

BOARD MEETING MINUTES, July 23, 2024

Board Members Present: Judi Shellenbarger, Hal Hovey, Dick Graham, and Dennis Titus



Community Members Present: Dave Shellenbarger, Debra Paros, Doug Smith, Jan Graham, Jim Cline, Lynn Coffey, Scott Fox

1. JS Called meeting to order at 9:33 and established a quorum.
2. Reading of preceding meeting minutes – JS moved to waive the reading, DG seconded – All in favor.
3. Officer and Committee reports
 - a. Before proceeding, JS addressed everyone stating that in discussing the topics on the agenda she would like to look for solutions and not finger pointing.
 - b. Treasurer Report
 - i. HH gave a financial update. See the attached treasurer's report.
 - ii. There is currently a deficit from the budget.
 1. Generator maintenance was higher than anticipated. Additional maintenance was required, which was not included in the 2024 budget.
 2. Electrical usage to date is currently \$730 more than was budgeted for the year as a result of increased electrical rates.
 3. Late payments were discussed regarding how to notify residents of pending late payments. HH to review procedures to notify residents of late payments.
 - iii. There was discussion about the next budget and potentially increasing costs. The next budget will continue to be discussed. Potential increases in cost will likely include:
 1. Water service fee from NW Water is expected to increase by approximately 20%. HH suggested that we increase next year's budget by 20% for water service.
 2. Electrical rates will also be increasing each of the next two years. HH suggested that the 2025 electrical budget be increased to account for the increased rates.
 3. We currently pay \$5 a month for paper bank records. HH will look into going paperless and print the bank statements.
 - c. ACC Report
 - i. The ACC wants to remind everyone to use the ACC email address when submitting projects for review. skymeadowsacc@gmail.com
 - ii. A Category B request was reviewed and approved for lot 4B
 - iii. A request is currently being reviewed for lot 11B

d. Water Coordinator Report

i. A homeowner had a broken pressure reducing valve (PRV) which was repaired but an additional broken PRV was discovered on the community side of the resident's water meter. Previous reports stated that the PRV should be on the homeowner side of the meter and be the responsibility of the homeowner. Lynn Coffey to send previous reports to the board.

ii. Substantial electrical upgrades are required for the well house. Several of the electrical components cannot be repaired due to their age. The electrical upgrades will replace most of the outdated electrical systems and switches. Several of the recent issues with the water system have been attributed to the electrical system and the inability to find replacement parts leading to extended periods of downtime. The proposed upgrades will include new modular relays that are readily available and carried by NW Water. This will reduce the potential for downtime with the water system.

JS recommended that these upgrades be completed before the end of the year. A bid has been obtained for material but it is not clear if labor is also included. JS to verify that labor is included in the bid. HH recommended that a second bid be obtained. Additional discussion will be held over the next several meetings regarding the electrical upgrades.

iii. A discussion was held regarding how often NW Water should visit the well house. They currently come out 3 times per week. Upgrades to the electrical system may reduce how often NW Water needs to visit the site.

4. Unfinished Business

a. A lead pipe survey is required by the state and is due by 10/16/24. Information will be required from each homeowner. Dave Shellenbarger and Debra Paros offered to review the requirements and prepare a questionnaire. This will be further discussed in the next meeting.

5. New Business

a. A complaint was lodged regarding the noxious weeds and native plants overgrowing Skymeadow Dr. It was also stated that the other roads and the gravel easements are also overgrown.

Options to control the brush were discussed which included homeowner control and retaining a landscaping contractor to review the entire development.

There was discussion about whether the association or the homeowner is responsible to control the brush along the road and it was decided that the homeowner is responsible to control the brush along the roads.

We request that everyone control their brush along the roads. Two homeowners were present and stated that they would cut back their brush. Additional areas will be reviewed in later meetings if needed.

- b. ACC projects requiring review
 - i. A discussion was held regarding what projects require approval. The ACC will send a letter to the community discussing which projects do and do not require review.
 - c. Enforcement of violations was not discussed and will be included with the next meeting.
 - d. Community Picnic
 - i. We are still looking for a host for the summer picnic. If you would like to volunteer to host the picnic please contact a board member.
 - e. Executive session (not required)
6. HH moved to adjourn the meeting. DG second – All in favor.

11:09 AM Meeting adjourned.

Next Board Meeting: 9/14/24 9:30AM Shellenberger Residence; the Community is invited to attend.

Minutes prepared by Dennis Titus, Secretary, Approved by SMCA board.

Sky Meadows Community Association

Treasurer's Report – (as of July 19, 2024)



TOTAL ASSETS - \$44,054.37 (increase of \$39.11 since 4/30/2024)

OPERATING FUND – Balance \$33,553.25

Income - Deposits & Interest

5/01/2024	-	\$2,258.77
5/17/2024	-	\$514.77
5/22/2024	-	\$408.44
5/31/2024	-	\$0.67 (Interest)
6/03/2024	-	\$600.00
6/30/2024	-	\$0.55 (Interest)
7/15/2024	-	\$3,801.05 (Pending)

Total Income \$7,584.25

Expenses - Checks, Direct Withdrawals & Bank Fees

5/29/2024	-	\$320.49 (PSE Direct Withdrawal)
5/29/2024	-	\$13.22 (PSE Direct Withdrawal)
5/29/2024	-	\$2,078.62 (Check 1116 NWNWS)
5/31/2024	-	\$5.00 (Paper Statement Fee)
5/31/2024	-	\$270.75 (Check 1113 WA DOH)
6/03/2024	-	\$3,043.56 (Check 1114 Jerry Brown Electric)
6/03/2024	-	\$1,831.05 (Check 1115 Jerry Brown Electric)
6/20/2024	-	\$35.86 (Check Order)
6/28/2024	-	\$254.29 (PSE Direct Withdrawal)
6/28/2024	-	\$15.17 (PSE Direct Withdrawal)

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6/29/2024	-	\$5.00 (Paper Statement Fee)
7/15/2024	-	\$988.26 (Check 1320 NWNWS)
7/15/2024	-	<u>\$3,500.00 (Transfer to Savings Fund)</u>
Total Expenses	-	\$12,361.27

SAVINGS FUND – Balance \$10,501.12

Income

4/30/2014	-	\$0.11 (Interest)
5/31/2024	-	\$0.12 (Interest)
6/30/2024	-	\$0.11 (Interest)
7/15/2024	-	<u>\$3,500.00 (Transfer from Operating Fund)</u>
Total Income	-	\$3500.34

Hal Hovey
 Sky Meadows Community Association Treasurer
 7/19/2024



Water Coordinator's Report

Water System Report July 20, 2024

a) abnormal/unusual usage reports - One homeowner reported fluctuations in their water pressure. I was not experiencing this so I went to the well house to see if there were any problems. No fluctuations during the half hour I was there and nothing written on any notes. I told the homeowner to check with a plumber as it was not a water system problem. Another homeowner reported a broken pressure relief valve (prv) in their home and had it replaced. They also reported that there was a prv on the community side of their water meter and was requesting that it be replaced.

b) water quality reports - none to report

c) a description of any notable repairs and maintenance activities

d) notice of upcoming system activities and/or maintenance.

- Electrical repairs/replacement of electrical parts in well house, ongoing issues. I will share bids at the meeting from Jerry Beck Electric on suggested repairs at the well house.
- I will share information from Northwest Natural Water regarding new service charges at the meeting.

I usually receive a copy of any invoices, reports, etc. from NWNWS/King water and Jerry Beck Co. or any company that works on the water system from the treasurer. These go in the water system files and I can refer to them if I need to.

Respectfully submitted, Judi Shellenbarger