

MINUTES
2020 SKY MEADOWS COMMUNITY ASSOCIATION BOARD MEETING

Date and location: January 11, 2020; Coupeville Library Meeting Room
 Quorum Met By: Christine Hill, Debra Paros, Jan Graham, Judi Shellenbarger
 Absent Board Members: Lynn Coffey (prior commitment)
 Guests: Robert Roessler, Dave Shellenbarger
 Meeting Called to Order: By Jan Graham (2019 Board Member at Large) at 12:27 pm

Meeting Agenda.

2. Elect Officers.

MOTION: To accept the following assigned positions: Jan Graham as President, Judi Shellenbarger as Vice-President, Christine Hill as Treasurer, Debra Paros as Secretary, and Lynn Coffey as Member at Large; 4/4 approved. (Lynn C. previously expressed satisfaction with holding the Member at Large position).

3. Water Coordinator Report for 2019. See Report by Dick Graham in 2020 Annual Meeting Minutes.

4. Approve New Water Coordinator (WC) for 2020.

MOTION: To accept Dave Shellenbarger as the new SMCA Water Coordinator, beginning immediately. 4/4 approved.

Dave S will contact King Water this month to schedule regular meetings, perhaps on a monthly basis, to improve communications about their services to our water system and its operational state: first meeting to include Dick Graham (2019 WC) to help iron out past communication problems with King Water.

5. Approve Members of the new Architectural Control Committee (ACC).

- a. President JG requested that Board review the rules of the ACC.
- b. Board is responsible for finding volunteers to fill the ACC. For 2020 Lucy Gorgas found Fred Schmucker to fill a vacancy on the ACC.
- c. Secretary DP will periodically contact the Chair of the ACC throughout the year to communicate upcoming Board meeting dates/times in case the ACC would like to attend or present a report/request.

MOTION: To accept the 2020 ACC comprising Lucy Gorgas as Chair, Bev Miller as Vice-Chair, Rob Hill as Secretary, and Fred Schmucker as ACC Member. 4/4 approved.

6. Annual Assessment. Discussion. The entire SMCA community will be notified of amount due and any related information by the end of February.

MOTION: To approve that the Annual Assessment for 2020 remain at the previously established amount of \$300 per property. 4/4 approved.

7. Discuss Process for Making Upcoming Amendment to CCRs. Earlier today at the annual meeting Jan Graham summarized the important aspects of our attorney's review of and change-recommendations to the SMCA's CC&Rs with regard to past/current/future usage variance requests and strengthening the CC&Rs' intended language. The Board will soon provide an official amendment change for the community to vote on. Christine Hill will present a comparison of the current section of the CC&Rs and the proposed replacement text to clearly show the community what specific changes the attorney is recommending.

8. Discussion of topics related to conducting board business.

- a. **Meetings**-- President Jan G plans to conduct board meetings using a simplified version of *Robert's Rules of Order*. More instructions/comments are to come by the next board meeting.
 - 1) The president will email to all community members a rough draft agenda for the next board meeting, including date, time and location of board meeting. If the board meeting changes then the President will notify the entire community of the changes through email only.
 - 2) We will strive to indicate a schedule of upcoming board meetings and committee meetings in our minutes, but such announcements are subject to change; check your email for updates.
 - 3) Jan G will bring a copy of By-Laws and CC&Rs to every board meeting.
 - 4) **Study Sessions**-- Over the years there has been a belief/rule that three or more board members cannot get together without being considered an official board meeting and thus requiring certain

rules of conduct. Jim Seccombe, Jan G, and Dave S researched this and determined there is no such restriction for the SMCA Board. From this point forward members of the Board may meet informally to discuss potential board business, but in these study sessions no motions will be made, nor will any official board business be conducted. This will allow us to study/research issues and make plans which may later get discussed in a board meeting.

b. Minutes—The format used throughout 2019 is acceptable to the new board. The minutes will reflect the pre-formed agenda. Board will strive to get the minutes posted to website within 30 days or sooner. Once approved the minutes and any attachments will be sent to our Webmaster Marsha Rowell to post. Debra P will send an email to all community members with the minutes attached and with the link to our website.

- 1) The Board hopes to improve the understanding of their business, shared issues, and decision-making with the entire community; this can be achieved if more people read the minutes or sit in on meetings.
- 2) The Secretary will send a rough draft of the minutes to all board members and each board member will *reply back to secretary* with changes. The changes will be integrated into a final draft which will be sent to each board member to approve. If you approve then *reply to all* and merely type “Approve”, your name, and title. Alternatively, you can type “Approve only with the following changes: etc.” and *reply to all*. Often a 2nd final draft will have to be sent out for approval. Call the secretary over the phone if that is easier to discuss your desired changes.

c. Reports— Board members agree to create reports in WORD format until complete. When reports are ready to print or post to website the WORD file will be converted to a .pdf file. Reports are included as part of the minutes. All reports must have page numbers and a title which will be referred to in the minutes.

- 1) **Website**— Dave S brought up the question as to whether we should change our website; Marsha R has indicated that few community members go to our website. Most if not all board members agreed that a website redesign is not a high priority this year, but possibly in 2021 someone might look into it.

d. E-mails— A lot of discussion takes place through emails during periods between board meetings.

- 1) We need to try to streamline our text and decrease the number of emails composed on the same topic, which we will continue to discuss how to improve.
- 2) Subject line should identify content or attachments. Avoid using an old strand for a new topic.
- 3) Board members with an email address shared with non-board members may need to establish a confidential email address for board business.

e. Board 2020 Meeting Calendar and 2021 Annual Meeting— Planner/host will determine or reserve location and provide an announcement with details to the rest of the Board. Secretary will reserve the library for **annual meeting set for Jan 16, 2021**. Lumber Supply behind Red Apple may have a conference room available. The library meeting room can be reserved for no more than two meetings in a 28-day period by a given organization; advanced reservations can be made online up to 90 days.

Board Meeting Date & Time	Feb 10 Monday 11am	April 20 Monday	June 15 Monday 10 am	July 27 Monday 10 am	Oct 19 Monday	Dec 14 Monday	Jan16, 2021 Saturday noon
Planner/Host	Jan G	Judi S	Debra P	Debra P	Lynn C	Christine H	Debra P

DP requested that meetings not be scheduled in August. If not needed, then a pre-scheduled meeting will be cancelled; notification of cancellations will come from President Jan G.

f. “The Calendar of Sky Meadows Events and Deadline” will be updated for 2020. Dave S will send Jan G his version from 2018 and she will submit an updated draft to the Board.

g. Signatures at Bank-- Jessica is the bank rep at Heritage Bank, 401 North Main St, Coupeville, WA, who we see next week. Christine H will fill out signatory card at bank and then notify the rest of us when to independently drop by the bank to fill out forms. Dave gave Christine our username and requested that she establish a new password. Jan G will be the other signatory for our organization.

9. SMCA Water System is our largest asset and highest priority.

- a. **The Water Coordinator (WCm)** handles all mechanical/physical aspects of the system.
- b. **The Water Coordinator (WCa)** manages the administrative aspects of the system including the State-required *Water System Management Plan*, state reports, logs and record-keeping of King Water service and communications.

- 1) Call for a volunteer from the community to fill this position. Contact Jan Graham jmg1048@aol.com
- c. **Meter Readers**-- Typically, on the last day of each quarter 2-3 members read all the water meters. A new team has established a route, created a plat map with meter locations marked, and have discovered how to record the data and report it back to the person who does the billing. All surveys are recorded on a formatted sheet which is electronically scanned before delivered to biller.
- 1) Before processing the water bills, the water biller checks all the new meter readings comparing them to the readings of the previous quarter; if an error appears to be made then two-meter readers go out (preferably the same day) to take another reading of that meter.
 - 2) The biller then provides the billed amounts per lot to the Treasurer. If the Treasurer wants a copy of the readings, she'll most certainly get one.
- 3) Call for volunteers from the community to conduct meter readings some of the time. Contact Debra dmparos@comcast.net The next reading day: Sunday, March 29; or Monday, March 30; or Tuesday March 31. Start time is negotiable; ~2 hr of walking cross-country.
- d. **The Water System Management Plan**--This manual is created by SMCA and contains everything we know about our water system. The entries to this binder are approximately half completed and a worthy deadline would be May 2020. Not only do we need volunteers to complete and manage this binder, we will also need volunteers committed to various responsibilities outlined in the plan during emergency situations. The Board will be forming committees and work sessions geared to creating an effective plan for now and into the future. If you would like to play a role in this process, then please sign up and someone will contact you later this year. To sign up: email Jan jmg1048@aol.com
- 1) Debra P expressed an interest in working on the Emergency Plan for the Wellhouse.
 - 2) King Water will be contacted to discuss how they can provide items for completing this plan.
- e. **Educational Opportunity Friday, January 17, 2020, 4:30 pm-7:30 pm at Coupeville Library: Whidbey Island Water System Association will lead a discussion on the State Board of Health's proposed laws related to testing water systems for PFAS/PFOS contaminants.** All SMCA members may attend; our organization is a member of WIWSA. We believe the room opens at 4:30 pm and the talk starts at 5 pm.
10. **Do we need to audit the 2019 SMCA books?** Dave Shellenbarger and Christine Hill will meet to discuss whether this is necessary as well as to transfer the duties of treasurer.
11. **Agenda items for next board meeting.**
- a. Status of Amendment to CC&Rs
 - b. Publish approved Late Fee procedure on unpaid annual assessment in the By-Laws
 - c. Decide how to levy a late fee on unpaid water bills
 - d. Consideration of installing individual PRVs (Pressure Reducing Valve) for homes located below the main PRV vault (located on Sky Meadows Drive)
 - e. Judi S to report on status of King Water's investigation and resolution of five homes where back flow potential was identified
 - f. Discuss plans for completing *Water System Management Plan*
 - g. Update on who will read meters for 1st quarter

