

## Sky Meadows Community Association



### **BOARD MEETING MINUTES for November 16, 2023**

**Location:** Coldwell Banker 360 Real Estate Office (Oak Harbor) & on-line Zoom

**Board Members Present:** Hal Hovey, \*Steve Gorgas, Dennis Titus, Dave Shellenbarger, \*Clay Miller

**Water Coordinator Present:** Judi Shellenbarger

**Community Members Present:** Jan MacGregor, \*Dave & \*Robin Bernardy, \*Debra Paros, \*Lynn Coffey, \*Douglas Smith, \*Robert Roessler

*\*(Present via Zoom)*

1. **Call to Order, Establish Quorum, Verify Notice of Meeting** – HH called the meeting to order at 3:05PM and established a quorum with 4 of the 5 Board members present.
2. **Approval to waive the reading of the Preceding Meeting Minutes** – after short discussion on the topic, CM arrived via Zoom at 3:08PM and HH moved to accept the 10/3/23 Minutes from the previous Board meeting. It was 2<sup>nd</sup> and then approved 5-0.
3. **Officer and Committee Reports**
  - a. **President** – had no comments.
  - b. **Treasurer** – Financial update
    - DS presented the *attached* **Financial Report**.
    - **Update on unpaid \$510 water survey bill** – DS confirmed this was paid to the Secretary of State and the matter is closed.
    - **Discussion was made about format**. The 2024 Board will have a new Treasurer and at that time a new format will be used which shows how we are doing according to the current budget.
  - c. **ACC report** – there were no ACC items to report.
  - d. **Update from Water Coordinator Liaison and Water Coordinator** – Steve Gorgas and Judi Shellenbarger
    - **Report on roof repair status** – SG reported that he and JS received 4 separate bids on repairing the roof and sweeping it off, and the least expensive was \$1,150.00 by Felix (of Rubio Roofing & Construction). But Felix also gave a \$5,989.44 bid for replacing the whole (original) roof which appears to need replacing. JS suggested that if we do replace the roof, we should buy two extra panels for any future repairs. JS said she would investigate seeing if our association insurance policy will cover any part of the repair. HH said the insurance is Philadelphia Indemnity Insurance Company and our deductible is \$1,000. Lynn Coffey suggested that two more bids for roof replacement are received first before hiring

anyone and recommended her roofer. SG moved “To replace the metal roof and use Rubio Roofing and Construction to do this at the price of \$5,989.44.” DS 2<sup>nd</sup>. Then there was more discussion about getting more bids. HH offered an amendment to the motion “To approve up to \$6,000.00 expenditure for the metal roof replacement, including taxes and hauling away old metal.” SG 2<sup>nd</sup>. Amendment Approved 5-0. SG’s original motion as now amended by HH, and 2<sup>nd</sup> by DS, was then approved 5-0. Lynn said she would get SG the name of her roofer to add to the bidding.

- **Report on generator service provider status** – JS reported Jerry Beck & Company Electrical (recommended by King Water) will come out next week to inspect and service our generator set. Beck project manager, Dylan Jefferies, will meet with JS to present an itemized bid to update the electrical wiring in the wellhouse sometime soon.
- **Lot 11B Water line status** – JS shared that Michael Ryan, an engineer with Harmsen & Associates, said that it should be no problem to have two lots tied into the same 1-1/2" line. Michael also pointed out that at one other location SMCA has two lots tied to a 1-1/2" line, and at another location (Grasser Hill Rd) there are four lots tied into one 1-1/2" line. The WC is working with the engineer to see if Lot 11A can tied in via the existing 1-1/2" line by the SW corner of the Titus lot.
- HH read a **note from Todd Albi** re: sediment tank cleaning. JS shared that it is done every 5 years and was last done in 2020 by Gabelein Brother and is therefore due in 2025.

#### 4. Unfinished Business

- a. **Update to Bylaws Article V** – HH shared the version he created with SG and JS approval. HH moved “That we adopt the Article V as changed.” See [attached](#). DT 2<sup>nd</sup>. Approved 5-0. HH will provide CM a copy to combine for the website.
- b. **Code of Ethics for Board members** – HH tabled until more suggestions come in.
- c. **Change cipher lock combination code for wellhouse. Keys and/or codes to be given to the President, Water Coordinator and WC Liaison.** JS and SG said the cipher lock and instructions are too difficult to use and recommended a new lock be installed. HH asked JS to get an estimate for a new lock.
- d. **Website update** – CM reviewed Marsha Rowell’s improvements to the

website, [www.skymeadows.org/](http://www.skymeadows.org/) to the Board. CM recommended to the Board that we recruit a volunteer assistant webmaster to help Marsha in the future. HH asked CM to talk with Marsha about the idea of recruiting an assistant for her.

