer shall agree to complete and submit to the Purveyor a "Water Use Questionnaire" for the purpose of surveying the health hazard posed by the customer's plumbing system on the Purveyor's distribution system. Further, the residential customer agrees to provide with 30 days of a request by the Purveyor a cross connection control survey of the premises by a Purveyor approved and Washington Department of Health certified Cross Connection Control Specialist (CCS).
- 8) The customer agrees to obtain the prior approval from the Purveyor for all changes in water use, and alterations and additions to the plumbing system, and shall comply with any additional requirements imposed by the Purveyor for cross connection control.
- 9) The customer agrees to immediately notify the Purveyor and the local public health inspection jurisdiction of any backflow incident occurring within the premises, (i.e., entry into the potable water of any contaminant or pollutant) and shall cooperate fully with the Purveyor to determine the reason for the incident.
- 10) The customer acknowledges the right of the Purveyor to discontinue water supply within 72 hours of giving notice, or a lesser period of time if required to protect the public health, if the customer fails to cooperate with the Purveyor in the survey of premises, in the installation, maintenance, repair, inspection or testing of backflow prevention assemblies or air gaps required by the Purveyor, or in the Purveyor's effort to contain a contaminant or pollutant that is detected in the customer's system. Without limiting the generality of the foregoing, in lieu of discontinuing water service the Purveyor may install a reduced pressure backflow assembly (RPBA) on its service pipe to provide premises isolation, and recover all of its costs for the installation and subsequent maintenance and repair of the assembly, appurtenances and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of service in accordance with the Purveyor's water billing policies.
- 11) The customer agrees to indemnify and hold harmless the Purveyor for all contamination of the customer's plumbing system or the Purveyor's distribution system that results from an unprotected or inadequately protected cross connection within his premises. This indemnification shall pertain to all backflow conditions that may arise from the Purveyor's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the customer to provide adequate facilities to collect, store and pump water for his premises.
- 12) The customer agrees that, in the event legal action is required and commenced between the Purveyor and the customer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all its costs and expenses including but not limited to reasonable attorney's fees as determined by the Court.
- 13) The customer acknowledges that the Purveyor's survey of a customer's premises is for the sole purpose of establishing the Purveyor's minimum requirements for the protection of the public water supply system, commensurate with the Purveyor's assessment of the degree of

hazard. It shall not be assumed by the customer (or any regulatory agency) that the Purveyor's survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by Purveyor personnel constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross connections therein.

14) The customer acknowledges the right of the Purveyor, in keeping with changes to State regulations, industry standards, or the Purveyor's risk management policies, to impose retroactive requirements for additional cross connection control measures.


The Purveyor shall record the customer's agreement to the above terms for service on an "Application for Water Service", "Application for Change of Water Service" or other such form prepared by the Purveyor and signed by the customer.

The definition of technical terms given in the "Cross Connection Control Manual, Accepted Procedures and Practice", Sixth Edition, December 1995 published by the Pacific Northwest Section, American Water Works Association, or latest edition thereof, shall apply herein.

Resolution Adopted on 14 OCTOBER 2017

Effective Date: 14 OCTOBER 2017

President: 

Vice-President: 

Secretary: 

Washington Limited Power of Attorney

BE IT ACKNOWLEDGED, that I, Dongning Ji, of 745 Snowberry Lane, Coupeville, WA 98239, the undersigned, do hereby grant a limited and specific power of attorney to Robert D. Vernon, of 745 Snowberry Lane, Coupeville, WA 98239 as my attorney-in-fact.

Said attorney-in-fact shall have full power and authority to undertake and perform only the following acts on my behalf:

To represent me in my capacity as a Member of the Sky Meadows Community Association (SMCA) in all matters affecting my rights, duties and obligations as a Member, including but not limited to communicating with other SMCA Members, including the Board of Directors, casting votes as a Member, in attending any SMCA event or activity that is limited to Members, and to seek and to obtain any documents or other information from SMCA to which I am entitled as a Member, including without limitation accounting information, legal opinions issued by attorneys representing SMCA, notice of meetings, etc.

The authority herein shall include such incidental acts as are reasonably required to carry out and perform the specific authorities granted herein.

My attorney-in-fact agrees to accept this appointment subject to its terms, and agrees to act and perform in said fiduciary capacity consistent with my best interest, as my attorney-in-fact in its discretion deems advisable.

This power of attorney is effective upon execution. This power of attorney may be revoked by me at any time, and shall automatically be revoked upon my death, provided any person relying on this power of attorney shall have full rights to accept and reply upon the authority of my attorney-in-fact until in receipt of actual notice of revocation.