Meeting Adjourned: 2:02 pm

Minutes Prepared by Debra Paros, SMCA Secretary, January 12-15, 2020

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Location: Graham residence

Meeting called to order: 11:01 am, 03/10/2020

Quorum verified: all five board members present; Jan Graham, Judi Shellenbarger, Debra Paros, Christine Hill, Lynn Coffey

Guests: Dick Graham, Dave Shellenbarger, Bob Vernon

Agenda Topics

2. Meeting Guidelines: Jan discussed simple rules for conducting the 2020 board meetings; see attached [page 3](#)

- a. Debra suggested that time allotments be set as part of the agenda i.e. decide/estimate in advance how much time to devote to a given topic during that meeting in order to keep meeting to 1.5-2 hours.

3. Treasurer's Report, Period Jan 1-Feb 3, 2020: presented by Christine; posted in financial section of website.

- a. The \$300 listed for "Annual Assessment" under "Deposits" indicates dues from one lot paid so far for 2020.
- b. 2019 Treasurer Dave S and 2020 Treasurer Christine H have met to discuss the transfer of duties
- c. Christine met with bank officer and wants to continue their discussion of ways to document/record transactions. Considerations include mobile banking, receipt printouts of deposits, fewer costs, ATM-debit card, etc.
- d. Board members all agreed another audit was not needed at end of 2019 nor early in 2020 since the internal audit conducted last summer was acceptable. Board felt strongly that in the future an audit should be conducted whenever there is a new treasurer; a policy or addition to the By-Laws stating when audits occur is probably needed.
 - 1) Bob V suggested policy/By-Laws language includes: *The decision to have/conduct an audit resides with the Board.*
 - 2) Christine added that Treasurer's usage of a check register would be helpful for future audits.
- e. Christine announced that the Annual Assessment Notice was ready to send out to the community.

4. Water Coordinator Report: presented by Dave S; see attached [page 4, titled Water System Report for 02/10/2020](#)

- a. Comments on intro statement of report—Dave said Sandra of King Water will be contacting a State water official.
- b. Comments on section A of report—See agenda item no. 5
- c. Comments on section B of report—Questions were raised about how extensive this list would be, when could King complete the list, and how reliable is their estimate for this administrative work. Lynn C and others felt that a bid in writing should be obtained from King before they do the work.
- d. Comments on section C of report—
 - 1) sight gauge on the pressure tank—this was fixed in early 2019; Dick inspected it with Jason and discovered that the manifolds and tubing need to be replaced.
 - 2) emergency generator not running during weekly auto-scheduled tests—Jason indicated that according to the log this reset procedure hasn't been done since April 2019. Dave is looking for a manual online or any procedure previously in our operations notebooks. In October 2019 Dave tried to reset generator; Debra and Scott present.
- e. Additional comments—Dave S reported that there are four new locks associated with wellhouse and equipment; all locks have the same key. Since possession of the key is a security issue only the Water Coordinator plus the Board President should have access to or a copy of this key.
- f. Judy S will follow up again on the potential back-flow risk at 2-3 lots.

5. Individual-PRV Installation on Homes below Main-PRV-Vault: see attached [page 5-7 titled Failing Pressure Reducing Valves \(PRV\) in the Vault](#), compiled by Jan G. Following a lengthy discussion of this collected research the Board concluded that additional discussion is needed with regard to potential legal issues, ownership, and maintenance responsibility. We also need to establish exactly which properties should have an individual-PRV installed.

6. Status of the Amendment to 5.1 of CC&Rs: Christine explained that the law firm has completed evaluation of our CC&Rs and recommended some text changes to further strengthen them with respect to nonprofits and businesses, In the process of creating a ballot for a community vote, Jan and Christine identified new concerns about the operational definition of "business". Mr. Davis was consulted, and further edits were suggested. After some discussion the board determined that the proposed CC&Rs edits needed more work. Bob V volunteered to provide some sample text for consideration. Jan and Christine agreed to look at the language and come back with new proposed CC&Rs edits.

MOTION: to further evaluate text changes to 5.1 and other sections of CC&Rs relating to *business*. 5/5 approved.

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- 7. Status of the Development of our *Small Water System Management Plan*:** Progress came out of small group study sessions early in 2020. The three sections of the Plan are assigned to: Judi for Managerial, Lynn for Technical and Christine for Financial. Judi will manage the completion of the Plan and believes most of the information is already in the binder. The water system inventory needed in the Technical section is being completed by King Water and we are paying them for the work.
- 8. Calendar of Events & Deadlines:** Jan G and Dave S have resurrected this useful document for the community.
- If there are no security concerns then it is probably best to post calendar separately at the website. (Debra)
 - Important item added: In May our contract with King Water is renewed therefore we should have a study session at the end of March and complete our review of the contract and make any changes in April. (Dave, Dick, & Judy).
- 9. Procedure for Annual Assessment Late Fee:** The procedure for assessing late fees for annual assessment payments was approved by the board October 1, 2019. The Board discussed how it should be published in the By-Laws. Board has chosen to add an administrative section to the By-Laws, Article X. Administrative Practices and Procedures. The late assessment procedure will be published as part of new Article X. and should be communicated to the community.
- MOTION:** To add Article X. Administrative Practices and Procedures to the By-Laws. This section will include two procedures--X.1 *Annual Assessment Late Fee Procedure* (approved October 2019) and X.2. *Water Rates and Billing Procedures* (currently in draft form) 5/5 approved.
- 10. New Procedure for Water Rates and Billing:** See Agenda Item no. 9 above. Christine explained that the new Administrative Practices and Procedures section will publish the existing water rates as Article X.2.1. In addition, Article X.2.2. will publish the existing water billing procedures. A new procedure for assessing late fees has been added. It will be published as Article X. 2.2.b.

Additional Comments:

- Christine suggested that we have another PFOS testing discussion at some point. Four people present had attended 1-2 workshops on this topic led by State officials from November-December. The State of Washington is in the process of developing legislation and policies around mandatory PFOS water testing. Though much information was provided in minutes from 3-4 board meetings in 2019 Debra is concerned that not enough communications have been provided to the community in general on this topic affecting their water system.
- Lynn C reiterated the need to establish itemized bids in advanced for professional services that we will be hiring and paying for. Often there is a significant discrepancy when water system repairs are billed beyond the earlier "estimate". Dave pointed out that billing surprises and poor communications with professionals doing our work is difficult to control though he has tried. Debra agreed with Lynn and wants to see itemized written bids as well as changes to our contract that would favor our control of costs.
- Next Board Meeting is scheduled for **April 27th at 10 a.m.** Judi Shellenbarger will be making the arrangements for meeting location.

Adjournment: 1:04 p.m.

--Debra Paros, Secretary
March 11, 2020

Meeting Guidelines for 2020 Board

Not going to follow Robert's Rules, but will take some guidelines from them.

1. Respect everyone's comments/opinions.
2. Raise your hand if you want to talk.
3. Don't interrupt while someone is speaking. Wait until called on by the speaker or the President.
4. We're going to place some time limits on parts of the meeting:
 - a. 10 minutes for presenting a report.
 - b. 5 minutes maximum for individual comment or questions on a report or topic.
5. When reports or topics are presented/introduced, questions and comments will be held until speaker is finished.
 - a. Write down your questions so you don't forget them.
 - b. Each board member will get 5 minutes max to ask questions/make comments. Presenter can answer questions briefly but shouldn't repeat what was said in the report.
 - c. When each board member has spoken, guests can ask questions/make comments with the same time limit restrictions.
 - d. When everyone has spoken once, the President will summarize and ask if there is a motion or further comments/questions. We won't repeat comments/questions at this point.
 - e. Board will decide if there needs to be further action/reporting.

Failing Pressure Reducing Valves (PRV) in the Vault

Subject

Replacing the two Pressure Reducing Valves (PRV), a 4" and a 2", installed in parallel in a vault on the west side of Sky Meadows Dr, halfway down the hill.

About three years ago, King Water told us that the main 4" Pressure Reducing Valve in the vault along Sky Meadows Drive was getting old and might need to be replaced. There was no timeframe given to its demise, just a heads up from King Water. If that happened the homes below the valve would have very high pressure that could cause problems.

