

BOARD MEETING MINUTES for November 7th, 2022

Time: 10:30 AM

Location: Goldstein Residence



Board Members Present: Ron Henley, Dave Shellenbarger, Richard Goldstein, Clay Miller and Water Coordinator Todd Albi

Community Members Present: Lynn Coffey

10:32AM: RH called meeting to order and established a quorum. The reading of Preceding Meeting Minutes was waived by the Board (RG moved to waive, DS 2nd, all in favor).

• **Officer and Committee Reports**

- **President** – RH thanked Kristina Paulsen, and Todd and Linda Albi for planning and hosting this year’s annual Sky Meadows picnic; and thanked Todd Albi for his willingness to repair our Sky Meadows sign which blew down during a previous windstorm due to rotting posts. Chicago Title company has notified us that Matthew & Wendi Schulze will soon be leaving us as their home on Skycrest Drive is being bought by Hal & Susan Hovey and will close on November 28th, 2022. The Board wishes the Schulze’s fair winds and following seas and welcomes the Hoveys.
- **Treasurer** – Roberta Piercy left a report with RH. There are no surprises. 5 members water bill payments are still being processed and not included as income on the report. RG has communicated with these members and payments have been submitted. See attached **Financial Report**.
- **ACC report** – Lucy Gorgas relayed to RH that the ACC only had one request. Titus’s flagged the trees they wished to remove as they clear their lot in preparation to build. This request was approved.
- **Water system report** – TA reported that the recent windstorm caused a branch to fall on the N side of the wellhouse, punching an 8-10” hole through the metal roof and plywood ceiling. He will have that repaired ASAP. TA also reported that he serviced the propane generator before the storm and replaced the aging coolant and the generator worked marvelously during the power outage on November 4-5th.

• **Unfinished Business**

- **Records storage** – CM identified an area inside the wellhouse near the NE corner of the large pressure tank where a 24”x36” fireproof storage file could be located without getting in the way of the people who service the well.
 - This fireproof storage cabinet would be used to store as-builts, historical documents and other important SMCA documents and electronic media which would hurt the community if they were lost in a household fire. RH and CM agreed to sit down and pour over the accumulated files – some dating back to the beginning of Sky Meadows in 1987 – and decide which documents should be stored in the fireproof cabinet.
 - CM also found several sellers of used fireproof file cabinets on Craigslist which were significantly cheaper than a new one. RG moved that we buy a used one for no more than \$100 and DS 2nd the motion; all in favor.
 - TA agreed to use his truck with a liftgate to go and buy one for the association and then move it into the wellhouse.

Sky Meadows Community Association

- **Reserve Study status** – RG reported that an electronic survey was emailed to the Association on November 6th and is to be completed no later than November 19th. Three members have completed it so far. The results are anonymous and will be used by the Board to create a proposal for whether to move forward with establishing a separate savings fund (for a future major repair) and if so, how best to fund such a savings account. The Association will get to see the results of this survey and later, to vote on any proposal.
- **New Business**
 - **2023 draft budget preparation** – Roberta Piercy will prepare a draft budget and submit to the Board no later than December 3rd, 2022, so the Board can review prior to the December 7th board meeting.
 - **Annual Association Meeting Prep** – RH walked the Board through the deadlines Annual meeting preparation:
 - **Time/Date** – 10 AM Saturday, January 21st, 2023
 - **Location** – Coupeville library (RH will reserve with the conference room, 60-days prior, on November 22nd, 2022)
 - **First notice** with call for 2023 **Board Member Nominees** distributed between November 22nd and December 7th – RH tasked CM to send out a call for nominees to fill the four upcoming SMCA Board Vacancies, to replace the following individuals:
 - Roberta Piercy (finishing up her 2nd year; see SMCA ByLaws, Article 3.2)
 - The following three members were appointed midterm (see Article 3.3):
 - Ron Henley
 - Richard Goldstein
 - Clay Miller – CM agreed to be on the 2023 ballot
 - The deadline for nominees is December 31st, 2022, and members are reminded that nominees must “agree” to have their names added to the ballot
 - **Second notice with Ballots** – RH tasked CM to send out this second notice with the ballots to the Association after the December 31st, 2022, deadline for nominees and before January 6th, 2023.
 - **Comments and Discussion** – Board and Association members in attendance

11:49AM: CM moved to adjourn, and RG 2nd; all in favor.

Next board meeting: December 7th, 10:30 AM Goldstein Residence

Minutes prepared by Clay Miller, Secretary, Approved by SMCA board.