Signed this 12 day of October, 2017.

Dongning Ji

State of Washington
County of Island

This document was acknowledged before me on 10-12-2017 by Dongning Ji

Sharon A. Klug
Signature of Notary
My commission expires

Notary Public
State of Washington
Sharon A. Klug
Commission Expires 2-4-2018

RESOLUTION

CROSS CONNECTION CONTROL POLICY

FINDING OF FACT:

Whereas it is the responsibility of a water purveyor to provide water to the customer that meet State water quality standards;

Whereas it is the water purveyor's responsibility to prevent the contamination of the public water supply system from the source of supply to the customer's connection to the service pipe or meter;

Whereas it is a requirement of the Washington Department of Health for the purveyor to establish a cross connection control program satisfactory to the Department of Health, and

(SEE WAC 51-56-0600 (601.1 + 603.1))

Whereas cross connections within the customer's plumbing system pose a potential source for the contamination of the public water supply system;

Now be it resolved that the Sky Meadows Community Association, hereinafter referred to as the Purveyor, establishes the following service policy to protect the Purveyor owned water supply system from the risk of contamination. For public health and safety, this policy shall apply equally to all new and existing customers.

PREVENTION OF CONTAMINATION:

The customer's plumbing system, starting from the termination of the Purveyor's water service pipe, shall be considered a potential high health hazard requiring the isolation of the customer's premises by a Purveyor approved, customer installed and maintained air gap. The air gap shall be located at the end of the Purveyor's water service pipe. Water shall only be supplied to the customer through this purveyors approved air gap.

Notwithstanding the aforesaid, the Purveyor, upon an assessment of the risk of contamination posed by the customer's plumbing system and use of water, may allow the customer to directly to the water service pipe without an approved air gap, so long as the protection provided is commensurate with the risk assessed. This may require the use of an approved backflow assembly, such as a reduced pressure backflow assembly (RPBA) or a double check valve assembly (DCVA).

CONDITIONS FOR PROVIDING SERVICE:

Water service is provided based on the following terms and limitations:

- 1) The customer agrees to take all measures necessary to prevent the contamination of the

plumbing system within his premises and the Purveyor's distribution system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any back-pressure or back-siphonage condition, including the disruption of supply from the Purveyor's system that may occur by reason of routine system maintenance or during emergency conditions, such as a water main break.

2) The customer agrees to install, operate and maintain at all times his plumbing system in compliance with the current edition of the Plumbing Code having jurisdiction as it pertains to the prevention of contamination, and protection from thermal expansion due to a closed system that could occur with the present or future installation of backflow preventers on the customer's service and/or at plumbing fixtures.

3) For cross connection control or other public health related surveys, the customer agrees to provide free access for the employees or agents of the Purveyor to all parts of the premises during reasonable working hours of the day for routine surveys, and at all times during emergencies. Where agreement for free access for the purveyor's survey is denied, water service may be supplied by the Purveyor, provided premise isolation is provided through a Purveyor/WA DOH approved reduced pressure backflow assembly (RPBA).

4) The customer agrees: (a) to have premise tested upon installation, annually thereafter or when requested by the Purveyor, after repair and after relocation his RPBA or DCVA installed to protect the Purveyor's distribution system, (b) to have all testing done by a Purveyor approved and State Department of Health currently certified Backflow Assembly Tester (BAT) with certification as a Cross Connection Control Specialist (CCS), (c) to have the RPBA or DCVA tested following the procedures approved by the WA DOH with the recommended additional procedures in the "Cross Connection Control Manual, Accepted Procedures and Practice", Sixth Edition, December 1995, or latest edition thereof, and (d) to submit to the Purveyor the results of the test(s) on the Purveyor supplied test report form within the time period specified by the Purveyor. The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA or DCVA or derivative thereof installed to protect the Purveyor's distribution system.

5) At the time of application for service, if required by the Purveyor, the customer agrees to submit plumbing plans and/or a cross connection control survey of the premises by a Purveyor approved and Washington Department of Health certified Cross Connection Control Specialist (CCS). The survey shall assess the cross connection hazards and list the backflow prevention provided within the premises. The results of the survey shall be submitted prior to the Purveyor turning on water service to a new customer. The cost of the survey shall be borne by the customer.

6) For classes of customers other than single family residential, when required by the Purveyor, the customer agrees to submit a cross connection control re-survey of the premises by the persons described above. The Purveyor may require the re-survey to be performed in response to changes in customer's plumbing, or performed periodically (annual or less frequent) where the Purveyor considers the customer's plumbing system to be complex or subject to frequent changes in water use. The cost of the re-survey shall be borne by the customer.