After three years of research and discussion it looks like we have at least three options:

1. Replace the main PRV valve.
2. Rework/repair the main PRV valve.
3. Install a bigger vault so King Water can work in it during replacement.
4. Install individual pressure release valves on the homes below the vault.

The 2017, 2018 and 2019 Boards have been discussing the merits and cost of each option. Along the way the Board discovered other issues.

1. There is no clear indication if and when the main PRV in the vault will fail. Immediate action did not seem to be needed; we had time to consider.
2. To repair or replace the main valve King Water needs to work in the vault. They wouldn't send their guys in because the space was too small and/dangerous". The water coordinators (Dave and Judi Shellenbarger) nor King water found any legal/safety reason. It was Mr. Bodamer's opinion.
3. It seemed that to replace or repair the valve we would need to get another company to do it **or** build a bigger vault.
4. There are questions about whether replacement parts are available (see Dave's section on History at the end of this document.).
5. The cost of rebuilding the vault would be expensive—\$41,000.
6. Installing individual PRVs on the homes below the vault was discussed with the following points being made:
 - a. How many would we need? We think 6 since the Millers get their water from another line and we believe one other has already been installed (Roessler).
 - b. We think the cost of each valve is around \$250 plus installation. King Water can do that for us.
 - c. How reliable are the individual PRVs? Would they provide the same protection as the PRV in the vault? 2019 water coordinator says probably (that's Dick Graham), but we will research that with King Water.
 - d. Who would pay for the individual PRVs? It'[s been suggested that we pay for the valve and the installation and the homeowner is responsible for maintaining it. No good reason for why the Sierra community does it that way.
 1. We think this is because the PRV is installed between the water meter and the home...that water line is the responsibility of the homeowner.

Failing Pressure Reducing Valves (PRV) in the Vault

2. We can go that way or decide that -- since the individual PRV takes the place of the main PRV in the vault – the community will maintain them because they are part of our water system.
- e. Does the Board have a responsibility to protect those homeowners from a failed PRV in the vault and shouldn't installing these individual valves be seen as a preventative measure? I think this is a preventative measure, and we do have a responsibility to protect those homeowners.

It seems that the most cost-effective preventive measure would be to install the individual PRVs now. If the main PRV in the vault were to fail in the future, we probably wouldn't repair or replace it; it would be too costly—estimates to replace are around \$41K. We would install the individual PRVs. So why not do that now and solve this issue?

Recommendation

Dave Shellenbarger, current WC -- In my estimation we should take preventive action here rather than play catch up when something goes unexpectedly belly-up. These valves are old, original with the system in the 1980's, and most probably well past their life expectancy. If it's feasible engineering wise I would opt for the individual PRV's at each home.

Dick Graham, past WC—It's a great idea that's way past its time.

Judy Shellenbarger, past WC—Yes.

Jim Seccombe, Jan Graham, Christine Hill, past and current board members—Think that the individual PRVs should be installed now on the homes below the PRV in the vault as a preventative measure.

History—Provided by Dave and Judi Shellenbarger

There are two PRV's a 4" and a 2", installed in parallel in a vault. Also, in the vault are four shut-off valves to isolate each PRV individually to be able to service one and still provide water to the homes below.

In 2017 Judi Shellenbarger, the Water Coordinator (WC), and Dave Shellenbarger talked to Steven, from King Water, about the PRV issue. He said the valves were old (there is a main PRV and a smaller one) and needed repair but that there were no parts available for the larger 4" valve. He managed somehow to get them both working but said we needed to replace them, and sooner rather than later because of the lack of repair parts. That was about 3 years ago.

Judi and Dave Shellenbarger each researched options for replacing the valves. During research they found out that no one wanted to work in the vault because it's so small. Because of that they looked at the option of replacing the vault and making it larger. Here's a summary of their research:

Failing Pressure Reducing Valves (PRV) in the Vault

- The current valves are manufactured by CLA, cost around \$3K for the larger one.
 - The valves are still produced by CLA, and although the frame is the same, the innards are changed
 - A new CLA valve should slide right in where the old one was taken out.
 - The new part numbers are the same as the old part numbers, but the new parts won't exactly fit to replace the old ones. The old parts are no longer available.
 - There are a couple of CLA PRV's on eBay for \$1500 - 2500 but there are certain options available for the valves and we'd need to know exactly what to purchase.
- Judi had two plumbers come out to estimate the change-out costs, Mike from Bob's Pumps, and a fellow from Island H2O System. Neither was anxious to take the job because they didn't have the tools or the expertise.
- King initially said they wouldn't take it on either because they didn't want to work in the small vault. After Dave pointed out that there was no legal or safety-related-issue reason that they couldn't do the job, they eventually relented, but weren't chomping at the bit to get it scheduled.
- In 2017, Dave checked with two engineering firms about the work in an effort to define the cost for the budget. But without actually seeing the subject matter they could give only a vague estimate of between \$4K and \$41K, depending whether just the valves would be replaced, or the vault needed replacing as well. Sierra has contracted with a company to do the same sort of valve replacement as ours to the tune of \$41K, so it looks like our estimate is not far off.
- There also is a firm in either Oregon or Calif that specializes in changing out these kinds of valves.
 - Price was about \$2.5 to 3K for the valves, plus labor. But they wouldn't do the job because of the limited access to our vault, which is essentially a man-hole.
 - There is a possibility that the top of the vault may be removable in which case they may be more likely to take the job. We don't know if the top is removable. (Note: this is not something we are considering at this time.)
- It might be a possibility to install a new vault uphill from the existing one, with new valves, and not need to remove and dispose of the old vault. Cost is unknown but should be less than \$41K.

Sandra Bodamer, the owner of King Water, offered another less costly approach—installing individual PRV's on each of the seven homes below the PRV in the vault. King estimated this would cost less than \$200 each for parts and labor.

Conclusion

I hope this summary is helpful in sorting out the problems and options that have been raised about the potential failing of the main PRV valve in the vault. Three water coordinators have helped in writing this summary.

Jan Graham
Sky Meadows Board President

Water System Report for February 10, 2020

On January 24, Dick Graham and I had a meeting with Sandra (King Water) about:

A. Pressure Reducing Valves.

1. Installing individual PRV's at each of the 7 homes (below 100' elevation).
2. The possibility of removing the top of the vault and replacing the two existing valves.

We all agreed that number 1 above would be financially advantageous, at about \$1,400 (and a good back-up if/when the main valve fails), whereas the two-valve replacement would cost around \$12K. The main factor is whether or not we need engineering certification (approval?) to bypass the existing valves as they are part of the system on the drawings.

B. System Inventory List. Costs of having King produce an inventory list of our water system. This was estimated to be \$5-600.

C. Sight gauge on the pressure tank. More to the point, does it work?

February 7 I requested King to write up the inventory list for our system. To date King had no further info on the PRV situation or the sight gauge. They're "working on it".

Gabelein Septic Service pumped the holding tank on January 21. The cost was higher than anticipated, \$700 vs \$500, but the additional expense was for them to enter the tank and clean out the bucket that houses the uphill end of the syphon. The tank hadn't been pumped since 2015, the bucket never. Gabelein suggested a five-year cleaning schedule as there was just 8" of slurry to remove.

It was also discovered that the emergency generator has not been running its' weekly automatic scheduled test for nearly ten months. This operation was thought to have been reset back sometime last summer. Apparently there is an error code indication of some sort. This will need immediate attention. I'm searching, so far without success, for the gen set Operators Manual, which I know we at one time had. Any ideas?

Respectfully,

Dave Shellenbarger, SMCA Water Coordinator

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Location: Graham residence

Meeting called to order: 11:01 am, 03/10/2020

Quorum verified: all five board members present; Jan Graham, Judi Shellenbarger, Debra Paros, Christine Hill, Lynn Coffey

Guests: Dick Graham, Dave Shellenbarger, Bob Vernon

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- f. Judy S will follow up again on the potential back-flow risk at 2-3 lots.

5. Individual-PRV Installation on Homes below Main-PRV-Vault: see attached [page 5-7 titled Failing Pressure Reducing Valves \(PRV\) in the Vault](#), compiled by Jan G. Following a lengthy discussion of this collected research the Board concluded that additional discussion is needed with regard to potential legal issues, ownership, and maintenance responsibility. We also need to establish exactly which properties should have an individual-PRV installed.

6. Status of the Amendment to 5.1 of CC&Rs: Christine explained that the law firm has completed evaluation of our CC&Rs and recommended some text changes to further strengthen them with respect to nonprofits and businesses, In the process of creating a ballot for a community vote, Jan and Christine identified new concerns about the operational definition of "business". Mr. Davis was consulted, and further edits were suggested. After some discussion the board determined that the proposed CC&Rs edits needed more work. Bob V volunteered to provide some sample text for consideration. Jan and Christine agreed to look at the language and come back with new proposed CC&Rs edits.

