



## **SMCA Board Meeting Minutes for August 22, 2022**

### **Call to Order, Establish Quorum-**

**Board members present: Ron Henley, Dave Shellenbarger, Roberta Piercy, Richard Goldstein. Community members present: Judy Shellenbarger, Debra Paros, Dick Graham, Chuck Coffey, Lynn Coffey, Todd Albi**

**Ron gave update on Bev and Clay Miller**

**Meeting called to order by Ron Henley @ 10:30 am.**

- 1. Reading of Proceeding Meeting Minutes** -waved by unanimous vote of board
- 2. Officer and Committee Reports**
  - **President – opening comments-** RH welcomed everyone and reviewed conduct of meeting
  - **Treasurer – Roberta Piercy. Financial update** -RP indicated she didn't have the report ready but would submit it soon after the meeting so it can be reviewed and posted with the meeting minutes. (attached)
  - **ACC report** –RH reported for ACC they have received one request since last meeting. Dilley Lot 11A, Septic and Driveway placement. The board approve this Cat-A request.
  - **Water system- Todd Albi-** TA reported the system is functioning properly with no significant issues to report. Board discussed the possibility of acquiring tools to operate the hydrants for exercising the hydrants and flushing the water mains.
- 4. Unfinished Business**
  - **Audit of books by Northwest Bookkeeping Service – Roberta Piercy-** RP reported the audit of our financial records was complete. No major issues. A few minor issues were found. The audit results will be posted with meeting minutes.

- **Drainage extension, east end of Skycrest Dr at Lot 5B (Gorgas Lot)** –Ron Henley, the project is complete except for grass restoration. The project cost will come in below the estimated \$700.
  - **Records storage – Clay Miller** Project tabled pending Clays return.
  - **Financial Reserve status – Roberta Piercy-** RP is preparing questions for board review. Questions to be included in an anonymous survey (Survey Monkey) to be sent to all SMCA members. This community feedback will be used by the board to determine the next step in our decision making process. The survey should be out to the community by mid September.
- 5. New Business:**
- a. Noxious weed control reminder to community** –The board discussed the concern for the removal of noxious weeds in the community. Of particular concern at this time of year is the identification and removal of Tansy Ragwort. This weed is maturing at this time of year and is easily recognized. Identification information link... <https://www.nwcb.wa.gov/weeds/tansy-ragwort>
- b. King Water proposed rate increase (15%)** –The board approved this rate increase and agreed we need to meet with King Water this fall to improve communications between the organizations.
- 6. Comments and Discussion – Board and Association members in attendance-**
- a) Proposed date for next annual meeting: January 21, 2023
  - b) Board instructed to have a draft 2023 budget prepared for next board meeting.
  - c) Members are encourage to start considering the 3 open places for board members for 2023
  - d) The use of blowers to keep down weed intrusion on the asphalt roadway
- 7. Call for Adjournment- A motion for adjournment was made and meeting adjourned @ 11:45AM**

**Next board meeting:** October 12, 10:30AM Goldstein Residence

**Community picnic:** Saturday August 27, Time: 1:00PM – Gather; Eat Around 2:30-3:00PM – at Todd and Linda Albi Residence, with Kristina Paulsen as Coordinator

## SMCA 2022 Financials @ 8-22-22

	Budget	Actual YTD
<b>INCOME</b>		
Annual Assessment Income	\$ 10,500.00	\$ 10,500.00
Interest Income Heritage Bank	\$ 13.00	\$ 4.87
<b>General Income Subtotal</b>	\$ 10,513.00	\$ 10,504.87
Water Income		
Service Fee (\$50/lot/qtr)	\$ 7,000.00	\$ 5,250.00
Usage Fee	\$ 7,255.00	\$ 3,539.34
<b>Water Income Subtotal**</b>	\$ 14,255.00	\$ 8,789.34
Special Assessment - Refund		\$ (1,545.60)
<b>TOTAL INCOME</b>	\$ 24,768.00	\$ 17,748.61
<b>EXPENSE</b>		
<b>Road Re-Paving Project 2021</b>		
Tree Service	\$ -	\$ 217.40
<b>Road Re-Paving Subtotals</b>		\$ 217.40
<b>Sky Crest Trench Extension Project 2022</b>		
Trench supplies	\$ -	\$ 453.30
<b>Trench Project Subtotals</b>		\$ 453.30
Bank Fees	\$ -	\$ 34.00
Insurance	\$ 3,125.00	\$ -
Legal - General	\$ 1,500.00	\$ 118.00
Licenses & Permits SMCA	\$ 10.00	\$ 20.00
Office Expense SMCA Board/Admin		
Office Supplies	\$ 500.00	\$ -
PO Box Fee	\$ 70.00	\$ -
Postage		\$ -
Website (2 yr)		\$ 391.06
Picnic	\$ 150.00	\$ -
Reserve Study	\$ 2,400.00	\$ 2,400.00
Zoom	\$ -	\$ 16.29
<b>General Expense Subtotal</b>	\$ 7,755.00	\$ 2,979.35
<b>Road Maintenance</b>		
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	\$ -
<b>Road Maintenance Subtotal</b>	\$ 13,000.00	\$ 13,614.68

