

# Meeting Agenda

West Valley  
Junior High  
School Library

## Sunset West Maintenance Association Annual Meeting

February 10, 2016

7:00 pm

**Board of Directors:** Don Schlaman, President / Raymond Sanchez, Vice-President /  
Mona Purcell, Secretary / Julie Schlaman / Suzanne Richings

Topic	Presenter	Time	Page #
1. Call to order & introduction of the directors	Don Schlaman	7:00	
2. Yakima City Council Member, Holly Cousens	Jon Ison	7:02	
3. Review of minutes from 2015 Annual meeting	Don Schlaman	7:22	1 – 2
4. Financial Report: a. 2015 Audit Report: Copri LaCoursiere, Sherry Moon, Karla Griffin, Jim Moon, Sally Urvina. b. 2015 Assets/Liabilities c. FY 2016 budget proposal (dues/assessments)	Committee  Vikki	7:24  7:28	Verbal  3
5. Calendar dates a. Dues letters to be mailed March 1, due March 31 b. Block sale: May 21, 8:00 am – 2:00 pm if there is a volunteer to be Block Sale Coordinator (place ad, place sign)	Don	7:45	
6. Election of directors (Vice-President, Director)	Directors	7:50	
7. Volunteers for the Audit Committee x 6	Don S	7:55	
8. Website Update	Vikki	7:58	
9. For the good of the order	Open	8:00	
10. Adjourn	Don S	8:05	

**Notes:** Directors meeting to follow at 8:10 pm

# Sunset West Maintenance Assoc. | MINUTES

February 17, 2015 | 7:00 pm | Meeting location West Valley Junior High Library

Meeting called by Don Schlaman, President

Note taker Mona Purcell, Secretary

## Attendees

Garrett Belles, Jon Ison, Copri LaCoursier, Jim and Sherri Moon, Lorraine Orwig, Mona Purcell, Suzanne Richings, Maryann and Terry Risenhoover, Raymond Sanchez, Don and Julie Schlaman, Larry Simpson, Brooke Turner, Sally Urvina

Website: <http://sunsetwest08.org/>

## AGENDA TOPICS

Topic	Action				
<u>Call to Order:</u> President Don Schlaman called the annual meeting of the SSWMA to order at 7:02 pm. Individual introductions were made by those present.	---				
<u>Review of Minutes, 2014:</u> The minutes of the 2014 annual meeting were distributed for individual review. There was one question on the Go Daddy site and the cost for maintaining. Only one person present has utilized the site.	There being no revisions proposed, the minutes stand as printed.				
<u>Financial Report:</u> The 2014 financial report (attached) was reviewed. Highlights: <table><tr><td><u>Income from dues:</u></td><td>\$ 8,400.00</td></tr><tr><td><u>Expenses:</u></td><td>\$ 8,161.81</td></tr></table> There was also an additional \$225 received in late fees.	<u>Income from dues:</u>	\$ 8,400.00	<u>Expenses:</u>	\$ 8,161.81	There were no additional questions on the financial report or proposed budget and dues increase.
<u>Income from dues:</u>	\$ 8,400.00				
<u>Expenses:</u>	\$ 8,161.81				
<u>2014 Audit Report:</u> The Audit Committee members (Sherri Moon, Jim Moon, Copri LaCoursiere, and Karla Griffin) were acknowledged. The annual audit of the financials was conducted on February 11 at the Executive Secretary's home. The committee concluded the bookkeeping was in order.	Jon Ison will contact Vikki with a veteran who might be willing to apply for the new position.				
<u>FY2015 Budget:</u> The 2015 budget was outlined on the financial report (last column). Changes for 2015 include: <ul style="list-style-type: none"><li>• Replacement of four arbs on the perimeter of 72<sup>nd</sup> Avenue will occur and is included in the quote.</li><li>• Perimeter weed spray, not done in 2014.</li><li>• New position of landscape technician at \$50/month for 7-8 months.</li><li>• \$1000 to be placed in an escrow account for unplanned expenses such as future replacement of the drip system.</li></ul> Dues have remained at \$85 for five years. A \$15 increase is proposed to maintain the neighborhood bringing the total to \$100. Late fees will be applied for dues not received by 03/31/2015.  The new position description for the landscape technician was presented. The directors discussed having someone within the Association apply if possible. This person would be responsible for monitoring the drip system and sprinklers and adjusting watering as indicated. The person would also assess other grounds issues.					
<u>Calendar Dates:</u> The following dates were announced: <ul style="list-style-type: none"><li>• Dues invoices will be mailed March 1; to be returned by March 31.</li><li>• The annual yard sale will be held on Saturday, May 16, 8:00 am – 2:00 pm</li></ul>	Informational				