MOTION: to further evaluate text changes to 5.1 and other sections of CC&Rs relating to *business*. 5/5 approved.

February 10, 2020 SMCA Board Meeting Minutes

Page 2 of 2 plus Attachments Page 3-7

- 7. Status of the Development of our *Small Water System Management Plan*:** Progress came out of small group study sessions early in 2020. The three sections of the Plan are assigned to: Judi for Managerial, Lynn for Technical and Christine for Financial. Judi will manage the completion of the Plan and believes most of the information is already in the binder. The water system inventory needed in the Technical section is being completed by King Water and we are paying them for the work.
- 8. Calendar of Events & Deadlines:** Jan G and Dave S have resurrected this useful document for the community.
- If there are no security concerns then it is probably best to post calendar separately at the website. (Debra)
 - Important item added: In May our contract with King Water is renewed therefore we should have a study session at the end of March and complete our review of the contract and make any changes in April. (Dave, Dick, & Judy).
- 9. Procedure for Annual Assessment Late Fee:** The procedure for assessing late fees for annual assessment payments was approved by the board October 1, 2019. The Board discussed how it should be published in the By-Laws. Board has chosen to add an administrative section to the By-Laws, Article X. Administrative Practices and Procedures. The late assessment procedure will be published as part of new Article X. and should be communicated to the community.
- MOTION:** To add Article X. Administrative Practices and Procedures to the By-Laws. This section will include two procedures--X.1 *Annual Assessment Late Fee Procedure* (approved October 2019) and X.2. *Water Rates and Billing Procedures* (currently in draft form) 5/5 approved.
- 10. New Procedure for Water Rates and Billing:** See Agenda Item no. 9 above. Christine explained that the new Administrative Practices and Procedures section will publish the existing water rates as Article X.2.1. In addition, Article X.2.2. will publish the existing water billing procedures. A new procedure for assessing late fees has been added. It will be published as Article X. 2.2.b.

Additional Comments:

- Christine suggested that we have another PFOS testing discussion at some point. Four people present had attended 1-2 workshops on this topic led by State officials from November-December. The State of Washington is in the process of developing legislation and policies around mandatory PFOS water testing. Though much information was provided in minutes from 3-4 board meetings in 2019 Debra is concerned that not enough communications have been provided to the community in general on this topic affecting their water system.
- Lynn C reiterated the need to establish itemized bids in advanced for professional services that we will be hiring and paying for. Often there is a significant discrepancy when water system repairs are billed beyond the earlier "estimate". Dave pointed out that billing surprises and poor communications with professionals doing our work is difficult to control though he has tried. Debra agreed with Lynn and wants to see itemized written bids as well as changes to our contract that would favor our control of costs.
- Next Board Meeting is scheduled for **April 27th at 10 a.m.** Judi Shellenbarger will be making the arrangements for meeting location.

Adjournment: 1:04 p.m.

--Debra Paros, Secretary
March 11, 2020

Location: Online with Zoom

Meeting called to order: 1:36 pm, 07/27/2020

Quorum verified: All five board members present; Jan Graham, Judi Shellenbarger, Debra Paros, Christine Hill, Lynn Coffey

Guests: Dave Shellenbarger, Chuck Coffey, Jim & Ruth Seccombe, Richard Goldstein, Robin Bernardy

Agenda Topics

Treasurer's Report—Christine Hill

a. **2nd Quarter Financial Report** –See Financial section at website.

1) The beginning balance was \$34,223.85. Deposits in the amount of \$9,808.42 were made during the quarter. Deposits included \$6,300 in annual assessments. All 2020 assessments have been received. There was also \$3,208.42 in first quarter water payments and \$300 in advance payments of water for Lots 11A and 11B. Debits in the amount of \$4,291.59 were recorded for the quarter.

2) Our ending balance on June 30 was \$39,743.67. With the continuing receipt of second quarter water bills, our balance as of July 20 was \$42,363.59.

3) Dave Shellenbarger asked about two checks written to King Water for the same amount, \$404.50. Christine replied that our monthly maintenance cost is the same every month unless we have additional services.

b. **Update on insurance renewal**

1) Our insurance renews in September. We expect to get our renewal premium in mid-August. Our broker reported that renewals for similar accounts are coming in at 1-2% increases. Our renewal premium will probably be in that range. A 3% increase would be \$75, so it is not expected to be significantly higher than last year's cost.

2) We placed our insurance with a new plan last September. Our broker has given us good service throughout the year, and we do not expect to change our insurance this year.

3) Christine will email the board when the renewal is received and requests prompt turnaround from board members when she sends them renewal notification info. We want to have the insurance paid and in place by September 1.

Secretary's Report—Debra Paros

a. **Minutes**—Final draft of April 27th minutes have been sent to Board to approve.

b. **Calendar items**—June-September items were read. Actions on items are up to date. September items to be discussed at next board meeting. The summer picnic was cancelled and the email announcement to all members has been sent.

Water Coordinator Report—Dave Shellenbarger See page 3 attached.

a. **Completed work and any issues**—outlined in Dave's report.

1) We should plan for yearly maintenance of the generator sometime from October to November before winter.

2) Dave has also placed some rat traps: one inside and one outside of the pumphouse.

b. **Hydrant painting project**

Dave will be asking for volunteers from the community. Debra Paros has volunteered to help paint in September or later.

ACC Report—Lucy Gorgas

a. Jan relayed from Lucy: No ACC projects to report. Lucy will give a report at each board meeting for the rest of the year.

b. Questions were asked about the zipline installation regarding whether there was any approval process by both our ACC and the Ebey's Landing National Historical Reserve; answer may need clarification directly from ACC. Jan reported that neighbors who had the zipline in their view were contacted but wasn't sure about Ebey's. A phone call to ELNHR may be needed to establish what their decision was about a zipline recreational system in that location.

Status of Water System Manual—Judi Shellenbarger

Since our water system is small, our management plan/manual does not need to be extremely specific. The last section to be completed is the pricing of potential breakdowns. The inventory of equipment is in well house though Judi needs to talk to King

Water about this and they have been difficult to reach. Earlier this year the decision was made to hire King Water to work on our equipment inventory but that has changed; Judi and Lynn will be doing this instead.

[Community Spring Landscape Clean-up—Debra Paros](#) See page 4 attached.

Under consideration is the probable need for the Board to set a deadline for property owners to remove scotch broom growing on their property, especially along Sky Meadows Drive. As of this meeting those owners have not acted despite the request being made a couple times during the spring and summer.

[Road Resurfacing—Jim Seccombe](#)

- a. [Report on the committee's plan of Action](#)—not specified during the board meeting.
- b. Jim's comments—The basic options for resurfacing are slurry, chip, overlay, and seal coat. Chip is used for heavy traffic roads and is too abrasive for our neighborhood. Sean from Highline was contacted and he looked at our roads. Jim believes this company is probably too small and cannot provide us with the best option though they could do a seal coat, a much less expensive method, which would last ~5-7 years. A better company might be Lakeside. Additional procedures/costs would include precleaning at the edges and repairing some localized areas with a double overlay i.e. four inches of overlay. The asphalt main roads would receive a 2-inch overlay. Total costs could be as much as \$200,000.00.
- c. Chuck Coffey's comments--Jim contacted Sean from Highline; Sean came out and looked at our roads. This company is too small and cannot provide us with any option which the community needs. Highline offered to seal coat the roads but this does nothing for our roads except prevent oil contaminates soaking into the asphalt; it is a glorified paint job that makes the roads very slippery. A better company is Krieg and/or Lakeside. The entrance to Sky Meadows would need a double overlay i.e. four inches of overlay.
- d. There was some discussion about creating asphalt bibs at the intersection of some driveways and the dirt roads to prevent gravel from being dragged onto the asphalt. Alternatively, the proper application of crushed rock in lieu of loose gravel in these locations may be a preferred option to asphalt bibs.
- e. The Board requested that Jim and Chuck Coffey attend the next meeting in October.

[Maintenance of Gravel Roads and Driveways—Jan Graham](#)

a. [Report on the committee's plan of Action](#)

Jan reported that the committee has not had an opportunity to meet yet but is reviewing documents and historical minutes and files. The goal is to make recommendations to the Board regarding whether the access easements to lots that don't have direct access to one of our three roads are to be maintained by the community. The committee will be meeting soon.

[New Business](#)

None.

[Agenda Items for next meeting](#)

Not discussed.

Meeting adjourned: 3:15 p.m.

Report of Stage 3 of Spring Landscape Clean-up 2020

Volunteer – project:

Dave Shellenbarger—coordinating efforts at pumphouse and much more!