- 7) Within 30 days of a request by the Purveyor, a residential customer shall agree to complete and submit to the Purveyor a "Water Use Questionnaire" for the purpose of surveying the health hazard posed by the customer's plumbing system on the Purveyor's distribution system. Further, the residential customer agrees to provide with 30 days of a request by the Purveyor a cross connection control survey of the premises by a Purveyor approved and Washington Department of Health certified Cross Connection Control Specialist (CCS).
- 8) The customer agrees to obtain the prior approval from the Purveyor for all changes in water use, and alterations and additions to the plumbing system, and shall comply with any additional requirements imposed by the Purveyor for cross connection control.
- 9) The customer agrees to immediately notify the Purveyor and the local public health inspection jurisdiction of any backflow incident occurring within the premises, (i.e., entry into the potable water of any contaminant or pollutant) and shall cooperate fully with the Purveyor to determine the reason for the incident.
- 10) The customer acknowledges the right of the Purveyor to discontinue water supply within 72 hours of giving notice, or a lesser period of time if required to protect the public health, if the customer fails to cooperate with the Purveyor in the survey of premises, in the installation, maintenance, repair, inspection or testing of backflow prevention assemblies or air gaps required by the Purveyor, or in the Purveyor's effort to contain a contaminant or pollutant that is detected in the customer's system. Without limiting the generality of the foregoing, in lieu of discontinuing water service the Purveyor may install a reduced pressure backflow assembly (RPBA) on its service pipe to provide premises isolation, and recover all of its costs for the installation and subsequent maintenance and repair of the assembly, appurtenances and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of service in accordance with the Purveyor's water billing policies.
- 11) The customer agrees to indemnify and hold harmless the Purveyor for all contamination of the customer's plumbing system or the Purveyor's distribution system that results from an unprotected or inadequately protected cross connection within his premises. This indemnification shall pertain to all backflow conditions that may arise from the Purveyor's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the customer to provide adequate facilities to collect, store and pump water for his premises.
- 12) The customer agrees that, in the event legal action is required and commenced between the Purveyor and the customer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all its costs and expenses including but not limited to reasonable attorney's fees as determined by the Court.
- 13) The customer acknowledges that the Purveyor's survey of a customer's premises is for the sole purpose of establishing the Purveyor's minimum requirements for the protection of the public water supply system, commensurate with the Purveyor's assessment of the degree of

hazard. It shall not be assumed by the customer (or any regulatory agency) that the Purveyor's survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by Purveyor personnel constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross connections therein.

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Resolution Adopted on 14 OCTOBER 2017