Topic	Action
<u>Election of Directors:</u> No elections are required this year.	The officers will meet following this meeting.
<u>Volunteers for the 2015 Audit Committee:</u> The following individuals volunteered: Jim and Sherri Moon, Copri LaCoursiere, Sally Urvina, and Karla Griffin.	Informational
<u>Review of Block Watch/Emails:</u> Jon Ison mentioned it has been a quiet year. His computer crashed, and he has lost everyone's email. Please email Jon your email address so he can get it back into his computer. You can alert Jon about any suspicious activity in the neighborhood. Jon will disseminate a blind copy of the email to all on his list to keep everyone informed.	Vikki will include Jon's email with the mailing: <a href="mailto:Jonison8@charter.net">Jonison8@charter.net</a> .
<u>Door Prizes:</u> A drawing was held with Raymond Sanchez and Don Schlaman winning \$20 gift certificates to Fred Meyer.	Informational
Adjourn: There being no further business, the meeting adjourned at 7:40 pm. A Director's Meeting followed.	
Prepared by:	

Vikki Gore  
Executive Secretary

Typed: 02/18/2015

**Sunset West Maintenance Association**  
**2015 Budget with 2016 Projections**

	2015 Budget	2016 Budget	Comments
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
(opening balance)	\$2,340.90	\$4,000.00	
Annual dues income (94x\$125)	\$9,400.00	\$11,750.00	
Annual dues perimeter (23 x \$30)		\$690.00	
Attorney fee income	\$0.00	\$0.00	
Discount for sprinkler box	\$0.00	-\$15.00	
Late charge income	\$200.00	\$200.00	
<b>Total Income</b>		<b>\$12,625.00</b>	
<b>Gross Profit</b>	<b>\$11,940.90</b>	<b>\$16,625.00</b>	
<b>Expense</b>			
Computer and Internet Expenses	\$466.00	\$100.00	
Insurance Expense	\$270.00	\$270.00	
Landscaping and Groundskeeping			
General Start/Close Water	\$270.00	\$375.00	
Greenways Irrigation/spray	\$450.00	\$310.00	
Greenways Lawn mowing	\$1,200.00	\$1,200.00	
Greenways Water	\$2,000.00	\$1,500.00	
Greenways Snow Removal	\$200.00	\$250.00	\$3,260.00
Perimeter water	\$650.00	\$600.00	
Perimeter - arb replacement		\$5,000.00	\$200 each x 25 x 2 years
Perimeter - shear/top arbs	\$2,900.00	\$1,000.00	Clean up work
Perimeter weed control	\$1,200.00	\$1,200.00	7800.00-5000= \$2800.00
<b>Total Landscaping and Groundskeeping</b>	<b>\$8,870.00</b>	<b>\$11,435.00</b>	
Legal fees	\$250.00	\$600.00	
Miscellaneous			
Door Prizes	\$40.00	\$40.00	
Non-Profit Filing	\$10.00	\$10.00	
Yard Sale Ad	\$40.00	\$40.00	
<b>Total Miscellaneous</b>	<b>\$90.00</b>	<b>\$90.00</b>	
Office Supplies			
Paper and ink (printer)	\$40.00	\$40.00	
PO Box	\$64.00	\$64.00	
Printing	\$80.00	\$80.00	
<b>Total Office Supplies</b>	<b>\$184.00</b>	<b>\$184.00</b>	
Postage and Delivery	\$160.00	\$115.00	
Repairs and Maintenance			
Sprinkler repairs/maint.	\$200.00	\$1,800.00	
<b>Total Repairs and Maintenance</b>		<b>\$1,800.00</b>	
Landscape Technician	\$400.00	\$500.00	Green Baron
Secretary	\$600.00	\$600.00	Oustide accountant
Escrow Account	\$1,000.00	\$500.00	
Taxes, property	\$65.00	\$65.00	
<b>Total Expense</b>	<b>\$12,555.00</b>	<b>\$16,259.00</b>	
<b>Net Ordinary Income</b>		<b>\$366.00</b>	