Scott Fox – weed whacking around pumphouse

Dave Bernardy – roof cleaning of reservoir and pumphouse

Matt Schulze – weeding and trimming at neighborhood entrance

Debra Paros – locating reflectors at entrance and proposing that turf be removed from asphalt

Chuck Coffey – loaned equipment to Dick Graham

Dick Graham – removing turf at entrance and reclaiming ~75 sq ft of asphalt

Debra Paros – removal of ~20 scotch broom plants along Sky Crest Dr (~30 plants more to be removed);
removal of tansy wort and thistle along lot borders of 9A with 9B and 14B

Judi Shellenbarger – weeding and trimming at pumphouse; removal of debris from sections of Snowberry Lane

Debra Paros – removal of dead wood and canes within a 200 linear foot hedge row on Lot 9A

Feedback from Various Members:

1. Many requested that the scotch broom along Sky Meadows Drive be removed and that eradication and control of this invasive plant is long overdue in our neighborhood.
2. A few members also mentioned the need to control another invasive, tansy wort, advocating mowing before it blooms. This plant is very easy to pull out of the ground roots and all. Dispose in trash.
3. Tansy is still growing throughout our neighborhood and should be removed from the slopes and ditches flanking Sky Meadows Drive. This plant also attracts and perpetuates the tent worms.
4. There was concern about hedge plant clippings being left behind, potentially providing tinder that might easily catch fire.
5. A couple members said they would remove scotch broom if they had it on their property.
6. Though we often hear that frequent mowing helps to lower the risk of a grass fire, piles of dry grass are also another added risk during the summer fire season.
7. The list of projects for this landscape cleanup program was fairly short due the wonderful job our members do maintaining their properties.

Results:

1. Excellent communications, volunteerism, and sharing of strategies and equipment.
2. All but one project on the Stage 2 Spring Clean-up list has been completed.
3. Dick Graham's reclaiming the covered asphalt at the entrance was not originally on the list, but this significant improvement is one we can all enjoy. He recommends we do this ~every three years.
Thankyou Dick Graham!
4. Unfortunately, none of the property owners along Sky Meadows Drive have gotten rid of the scotch broom growing there.

Further Action in 2020:

1. Possibly the Board should set a deadline for all scotch broom removal by November 1st of 2020.
2. Other requests?

Written by Debra Paros
July 27, 2020

Water System Report for July 27, 2020

Since April 27:

Finished repair of door window. Placed a block to prevent the door from hitting the switch box again.

Presented revisions of our King/SMCA contract to King Water on May 1st. Adopted 6/1/20.

Requested King to cease working on the leaking hydrant as we hired Combs Testing to service all the hydrants, and to evaluate the condition of the leaker (#3). Completed June 6th, and with no apparent leak in any hydrants.

Decided to forgo replacing the hydrants. Ours are now in good working condition and Combs has parts and is a good service company.

Hired CW Electric to evaluate our emergency generator. They determined that it was able to be reset so should now be in service. Confirmed in service.

Discussed the feasibility of adding quick-connects to our hydrants with the Chief of N Whidbey Fire District. He indicated that our system does not supply water at a pressure and flow that would warrant use of the quick-connects. The FD would probably hook up to the smaller 2 ½" outlets on the hydrants regardless.

Had CW Electric install the light, switch, and outlet in the gen room.

Someone, in the well house, has been handling equipment and throwing switches that only King Water should have access to. In one case this would have left us without water for the weekend, but in any case causes much headache for King to get the equipment back in order. Since this has been an ongoing problem King has been requested to determine the cause and fix the problems. All keys to the water system are in the hands of the President

PFAS testing: no news on the DoH rule making schedule or from the Whidbey Island Water System Association.

In the works:

The next meeting of the Whidbey Island Water Systems Association is scheduled for Sept 17 in the Coupeville Rec Hall, 5 till 7 pm. This may be changed to a virtual format if necessary. Find them at Whidbeywatersystems.org

Getting the hydrants painted.

Hire CW Electric to do the yearly maintenance on the gen set in the fall.

Respectfully,

Dave Shellenbarger, Water Coordinator

Location: Online with Zoom

Meeting called to order: 1:34 pm, 04/27/2020

Quorum verified: All five board members present; Jan Graham, Judi Shellenbarger, Debra Paros, Christine Hill, Lynn Coffey

Guests: Bert Piercy, Ken Petersen, Marsha Rowell, Bob Alwardt, Dave Shellenbarger, Robert Roessler, Jim & Ruth Seccombe

Agenda Topics

2. Treasurer's Report (CH)

a. First Quarter Report 01/01/2020 – 03/31/2020 posted at website under Financials.

b. Update on Annual Assessment payments—Christine H reported that ~2/3 of homeowners have paid.

c. Discussion about treasurer activity:

1). Dave S asked whether there were additional charges since March bill for the compressor. CH said there were none.

2). CH reiterated from last meeting that she conducts "mobile banking" i.e. uses a cell phone; she will write up a report of her procedures. CH has received the new debit card from the bank for conducting SMCA business. There is no credit card associated with the account. The limit on the debit card was discussed a bit and may need to be confirmed/verified.

Checks written by members are shredded after deposit is made though a mobile banking copy is created and saved. CH will be continuing a folder system of hard copies like that which Dave S used previously as treasurer.

3. Secretary's Report (DP)—No report necessary for this meeting. Debra P observed that items on the *SMCA Calendar of Events & Deadlines* for May were all well developed or close to completion before the end of April.

4. Water Coordinator Report (DS), see attached page 3, titled "Water System Report for April 27, 2020"

a. Report on notification of residents below 100 ft elev re individual pressure reducing valves—Dave and Jan made phone calls to each resident to discuss the need for the PRV; Dave followed up with an email notification. Some of these homeowners replied to confirm that they either have or do not have a PRV. Dave also talked with King Water as to their opinion whether individual PRVs are enough should the main system PRV go offline and Sandra B seemed confident; but Dave wants to also obtain a written statement from the State's engineer Denis Mehinagic.

1). Robert R will need to check as to whether a working PRV is already installed and this might require a professional plumber to locate the PRV and confirm that it is functional.

2). Other property owners in this category will all need to have individual PRVs installed if they currently do not have one.

3). After today's board meeting Dave received an email from Mehinagic stating that if each resident had a PRV at their residence the main PRVs could be eliminated. This means that when the main PRVs fail in the future a Board could decide to not fix or replace the PRVs, saving the community money.

b. Contract with King Water—Dave S suggested contract changes for the upcoming renewal deadline in May. Others who reviewed the contract and contributed to proposed changes: the former water coordinators Judi S and Dick Graham; Christine H. Of course, much of the contract is the same but there are sections that have been improved especially in *X. Insurance and liability* paragraphs. The contract includes fees, labor rates, frequency of tests, etc. Notable is the clause under *Operations: Meet monthly with SMCA WC to review completed projects and pending projects*.

c. Additional comments by WC—There are ~\$72 in receipts collected for additional costs not yet printed. The hydrant near corner of Sky Crest and Sky Meadows Drive is leaking and probably needs a new O-ring. It was last serviced in 2017. Dave will contact King Water for assistance. Jan G did some research and believes hydrant parts may still be available. **Note:** After the meeting Dave found a replacement part online and is talking to King Water about doing the work.

5. Amendment to the CC&Rs (JG) Board members have been evaluating section 5.1 *Permitted Uses* of the CC&Rs throughout 2019 and 2020 and consulted with a lawyer. A few different versions of text were considered, but after much analysis and discussion some board members wanted to keep the text in 5.1 of the CC&Rs and not make any changes.

MOTION: To keep section 5.1 of CC&Rs as is. 4/5 agreed, 1/5 disagreed; motion passed.

6. Status of Water System Manual (JS) Judi S explained that the *Management* section is 100% complete and the *Emergency* section is 70% complete. King Water will be hired to write up the *Inventory* section which has been delayed possibly due to the Covid-19 epidemic. Lynn C will be helping with the pricing of parts. Judy said that the State allows each small water system some leeway as to how detailed their plan is written. Christine Hill and Judi Shellenbarger will work together to estimate the long term financial cost of maintaining our water system.

7. Community Cleanup—Debra P volunteered to oversee this program and will be sending out the first announcement in early May. By mid-May, a plan will be defined; and the volunteer work can be scheduled for late May and early June.

8. Procedures for Section X of By-Laws (CH)

- a. **Review New Procedure Section of By-Laws**—attached pages 4-5, “Article X. Administrative Practices and Procedures”.
- b. **Review and Vote on Late Fee Procedure for Water Bills**

MOTION: To accept late fee as written for water bills. 5/5 agreed; motion passed.

- c. **Discuss How to Communicate and Publish Section X Procedures**—After some discussion, the consensus was that the late fee on annual assessment should be implemented for the 2021 assessment, but the late fee on unpaid water bills would become effective on June 1 for the second quarter billing in 2020. Christine stated that these By-Law changes were ready to communicate and publish on the website.