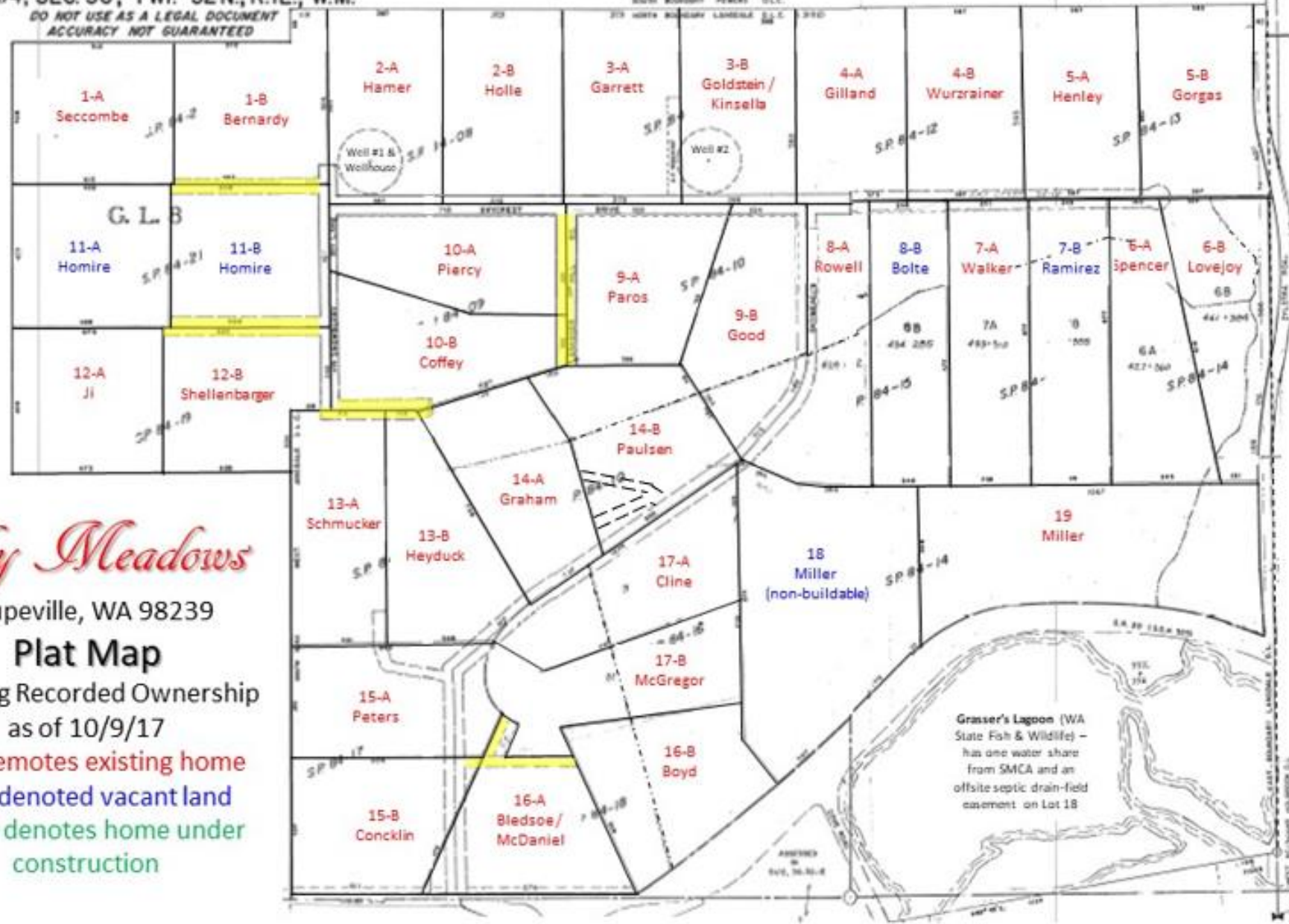
Effective Date: 14 OCTOBER 2017

President: 

Vice-President: 

Secretary: 

DO NOT USE AS A LEGAL DOCUMENT
ACCURACY NOT GUARANTEED



Sky Meadows

Coupeville, WA 98239

Plat Map

showing Recorded Ownership
as of 10/9/17

- Red demotes existing home
- Blue denoted vacant land
- Green denotes home under construction

SPECIAL BOARD MEETING NOVEMBER 4, 2017



Present were Board Members: Vice President Robin Bernardy (who held proxy for Treasurer Dave Shellenbarger), Member-at-large Bev Holle, and Secretary Clay Miller; also present was Jim Seccombe, from Lot 1A.

07:33AM – Vice President Call Special Meeting to Order with Quorum

1. Unfinished Business

- a. Discussed Continued Call for Assistant Water Coordinator. Potential candidates were discussed. Robin Bernardy offered to contact one of the potential candidates to find out if they would be willing to serve.

2. New Business

- a. Election of Board President. Clay Miller and Robin Bernardy were both nominated, and a vote was taken and Robin Bernardy was elected by the Board to serve as the new President until the 2018 Board convenes. Bev Holle was then nominated as Vice President, and was elected by the Board. Clay Miller will stay on as Secretary. With the resignation of Fred Schmucker as President, we need to have Robin Bernardy, as the new President, go to Heritage Bank (formerly Whidbey Island Bank, Coupeville) and sign the signature card authorizing her to be the second signatory for our account, along with the Treasurer, Dave Shellenbarger. These minutes authorize Robin to sign the signatory card as soon as possible.

b. Appointments

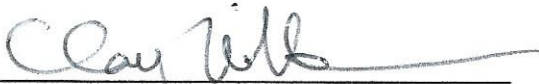
- i. Interim Water Coordinator - Dick Graham has volunteered to take over the position of SMCA Water Coordinator from Judi Shellenbarger, who had to take a temporary leave of absence, for up to one year. The Board approved this appointment.
 - ii. Water Meter Readers - Eric Hamer and Fred Schmucker both volunteered to read the water meters. The Board approved these appointments.
 - iii. Assistant Treasurer - Debra Paros volunteered to assist Dave Shellenbarger in the role as Asst Treasurer. The Board approved this for a 2-year appointment.
- c. Appointment of Board Member (due to resignation of Fred Schmucker. Appointed position will serve until January 6, 2018 SMCA Annual Meeting/Board Elections). Jim Seccombe volunteered to be "Member-at-large" and was elected to the Board.
- d. New President Robin Bernardy announced the Sky Meadows Annual Meeting Date – **Saturday, January 6, 2018, 12:00 pm at the Coupeville Library Meeting Room**. The guest speaker will be Kelsi (Mottet) Franzen who will discuss "Fire Wise" safety. A Draft Agenda, First and Second Notice (and ballot) was proposed by the new President to the Board as a starting point and will be approved for distribution at the next regular Board meeting on December 2nd, 2017.
- e. Review of Due Dates for Annual Meeting announcement, agenda, ballot distribution and second notification. Clay Miller shared that the **FIRST NOTICE** of the annual Association Meeting notification must be sent out between November 6-22, 2017 and