SMCA 2022 Financials @ 11-6-22

	Budget	Actual YTD	Notes
INCOME			
Annual Assessment Income	\$ 10,500.00	\$ 10,500.00	
Interest Income Heritage Bank	\$ 13.00	\$ 6.56	
General Income Subtotal	\$ 10,513.00	\$ 10,506.56	
Water Income			
Service Fee (\$50/lot/qtr)	\$ 7,000.00	\$ 6,750.00	
Usage Fee	\$ 7,255.00	\$ 6,014.51	
Water Income Subtotal**	\$ 14,255.00	\$ 12,764.51	
Special Assessment - Refund		\$ (1,545.60)	Payout 1/18/22
TOTAL INCOME	\$ 24,768.00	\$ 21,725.47	
EXPENSE			
Road Re-Paving Project 2021			
Tree Service	\$ -	\$ 217.40	Lefler Inv 1/21/22
Road Re-Paving Subtotals		\$ 217.40	
Sky Crest Trench Extension Project 2022			
Trench supplies	\$ -	\$ 453.30	
Trench Project Subtotals		\$ 453.30	
Bank Fees	\$ -	\$ 34.00	
Insurance	\$ 3,125.00	\$ 3,337.00	7% increase
Legal - General	\$ 1,500.00	\$ 118.00	
Licenses & Permits SMCA	\$ 10.00	\$ 20.00	
Office Expense SMCA Board/Admin			
Audit	\$ -	\$ 642.50	
Office Supplies	\$ 500.00	\$ -	
PO Box Fee	\$ 70.00	\$ 74.00	6% increase
Postage		\$ -	
Website (2 yr)		\$ 391.06	
Picnic	\$ 150.00	\$ 112.19	25% under budget
Reserve Study	\$ 2,400.00	\$ 2,400.00	
Zoom	\$ -	\$ 16.29	
General Expense Subtotal	\$ 7,755.00	\$ 7,145.04	
Road Maintenance			
Gravel Roads* - <i>New Item for 2022</i>	\$ 11,800.00	\$ 13,614.68	
Paved Road Sweep 2x/yr @ \$1200 Total - <i>New Item for 2022</i>	\$ 1,200.00	\$ -	
Road Maintenance Subtotal	\$ 13,000.00	\$ 13,614.68	

SMCA 2022 Financials @ 11-6-22

	Budget	Actual YTD	Notes
Water System			
Utilities - PSE - Each pump location			
2230 Skycrest (3B)	\$ 1,900.00	\$ 248.83	Current PSE total: \$ 1,416.00
790 Snowberry (2A-Pumphouse)		\$ 1,167.17	
Water System			
Admin - Water Coordinator Supplies	\$ 150.00	\$ -	
Clean-Flush	\$ 1,800.00	\$ 710.25	
Equipment:			
Pump & Install	\$ -	\$ 3,619.15	Pump purchased Oct'21 Billing originally billed Dec/final Jan'22
Generator Annual Maintenance	\$ 850.00	\$ 197.12	Todd performed
Hydrants (bi-annual mtce-even yrs)	\$ 1,000.00	\$ 1,289.28	
LP - for generator	\$ 220.00	\$ 408.63	
Monthly Svcs - King	\$ 4,800.00	\$ 3,745.44	
Operator Permit Fee	\$ 271.00	\$ 270.75	
Testing (1-5 tests done monthly)	\$ 675.00	\$ 921.40	
Wellhouse Maintenance	\$ 500.00	\$ 103.19	
Wellhouse Security - Camera	\$ 120.00	\$ 120.00	
Building Security**	\$ -	\$ 242.41	
WIWSA Membership	\$ 62.00	\$ 62.00	\$ 11,689.62
Water System Subtotal**	\$ 12,348.00	\$ 13,105.62	\$ 13,105.62
TOTAL EXPENSE	\$ 33,103.00	\$ 34,536.04	
TOTAL INCOME/EXPENSE YTD	\$ (8,335.00)	\$ (12,810.57)	

Bank Balance @ 12-31-21 \$ 42,973.82

Bank Balance @ 11-6-22 \$ 33,761.44

Checks O/S

T. Albi - generator \$ (197.12)

King - Sep \$ (333.99)

Deposits pending \$ 116.29

After all O/S post \$ 33,346.62

Quicken/Book Balance @ 11-6-22 \$ 33,346.62

See attached QTD transaction list for detail.