- e. **Water Bill for Lot 17B** – SG summarized his findings with the leak which occurred on the SMCA’s side of Lot 17B’s meter on 6/16/2023. A very high water bill followed this leak, but since the leak occurred before the water meter the excessive water meter reading was due to excessive water used, not the leak. After much discussion with the person involved, it was decided by the Board that Lot 17B will remain responsible for this quarterly water bill since the valves in question were on their property, the people doing the repair were under this person’s direction and thus the Board decided it was the lot owner’s responsibility.
- f. **Update on FY2022 Audit** – HH tabled it for the next meeting.

## 5. New Business

- a. **2024 Budget Review & Approval** – DS presented a strawman budget. There was much discussion. There were blank lines which still require good estimates and DS will have this proposed budget completed, ready for presentation at the next Board Meeting.
  - b. **Water Conservation** – Final discussion on water conservation proposal. HH said he would defer the discussion on increasing rates to the 2024 Board.
  - c. **Well #2** – Discuss painting of well house and having an electrician check electrical box. JS and SG said Richard Goldstein chose a dark green color to be used to paint the exterior of the cinderblock bricks which surround Well #2. The bricks will be cleaned first. SG estimates that it will cost a gallon of paint, a roller, and a brush. SG recommends we do this. Will be paid from WC slush fund; SG estimates less than \$150.
  - d. **2024 Annual Association Meeting** – Board agreed to hold it at the Coupeville library again, if available, from 10AM to 1PM on Saturday, January 20, 2024. HH tasked CM to reserve the library.
6. **Comments and Discussion** – Debra suggested the WIC and WC delegate more duties to other volunteers to help with the workload. Lynn emailed her roofer contact to SG. Robert said it’s wrong for the Board to spend SMCA money to benefit individuals, and we need to raise rates exponentially on excessive water usage to discourage waste, and that the Board is goofing off. Debra suggested we get a roof certification to determine if the wellhouse roof needs replacing and to only make decisions based on real needs, not hypothetical needs.
7. **Choose Date/Time & Location for next meeting** – 12/14/2023 at 3PM at a location TBD.
8. **Call for Adjournment** – At 5:13PM HH called for adjournment; CM 2<sup>nd</sup>; 5-0 in favor.

## ARTICLE V Appointed Positions

5.1. In addition to the officers noted above, all of whom must be elected Board members, others appointed by the Board play vital roles in the Association.

These may include, but are not limited to:

- a. Members of the Architectural Control Committee (ACC). Composition, duties, and procedures of the ACC are outlined in the Declaration and the Architectural Committee Rules.
- b. The Water System Coordinator/Assistant. The Water System Coordinator serves as the primary point of contact between the Association and its professional water management service provider and updates the Board Water System Liaison and membership on the community water system's performance. Meter readers provide the meter readings directly to the Water System Biller within two (2) business days after the end of the billing period. The Water System Coordinator will prepare a written Water System Report for presentation at each SMCA Board of Directors Meeting. At a minimum, the Water System Report should include a) abnormal/unusual usage reports, b) water quality reports, c) a description of any notable repairs and maintenance activities, and d) notice of upcoming system activities and/or maintenance.
- c. The Webmaster,. The Webmaster designs and maintains the Association's website on behalf of the Board.
- d. The Alternate Treasurer,. The Alternate Treasurer is authorized by the Board, to carry out the Treasurer's duties when necessary.
- e. The Meter Reader(s). The Meter Readers reads meters, and provide the readings to the Water System Biller within two (2) business days after the end of the billing period. Several appointees may share these duties.
- f. The Water System Biller. The Water System Biller sends out each household's bill for community water usage within one (1) week of the end of the billing period. The Treasurer may also serve as the Water System Biller if directed by the Board.
- g. Other volunteer positions may be appointed by the Board from time to time as needed.

5.2. To prepare for emergencies, help new appointees step into their roles, and enhance continuity, appointees will maintain an informal job description for their position, briefly noting customary tasks, timelines, contacts and/or other specifics that will assist their successor. They will submit to the board any documents that should become a part of the Associations records.