9. Road Maintenance (JS & JG)

- a. **Chuck Coffey to present his thoughts about the 2014 road reports and the current conditions of our roads**—
 - 1). Chuck C described the 2014 reports as being “spot-on”. (These 2014 reports summarized the comments from two inspections of our asphalt roads by a road engineer and by a representative from an asphalt road construction company.)
 - 2). From Chuck’s own, recent observations of our asphalt roads he describes them: “...the overall condition is that they are right now surviving”. He pointed out that some areas have problems such as near Bill Peters’ driveway and at the main entrance of the neighborhood. He believes that an overlay of asphalt will be needed throughout the neighborhood in 1-2 years and this would cost ~\$150,000. Prior to application of an overlay the roads would need to be professionally cleaned to get rid of moss and needles. He warned property owners to not scrape the roads to try to clean it themselves.
 - 3). Chuck thought more filling of cracks was not worth the expense given the need for overlay soon. Just before overlay we should use a sticky mesh over the cracks called Petratact; this pre-treatment plus the overlay would repair the cracks.
 - 4). He also suggested removal of sod and slightly changing the slope of a small section of Bledsoe’s property near the neighborhood entrance where water is pooling and causing damage to Sky Meadows Drive. He believed it would be easy to make some minor landscape changes to allow proper drainage from the road. Robert R expressed an interest in this idea and wanted to consider it further.
- b. Judy S read sections of the *Road Maintenance Agreement* which point out that members are proportionately responsible. She commented that some of the text of this old document brings into question which sections are roads vs. driveways. Some felt that this old document was obsolete and only relevant many years ago before many of the homes were built. The asphaltting of Grasser Hill Rd in ~1999 was paid for by the three property owners who live on it thus preventing ongoing maintenance costs to SMCA for grading or gravel over the years.
- c. Judy S agreed to head up a new committee to research roads issues. The members attending this Zoom session who expressed an interest in being on the committee include Jim Seccombe, Robert Roessler, Debra Paros.
 - 1). Jan G will be sending out a copy of Clay Miller’s 2017 proposal on roads maintenance.
- d. Jan G felt that the research and discussion on roads should cover the following: 1) establish current condition of asphalt roads; 2) establish the current condition of other roads within the neighborhood; 3) review what maintenance work has been done in the past and who paid for it; 4) create a new, more relevant road maintenance agreement; 5) make recommendations for maintenance on asphalt and gravel roads.

- 10. **Security—Discussion to include frequency of delivery trucks and the parking of delivery trucks in neighborhood.** This was postponed until next meeting due to lack of time today. Debra P mentioned having a long phone conversation with Roberta Piercy on these issues a week ago.

- 11. **Calendar of Events & Deadlines—Items due include IRS Form 1120H** (completed); **WIWSA Dues** (completed); **Department of Health permit**; and **Renewal of State HOA license** which Christine pointed out can be paid May-October. Christine Hill has filed our taxes and renewed our WIWSA membership. She will renew our state HOA license within the May-October time frame and work with David Shellenbarger to renew our WA Department of Health permit.

- 12. **New Business/Additional Comments**—Thanks to Lynn C for hosting the Zoom meeting and sending out the log in information to all community members who are always invited to attend.

- 13. **Plans for next Board Meeting**—scheduled for Monday, June 15 at 1:30 pm; to be conducted online with Zoom.

Adjournment: 3:40 p.m.

Water System Report for April 27, 2020

Since Feb 10:

1. Installed hasp and lock on well #1 hatch, new locks on well #2 hatches and the generator room. All locks including the reservoir hatch now accessed via two keys, hanging over well house door and with the president.
2. Discovered leaking sensor on generator: this is in addition to the already leaking radiator. The generator will run but the control panel will not transfer power to system. Lalo looking into these problems. Generator still out of service and has been for at least a year. Since the virus outbreak all service except with King has ceased.
3. Still trying to find a contractor to install light and outlet in gen room. See 2. above.
4. Sight gauge on the pressure tank back in service 3/10.
5. Cleaned well house; put sand bags on pallet. Purchased new (proper) hose to use in well house. Put up shelf to get supplies off the floor.
6. Had King fix the pressure pumps so that they alternate. This should have been accomplished when the new pump was installed a year or so ago.
7. Met w/Sandra on March 11. Asked for an update on the question of whether or not we can legally eliminate the two system PRV's if/when they fail. Still waiting for an answer. (Sandra is waiting for an answer from Denise at the State DoH Drinking Water). Also asked about the one fire hydrant that leaks when activated, discovered February 27 when King flushed our system. Sandra will check with the field crew (this as of Friday 4/17). The question is, are we to accomplish the repair or is King taking care of it? Our type of hydrants, Iowa's, are long out of production, parts near impossible to find.
8. The air pump for the pressure tank failed in March and King replaced it with a similar pump. Cost should be around \$130 but I haven't seen a bill for it yet.
9. Letter sent to all members with homes below 100' elevation explaining the requirement to have an individual PRV installed. This should now be a closed issue.
10. PFAS testing update. The state rules addition is progressing with an expected implementation of January, 2021.
11. Purchased, and receipted:
 - A. Parts to repair the backwash outtake where it exits the well house. There's a leak where two different types of pipe join.
 - B. Shelf material and brackets to put up a shelf and get as much material off the floor as possible.
 - C. An oil pressure sensor for the generator.
 - D. A water hose for use in the well house, to replace the existing garden hose in use. King uses this in their servicing of our system and since it has connections to our drinking water it should be drinking-water-safe. (Most garden hoses are not.)

Total dollars request for reimbursement, \$72.21.

12. In the works:

Cleaning the well house and reservoir roofs, to be accomplished this spring. Painting the fire hydrants, awaiting the outcome of the availability of repair parts. (Will we need to replace the hydrants?) Finalizing a revised contract with King Water to add provisions for a monthly meeting and spelling out insurance coverage for King Water.

Respectfully,

Dave Shellenbarger, Water Coordinator

The following section is to be added to the Bylaws. The numbering system conforms to our published bylaws. Article X.1. has been approved by the board.

Article X.2. reflects current practice and current water rates AND adds a new \$10 per month late fee to the water bill.

Please review the language of Article X.2. The board has reviewed and edited the text three times. The board will be asked to vote on this wording on April 27. If passed it will be communicated, published on the website and added to the bylaws.

Thanks, Christine

Article X. Administrative Practices and Procedures

1. Annual Assessment Late Fee Procedure

Effective May, 2020

1.1. The amount of the annual SMCA Assessment Fee for each calendar year is communicated to all homeowners by the end of February. The assessment fee is due May 1st of the same year, per CC&R's section 4.3.1. Meeting minutes from the annual meeting will mention this annual fee amount and due date. A reminder of the annual fee amount and due date will also appear in the first quarter water bill.

1.2. To avoid late fee, pay the annual assessment fee on or before May 31.

1.3. As of June 1st, assessment fees that have not been received by the Treasurer, will be subject to a late fee.

1.4. The late fees, established by CC&R's section 4.6, will be calculated at 1% of the outstanding balance, added for each month of delinquency, beginning in May, following the May 1 due date. As an example, an outstanding balance of \$300 in June will be charged a \$3 late fee for the month of May. In July, the late fee will be \$6 (\$3 for May plus \$3 for June).

1.5. Late fees will cease being accrued when the assessment payment is received.

1.6. Unpaid late fee(s) will be added to the quarterly water bill until they are paid.

2. Water Rates and Billing Procedures

Effective May, 2020 (proposed)

Sky Meadows provides water for community property owners from our two community wells. Homeowner water usage and part of the cost of the water infrastructure is billed quarterly to property owners. The following water fees apply and are billed at the end of each quarter.

2.1. Water Rate Schedule

These are the rates in effect in 2020. They are unchanged from previous years, but subject to change in future years.

2.1.a. Basic fee: \$50.00 per lot per quarter. Every lot, except Lot 18 which is exempted by amendment to the CCRs, is charged the quarterly basic water fee.

2.1.b. Usage:	0 to 10,000 Gallons	\$0.33/100 Gal
	10,001 to 20,000 Gal	\$0.39/100 Gal
	20,001 to 30,000	\$0.46/100 Gal
	Over 30,000 Gal	\$0.53/100 Gal

2.1.c. Water usage amounts and service fee are billed in arrears.

2.2 Water Billing Procedures and Late Fee

2.2.a. SMCA Meter Reader(s) will read the meters quarterly on/about the last day of the quarter. The compilation of the meter readings will be passed to the SMCA Biller. The Biller will calculate the individual amounts and send a bill to each lot owner. The Biller will submit to the Treasurer a list of the amounts to be collected from the individual owners, including gallons used per lot.

2.2.b. All water bills are due upon receipt, as indicated on the bill. Any bill not paid in full within 30 days from the date of the bill will incur a late fee. The late fee will be \$10 for payments received after the 30-day grace period, and an additional \$10 for each subsequent month or portion of month the bill is unpaid. Late fee amounts from water bills or other assessments will be printed on subsequent water bills.

2.2.c. When property changes from one owner to another, SMCA will read the meter if requested by the seller or buyer and provide a prorated bill for the portion of the quarter owned by the buyer and by the seller. In any case the owner of the lot at the end of the quarter is responsible for the full quarters' water bill.