Sky Meadows Community Association

the Board agreed to do this via email. The **SECOND NOTICE** and the ballots should be sent out December 6-22, 2017 and the Board agreed to do this via postal mail.

3. **Next Board Meeting:** December 2, 2017 8:00 a.m. 785 Snowberry Ln.
 - a. Agenda: Development of 2018 Budget and approved the Annual meeting agenda.
4. **Annual Meeting:** Saturday January 6, 2018 12:00 pm – Coupeville Library Meeting Room.

8:18 AM – This Special Meeting was adjourned.



Clayton Miller
SMCA Secretary

11-6-17

QUARTERLY BOARD MEETING DECEMBER 2, 2017



Present were Board Members: Vice President Robin Bernardy (who held proxy for Member-at-Large William Seccombe), Vice President Bev Holle, Treasurer Dave Shellenbarger, Water Coordinator Dick Graham and Secretary Clay Miller.

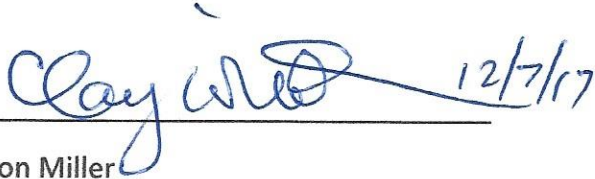
1. President Call Special Meeting to Order with Quorum at 08:00AM.
2. Unfinished Business
 - a. Secretary presented Minutes from October 14th Quarterly Meeting and November 4th Special Meeting and both were approved without reading.
3. New Business
 - a. **Approval of Webmaster Website Tool Expenditure for 2018.** Board voted to reimburse Marsha Rowell for \$312.80 for two years' worth of website managing tools to take us through December 2019.
 - b. **2017 Treasurers Report & 2018 Budget.** Dave compared the actual 2017 expenditures to date to our February 2017 Budget and explained the differences. He then explained a proposed Budget for 2018 which was approved by the Board with one change: \$9,374 was added to the budget line item titled "Water work order" to cause the total projected expenditures to equal the total projected income. Dave will investigate whether SMCA is non-profit and if so, whether that means we have to pay sales tax (e.g. King Water, Website tools/hosting, etc) – attached Report for this meeting.
 - c. **Finalize January 6, 2018 Annual Meeting Agenda.** Robin went through the proposed agenda and there were no changes. This agenda was approved by the Board (attached). The 2nd Announcement of the General Association Annual Meeting and the Ballots must be sent out no earlier than Dec 7th (30 days prior) and no later than 15 days (Dec 23rd); this will be done electronically (email) by the Secretary.
 - d. **Discretionary Spending.** Water Coordinator Dick Graham discussed need for Water Coordinator to be the only person from SMCA who communicates with King Water, etc so that these contractors/vendors are getting job orders from the Board via the Coordinator, not from the Board directly. He also asked if the Water Coordinator could have the authority to make financial decisions without Board Approval, up to \$250.00 per job. These requests were approved by the Board with the caveat that no expenditures for the repair/maintenance of the Water System would be allowed by the Water Coordinator without Board Discussion & Approval for any amount OVER the maximum proposed budget.
 - e. **SMCA Disaster Preparedness.** Bev asked about the status of SMCA Disaster Assistance Planning. The 2016 Board gave a nod to Karen Lovejoy to explore creating a plan for us to follow. A quick call to Richard Goldstein revealed that a group of neighbors in Sky Meadows created a survey of LP tanks, and initiated a plan in case of a large-scale emergency to help individual neighbors respond properly. Perhaps in the near future Karen can present to the Board or Community her recommendations. The Secretary has a call out to Karen.

Sky Meadows Community Association

4. The meeting was adjourned at 9:15 am.

Next Board Meeting: TBD by the 2018 Board.

Annual Meeting: Saturday January 6, 2018 12:00 pm – Coupeville Library Meeting Room

 12/7/17

Clayton Miller
SMCA Secretary