## SMCA 2022 Financials @ 8-22-22

	Budget	Actual YTD
<b>Water System</b>		
Utilities - PSE - Each pump location		
2230 Skycrest (3B)	\$ 1,900.00	\$ 184.88
790 Snowberry (2A-Pumphouse)		\$ 711.91
Water System		
Admin - Water Coordinator Supplies	\$ 150.00	\$ -
Clean-Flush	\$ 1,800.00	\$ 710.25
Equipment:		
Pump & Install	\$ -	\$ 3,619.15
Generator Annual Maintenance	\$ 850.00	\$ -
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	\$ 2,771.05
Operator Permit Fee	\$ 271.00	\$ 270.75
Testing (1-5 tests done monthly)	\$ 675.00	\$ 578.20
Wellhouse Maintenance	\$ 500.00	\$ 56.83
Wellhouse Security - Camera	\$ 120.00	\$ -
Building Security**	\$ -	\$ 242.41
WIWSA Membership	\$ 62.00	\$ 62.00
<b>Water System Subtotal**</b>	<b>\$ 12,348.00</b>	<b>\$ 10,905.34</b>
<b>TOTAL EXPENSE</b>	<b>\$ 33,103.00</b>	<b>\$ 28,170.07</b>
<b>TOTAL INCOME/EXPENSE YTD</b>	<b>\$ (8,335.00)</b>	<b>\$ (10,421.46)</b>

<b>Bank Balance @ 12-31-21</b>	<b>\$ 42,973.82</b>
<b>Bank Balance @ 8-22-22</b>	<b>\$ 35,838.21</b>
<b>Checks O/S</b>	
1271 - T. Albi	\$ (10.08)
Audit - awaiting detail	\$ (642.50)
<b>Quicken/Book Balance @ 8-22-22</b>	<b>\$ 35,185.63</b>
Deposits pending	\$ -
After all O/S post	\$ 35,185.63

See attached YTD transaction list for detail.

\*\*Door hardening after break-in



## Bookkeeping Services, LLC

1421 SW Barlow St, STE #2, Oak Harbor, WA 98277  
360.279.2010 / [nwbookkeeping@comcast.net](mailto:nwbookkeeping@comcast.net)

07/21/2022

Roberta Piercy  
Sky Meadows Community Association  
P.O. Box 671  
Coupeville, WA 98239-0671

Dear Roberta,

We appreciate the opportunity of reviewing Sky Meadows Community Association, also known as SMCA.

After reviewing the files for calendar year 2021, there were some findings. Most of the findings are minute and can easily be corrected. A list of the findings is attached for your convenience. If you prefer to discuss by email or over the phone before meeting in person, please let me know.

I am available Monday through Friday between 8:30am to 12:00 pm. I look forward to meeting with you so we can discuss the findings further. Once things have been clarified, we will send you a finalized letter and invoice for our services. I look forward to meeting with you soon.

Respectfully submitted.

  
Teresa Garcia  
Independent Reviewer

Enclosed: List of Findings

## Sky Meadows Community Association 2021 Findings

### Accounts Receivables

07/21/2022 TG

	Date	Amount	Rcpt	Type	Comments
1	1/21/2021	\$1,191.63	14 total		Mobile Deposits *Did Christine turn in copies of checks?*
					<i>RP-unavailable from Christine</i>
2	Jan - Dec			PayPal	Rcvd trans. History for 2021 *Should have statements & reconcile each month*
					What is the process for PayPal? Why does the money stay in PayPal and not get transferred monthly or quarterly? <i>RP-Transferred immediately No balance. Only used twice for road project only.</i>

### Accounts Payables

	Date	Amount	Check	Name	Comments
1	3/15/2021	\$16.29	Bill pay	Lynn Coffey	Zoom Invoice *Did not clear statements or transaction Summary*
2	5/18/2021	\$11.00	1190	R. Piercy	Stamps (20) *Vendor and Signer should be different* <i>RP-if other than stamps, would be.</i>
3	6/28/2021	\$32.58	1196	Lynn Coffey	Zoom Inv May & June *In register as 07/22/21/Cleared & filed in July*
4	6/30/2021	\$445.43	1198	C. Coffey	Reimb ACF West/ Road *Shrink rcpt so all info can be printed* <i>RP-all that I was able to get from Coffey</i>
5	7/28/2021	\$121.64	7201	Scott Fox	Reimb for six transactions *Receipts should be provided, especially for cash* <i>RP-receipts not available, so submitted written statement</i>
6	9/2/2021	\$1,646.81	7208	Insulation Northwest	Wellhouse re-insulation *Billed/ Filed Aug. but Paid/ Cleared Sept.* Part of #12 below
7	10/31/2021	\$3,101.85	-	King Water Co.	Inv. 22943 - \$260.88 *Does this still need approval & unpaid* <i>RP-rebilled at reduced rate and paid</i>
8	12/2/2021	\$16.29	1210	Lynn Coffey	Nov. *Transaction Summary has R but didn't clear statement- Verify still Outstanding*
9	12/10/2021	\$411.80	1207	King Water Co.	Inv. 23115 *How was this paid & it's not on Quicken Transaction Summary*
10	12/21/2021	\$118.00	1212	Chmelik, Sitkin & Davis	Inv. 108184 *Not in Quicken Transaction Summary as of 12/31/21*
11	12/21/2021	\$16.29	1211	Lynn Coffey	Dec. *Verify check is still Outstanding* <i>RP-only one payment still not cleared</i>
12	What is the process for accounts payable? Are bills collected and put in one folder and then paid weekly or bi-weekly? Once the bills are paid, do they get filed right away in the month they were paid or are they held until the month they clear the bank and filed in that month? *After reviewing, both methods have been used, however, it seems, mostly, the paid bill is filed in the month it cleared the bank.*				
					<i>RP-deposits/expenses attached to Bank stmt for month in which cleared</i>
13	Heritage Bank Statements have an 'R' written on the first page, however, the reconciliation is not attached. *Printing the reconciliations and attaching them to the bank statement would be beneficial as it lets you see what has cleared and what is still outstanding.*				
					<i>RP-Reconciliation reports not available in Quicken (she was thinking of QB)</i>

Roberta Piercy Date  
Sky Meadows Comm Assoc, Treasurer

Teresa Garcia Date  
NW Bookkeeping Services