Draft CSH 2.7.20

Revised CSH 2.11.20

Revised CSH 2.15.20

Location: Online with Zoom

Meeting called to order: 1:08 pm, 10/19/2020

Quorum verified: All five board members present; Jan Graham, Judi Shellenbarger, Debra Paros, Christine Hill, Lynn Coffey

Guests: Dave Shellenbarger, Chuck Coffey, Jim Seccombe, Robin Bernardy, Robert Roessler, Roberta Piercy

[Agenda Topics \(blue text\)](#); notes herein printed in purple text are relevant to minutes but not an actual part of the meeting.

Treasurer's Report—Christine Hill

- a. See 3rd Quarter Treasurer's Report posted at website
- b. Upon reviewing the report Dave S discovered a potential discrepancy involving listed total amount of annual assessments collected compared to the total number of lots in the HOA. (Note: After the meeting Christine rechecked her bookkeeping and previous reports. A small change will be made to 1st Q report and updated at the website. A new version of the 3rd Q report will be submitted to Board for acceptance with these minutes.)
- c. Christine added a new feature to her treasurer's report format which now shows a "Year to Date" column next to the "Current Quarter" column of itemized deposits and debits.
- d. Christine indicated that the following calendar items have been completed: 1) SMCA Coupeville PO. Box was renewed for 12 months; 2) WA Dept of Health annual water system certification was received and sent to Dave S (WC); WA State Dept business license was renewed online.
- e. Since our last meeting, Christine has received the insurance renewal authorization.

Water System Report—Dave Shellenbarger

a. Water System Report for October 19, 2020 – Since July 27:

- Placed rat traps, one inside and one outside the well house, as King indicated we have rats.
- All five fire hydrants repainted.
- Hired TSE to do an annual service of the gen set, scheduled for late October.
- Repaired the meter post for the well #2 PSE electric meter.

In the Works:

- The next meeting of the Whidbey Island Water System Association is set for Dec 10, 2020 via Zoom. Log on to whidbeywatersystems.org for instructions to attend this meeting.
- That website also has much to say about water systems and associated topics; very interesting!

b. Further comments from Dave and others raised during board meeting about the report:

- 1) No rats captured to date. Robert R inquired as to whether the use of rat poison might be detrimental to raptors. Dave said he didn't think so but would check on it later.
- 2) Dave himself prepped and painted all 5 hydrants with multiple coats including grey colored primer and final coats of yellow rust resistant paint. At previous board meeting there was discussion of paying for a professional painter vs. finding volunteers. Debra Paros volunteered. Dave decided to do the work on his own.
- 3) The meter post repair was needed due to wood-rot. Dave S replaced it; the cost was ~\$30.
- 4) Question: How is our water system doing and are there any water quality problems? Answer: System is fine; we have not yet received the results from September's water tests; Ron Bodamer of King Water is now overseeing our system in lieu of Steve of King Water.

Secretary's Report—Debra Paros

- a. Minutes—Final draft of minutes from last board meeting were approved and is now posted at website. Entire community received an email which included the minutes from the April and July board meetings.
- b. Calendar Items Due—All items are completed for August thru October. November items to be adjusted due to pandemic.

ACC Report—Lucy Gorgas (not present)

- a. Lucy, ACC Chair, emailed the following report to all board members prior to the meeting:

For the current period, the ACC has received requests for the following projects:

- 1) Category B Goldstein/ Kinsella roof replacement request received on 8/4, processed and approved by the ACC on 8/5.

2) Peters' request for removal of 5 inch diameter tree on Skymeadows Drive community easement- received on 8/13, processed by the ACC as a Category B project due to tree located in front of the Cline's driveway and requiring neighbor's comments/approval. Request approved by ACC on 8/23, with no concerns from neighbor.

3) 8/14 Received inquiry - not a formal request- by Paros' property regarding regravelling the driveway.

b. Further comments during the meeting related to the report or to the ACC: 1) The tree removal on Peters' property was due to obstruction of vision for some people in that area. 2) It is the Board's responsibility to make sure that the ACC positions are filled. Typically, ACC members serve a two-year term. Jan G is scouting out potential volunteers for the 2021 ACC.

[Status on Water System Management Plan—Judi Shellenbarger](#). The binder is ready for review and proofreading; a copy will circulate among board members over next few months.

[Community Landscape Cleanup—Debra Paros](#)

a. [Update on Scotch Broom](#)--Our Spring Landscape Cleanup Plan listed eradication of this invasive plant especially along Sky Meadows Drive. Much scotch broom remains on two properties in that area. Due to the poor air quality in September and early October Debra decided not to contact nor pressure these homeowners to remove their scotch broom. She feels that the Board should make an official request that states a deadline.

b. A very lively discussion followed in which all the guests made several suggestions, requests, and questions.

1) The Board decided a work party was probably not feasible for the eradication or cutting of scotch broom, but they were willing to urge the two property owners to complete the work by early March 2020. Debra agreed to communicate with the property owners. (Note: 2-3 days later the scotch broom removal was completed on both properties.)

2) An area at the west end of on Sky Crest Drive involving Homire's and Piercy's properties has buildup of bio-debris on the asphalt road and some bushes/branches hanging out close to road edge. Roberta P said she had managed this area in the past and is still willing to continue though it would be great if anyone could lend a hand.

3) For people walking along Sky Crest Drive near Hamer's property there are some bushes and branches that are an interference. Debra will contact Eric Hamer to get his input. She also volunteered use of a pole-chain saw if property owners were open to such assistance.

4) Chuck Coffey pointed out that something needs to be done about storm water collecting on the Sky Meadows Drive in front of Robert Roessler's home. This has been discussed at two previous board meetings. In May this job started out on the Spring Landscape Cleanup Plan but was taken off and given to one of the road committees. Chuck C believes that a trench can be dug to aid in drainage. Robert R and Debra P volunteered to work with Chuck in early November.

[Road Resurfacing—Jim Seccombe](#)

a. [Status on collecting bids to repave the asphalt roads](#)—See report below received 10/19/2020 from Jim Seccombe. (Note: Two contractors have subsequently been asked to rebid on repaving our roadways, so we have redacted the earlier bid amounts presented by Jim in his report to prevent potential confusion later.)

Greetings, I and Chuck Coffey formed the Asphalt Road committee. Chuck is knowledgeable about asphalt roads because he had worked for an asphalt road contractor for many years. His knowledge was invaluable.

I had contacted three Asphalt Contractors in early August. Unfortunately for me, this is their busy time of year, so I could not get anyone to meet at Sky Meadows until business slowed. Thru persistence we finally got the contractors to meet us at the property to detail our road problems and ask for their solutions.

The first company that responded was Highline Pavement Maintenance, Inc., Located in Mount Vernon. They forward two bids, one for repaving with a 2-inch overlay, at a price of \$xxx,xxx.xx plus tax. And another for applying a Sealer coat over the road, often done at shopping centers. The price to Seal coat and minor crack sealant \$xx,xxx.xx plus tax.

Chuck did a review of Highline and expressed that they have experience with parking lots but probably don't have the equipment and experience to meet SMCA road needs.

Another bid came from KRIEG CONSTRUCTION, INC. They are located just north of Oak Harbor. Krieg would grind out the areas of road alligatoring cracks and repair prior to resurfacing. Their bid for 2 inch resurface is \$xxx,xxx.xx plus tax, another bid for 1.5 inch resurface at \$xxx,xxx.xx plus tax. In addition, if we desire crushed rock added to the smolders the cost would be \$x,xxx.xx plus tax. They did some road work in Coupeville this summer if you want an inspection of their work.

The third company to come out and inspect was Lakeside Industries located in Anacortes. Their bid includes remove sod & vegetation from shoulders @ 1ft width, repair divots and sunken areas. Resurface with 2-inch overlay at \$xxx,xxx.xx plus tax. Or 1.5-inch overlay at \$xxx,xxx.xx plus tax. Shoulder rock placement available depending the width desired along the road.

All companies include a double layer of asphalt at the entrance to increase the road height to eliminate the pooling of water at the entrance during rain fall.

The two companies I recommend KRIEG CONSTRUCTION OR LAKESIDE INDUSTRIES sent their bids via email so I will forward those details later today for your study. All bid may have to be adjusted for SMCA needs, but this gives an approximation of the costs to anticipate. The board should consider whether to access the community over multiple years or all at once. If you have questions after reviewing the bids in depth, I will be happy to get you the information.

- b. Jim and Chuck concluded that Highline was not the best paving company for SMCA. Jim wants to contact them to let them know their bid would not be considered further.
- c. Chuck stated that after the roads are freshly repaved it is absolutely necessary to put down gravel on the shoulders. This provides structure and prevents the edge of the asphalt from wear and tear. We must decide how much: 1ft - 3ft.
- d. A series of motions and constructive discussion followed:

MOTION: *To move forward on repaving our asphalt roads by accepting one of the bids presented by the Asphalt Road Committee.* The motion was seconded, 2/5 agree. Motion did not pass.

MOTION: *To have our asphalt roads repaved.* 5/5 agree. Motion passed.

MOTION: *To review the bids presented to the Asphalt Roads Committee.* 5/5 agree. Motion passed.

[Sky Meadows History Files—Jan Graham](#)

Jan reported that we have many historical files that go back to 1985. They need to be organized a bit better and gone through to ensure we are meeting the requirements of an operating procedure written in 2018, Documentation Retention and Destruction. She suggested that the Board consider appointing a historian for Sky Meadows who could organize and maintain our files and records. A short discussion followed. No immediate action was taken.

[Maintenance of Gravel Roads/Driveways—Jan Graham](#)

- a. "Report from the Gravel Road Maintenance Committee" –emailed to Board members a few days prior to this meeting.
- b. The Board members will be evaluating this committee's report before the next board meeting.
- c. Debra P mentioned the following: Any new/future statements about road maintenance in proposals, questionnaires, motions, by-laws amendments, etc., needs to clearly define what is meant by road maintenance.

[Report on Meter Reading—Debra Paros—postponed due to lack of time.](#)

- a. Debra volunteered to manage the scheduling and training of meter readers throughout next year/2021.
- b. (Note: Other comments prepared to share but not reported due to lack of time: The COVID-19 19 pandemic has affected how and who reads our meters. Scott and Susan Fox read meters 1st & 2nd quarters. Judi Good and Debra Paros read meters for 3rd quarter and used recommended precautions such as social distancing, wearing masks, and assurance that neither has symptoms, nor tested positive, nor recently was exposed to someone testing positive.)
- c. (Note: The map for location of meters has been updated to better pinpoint some of the meters. A new route has been defined to make the task an easier, shorter hike for people. **Hint: It would be nice to get 2-3 more people involved.**)
- d. (Note: Request: all homeowners please make sure your meter is visible at the end of December and March, clear of leaves, roots, vines, or snow. This is especially important for new meter readers.)

New Business

a. **Board Recruitment**—board members will be asking community members to consider serving.

b. **Annual Meeting Planning via Zoom**

1) The Annual Meeting is now scheduled for **Saturday, January 23rd, 2021 starting at 10:00 a.m.** Please note that this is a date and time change so update your calendar.

2) The board briefly shared thoughts on how to conduct an annual meeting online. One probable feature will be to email the ballot to each member and ask them to print the file, fill out the ballot, and mail it to the SMCA P.O. Box address; the secretary would log in each ballot prior to the meeting. Other issues such as establishing a quorum and any need for proxies are yet to be worked out in a plan.

3) Christine received a government notice from the State of Washington about relaxation of HOA legal requirements during the pandemic.

4) Jan G said that the annual report from King Water can be sent out to members several days before the zoom session which will be our annual meeting. Other reports can also be emailed prior to Jan 23rd.

c. **Confirmed: The next board meeting is scheduled for Monday, December 14, 1:00 p.m.**

Amendment to Bylaws regarding water system responsibilities—Dave S –postponed.

Note: Dave S sent a 2-page report to Board and this will be discussed at a future board meeting.

Adjournment time: 4:04pm

MINUTES
SMCA Board Meeting
December 14, 2020

Agenda

- 01 **Call to Order** at 1:01 p.m. Quorum established. All board members present: Jan Graham, Judi Shellenbarger, Christine Hill, Debra Paros, Lynn Coffey
- a Guests: Robert Roessler, Roberta Piercy, Dave and Robin Bernardy, Richard Goldstein, David Shellenbarger, Jim Secombe
- 02 **Treasurer's Report—Christine Hill**
- b **Financial Report:** posted at website "2020 Year-to-Date Financial Report, January 1 – November 30"
According to CH our financial records are currently in good shape and she doesn't expect anything unusual to come up in terms of deposits and expenses.
- b She will be preparing a 3-page year-end financial report for the annual meeting which will be emailed to all members. This report will include a summary of 2020 work and its costs as well as the estimates for planned work which appeared in the 2020 budget. The Treasurer and Water Coordinator work together to compile this summary.
- c **2021 Budget proposed draft:** The board reviewed and discussed this 1-page draft which will be updated for the annual meeting. The members will be sent a copy via email in January and asked to approve the budget during the annual meeting.
- 03 **Secretary's Report—Debra Paros** Calendar items for October thru December are either completed or are being addressed in today's meeting agenda. Minutes from October meeting have been emailed to the community.
- 04 **Water Coordinator Report—Dave Shellenbarger**
- a **Water Coordinators Report for Dec 14, 2020--***Since the last Water Report, for the October 19 meeting, we have settled a billing error with King Water, had the gen-set serviced, removed the bait boxes from the well site and set snap traps, revamped the block-outs so rodents cannot burrow through them into the well house (thanks Debra), monitored the building for rodents (none), repaired the freeze protection at well #2, and apparently had continued problems with the timer switches. I got a new timer switch to replace the malfunctioning one and will have King install it when they can.*
- In the works:**
After the COVID-19 constraints are no longer an issue the wall insulation in the well house will need repair. This will cost in the \$150 range. Debra has volunteered to assist.
- b. Additional Comments on Wellhouse Improvements: A pest inspector identified a few potential areas where squirrels and rodents might be entering the wellhouse. Dave caulked a few small holes near the roof and adjusted the seals at the door and block-out lid. The interior was swept, and displaced insulation removed or tucked back in. The attic emits a strong odor due to rodent activity in the past. -- Removal of attic insulation and cleaning with bleach ought to be done, but perhaps the situation can be tolerated a while longer. The door needs to be kept shut. Traps should be continuously set or at least periodically to stop rodent activity as soon as they enter. Dave removed all bait/poison used during an earlier phase of eradication.
- c. Prior to the work described in b. pest bait-boxes were purchased along with bait/poison. The board wishes to sell these items to other members of the community who are interested. Jan G will send an email out to the community so everyone has a fair chance to acquire these at a discounted price.
- 05 **ACC Report—Lucy Gorgas** There were zero requests for projects during this period.
- 06 **Board Recruitment for 2021:** To date the following have volunteered to be on the ballot: Bert Piercy, Dave Bernardy, and Scott Fox.
- 07 **Annual Meeting Planning via Zoom—**Brief discussion by board members about agenda items, procedure for ballots, need for signed proxies, helping members use zoom, tasks, and assignments. A timeline is recommended for planning phases, sending out notices, providing documents for member to review, etc. Board members will be working on this through email in the coming weeks.
- 08 **Road Resurfacing—Chuck Coffey**
- a. **Discussion of two repaving bids—**Today's guests asked several questions primarily focused on the difference between the bids and the pros and cons of a 1.5 vs 2.0-inch overlay. **Note: Ongoing study sessions have been taking place including the asphalt committee and the board members. The bids have been thoroughly evaluated, many questions answered, and concerns laid out.** Chuck has known these contractors in a professional capacity; and he reaffirmed today that these companies are highly respectable. The Krieg bid

is lower than Lakeside's bid in part due to their equipment being closer to our neighborhood. A lower bid is not the primary factor in deciding which asphalt company to hire. Given that the two bids have equal merit from other stand points, Krieg seems like the contractor of choice for SMCA.

MOTION: To recommend Krieg Construction as the contractor to repave our roads with a 1.5-inch overlay. 5/5 agree, passed.

- b. The board will complete a factsheet to send out to the community explaining the condition of our asphalt roads, the history pertaining to them, recommendations for repaving, costs, assessment issues, etc. Board may have to organize a meeting for answering questions.

MOTION: To ask the HOA for an assessment of ~\$5800 per lot to pay for repaving. 5/5 agree, passed.

- c. The board will also be developing a ballot and planning how and when the community will vote on repaving. We will have to set deadlines for voting and payment of assessment to be ready for work to start in May or June and end before July. The bill must be paid in full when the work is completed.

09 Update on Maintenance of Gravel Roads—Jan G

- a. After the Gravel Road Maintenance Committee submitted a report to the board, a member of the committee brought information from Public Works of Island County to our attention. Board members wanted to investigate this new information further. The new information included terms and clarification on the Plat Maps. We also wanted to know how the Island County Codes from 1984 applied to the construction of Sky Meadows development.
- b. Jan is setting up a meeting with the director of Planning and Land Development of Island County to help the board clarify definitions of private roads, easements, Common Approaches, jurisdiction and Plat Maps.
- c. One guest described being a member for many years, feeling that maintenance of these gravel roads was achieved largely through volunteerism. Comments were also heard on potential misuse of these gravel roads from the allowance of garbage truck access and other large delivery trucks.
- d. Because of the new information and concerns raised, the board decided that this issue cannot be resolved by end of 2020. We decided that the repaving project, which has a Spring deadline, must be the priority for the current board. We will pass the research and information on to the 2021 Board to resolve this issue.

10 **Sky Meadows History Files**—Jan reported that Robin Bernardy has volunteered to oversee the organization of our historical documents and ensure we follow the approved procedure for Documentation Retention and Destruction. She won't be able to start the project until the early Spring and will discuss the project with the new Board.

11 New Business—

- a. **Amendment to Bylaws on water system responsibilities**—Dave Shellenbarger has written a report for the Board to review and use for developing changes. Today we will table this work for the new year.

12 **Adjournment** at 3:08 p.m.