

BOARD MEETING MINUTES, JAN 28, 2018

The meeting was called to order at 2:01 pm. It was determined that a quorum was present. Attending were Robin Bernardy, Dave Shellenbarger, Karen.-Smith Lovejoy, and Bev Holle. Also Ron Henley representing the ACC.

Board positions were discussed as to each one's duties. Nominations were opened and the following ere nominated:

President- Robin Bernardy, nominated by Karen, seconded by Bev
Vice President- Jim Seccombe, nominated by Bev, seconded by Dave
Secretary- Karen Lovejoy, nominated by Robin, seconded by Dave
Treasurer- Dave Shellenbarger, incumbent
Member at large- Bev Holle, incumbent

Ron Henley reported on the ACC, stating that there were more volunteers than positions. At this time the members of the committee are Ron Henley, Lucy Gorgas, Ben Lovejoy and Bev Miller. The committee will choose who will serve as the alternate. A discussion followed as to the duties of members and the number of people serving. A motion was made to affirm ACC members by Dave, seconded by Bev, motion passed.

Dave presented the Treasurer's report showing a balance of \$17,465.07 as of Jan. 28, 2018. Potential future expenses were undetermined. High use water users was discussed. Annual dues are to remain at \$300. Due by May 1st with notice to be sent out by Feb. 28th.

Goals and priorities were discussed. Short term goals included tree trimming along the roads and homeowners maintaining their properties according the CC& R's. Long term goals included a records retention system and a risk and review policy. It was noted that the Vice Pres. should review the insurance policy which comes due in September and make recommendations as to any changes that should be made.

The annual picnic will be held on August 18th at the Garret's home. Christina Paulsen has offered to organize and coordinate the event.

2018. Board meeting dates are as follows:

April 24 at 9am, July 25 at 9 am, October 31 at 9 am, and December 12 at 9 am.

The meeting was adjourned at 3:17 pm.

Respectfully submitted, Bev Holle, Secretary pro tem

Sky Meadows Community Association

Board Meeting, April 24, 2018

Present: President Robin Bernardy, VP Jim Seccombe, Secretary Karen Smith-Lovejoy, Treasurer Dave Shellenbarger, Member at Large Bev Holle

Meeting called to order by President, at 9:00 am.

Minutes from the January 28 2018 meeting were approved without being read. Electronic minutes from January 9-April 12, 2018, were approved without being read.

Treasurer Report-The Treasurer summarized the quarterly financial report (attached) which the Board approved.

Water Report- Water Coordinator gave an oral report. The water testing annual report has not yet been received, she will follow up with King Water. The water main flushing took place first quarter and the next flushing is scheduled for this fall. She also reminded the Board that the fire hydrants need to be regularly exercised; the small water management plan needs to be approved by the Board and that insurance coverage is available to associations to cover costs incurred from compromised back flow issues. Construction of a roof hatch for the well house is to begin the week of May 1st, by Rips Roofing. She is also looking for a volunteer to assist her in the oversight of the community water systems.

Procedures for Record Retention- the Water Coordinator will review health department record retention requirements and apprise the Board, who will include that information in the July Board meeting discussions regarding a process for identifying and centralizing community records, and establishing a policy for such.

Annual Clean Up Day (TBA) - the Board approved a \$100 budget for clean-up related costs. Community residents will be reminded to trim shrubs, trees and brush on their property that are close to roads; that noxious weeds need to be removed and that grass clippings and other yard debris should not be dumped in the community drainage ditches. Board was instructed to send their suggestions of areas of need, to the President.

Other Business- Procedures for conducting electronic/email voting and recording of e-minutes was discussed and agreed upon. Discussion relating to the newly signed Senate Bill# 6175, regarding Washington state community associations ensued. Treasurer offered to obtain a copy of the house bill for the July Board meeting and to gather further information for the Board to review.

Next Meeting- July 25, 2018, 9:00 am, the Bernardy residence.

Meeting adjourned at 10:28 am.

Submitted by Secretary Karen Smith-Lovejoy

Approved by the Board 7/25/2018

Sky meadows Community Association

Board Meeting- July 25, 2018

Present: Board members- (President) Robin Bernardy, (V-President) Jim Seccombe, (Secretary) Karen Smith-Lovejoy, (Treasurer) Dave Shellenbarger, Bev Holle Guest- Judi Shellenbarger

Minutes from the April 24, 2018 meeting were approved without being read. **Electronic minutes from April 27 and June 9, 2018 were approved** without being read.

Treasurer's Report- Treasurer summarized the second quarterly financial report (attached) with discussion regarding late payments of water bills, from members. A motion was made to include a reminder on bills that a late assessment shall be applied after 30 days of billing. **Motion approved**

Water Coordinator's Report- Water coordinator gave report- (attached) with discussion regarding water utilization goals and lot overages. Coordinator will draft a letter to be sent to high users. Coordinator requested reimbursement of \$136.18 for the purchase of a fire extinguisher and some mailing expenses. **Motion to approve reimbursement was approved.**

After discussion of a recommendation by Lefler Tree Service, to remove a damaged tree near the well house, a **motion to approve expenses related to the tree removal were approved.** Water coordinator will contact tree service.

A record retention procedure document was distributed to the Board, for review, at the April 24th Board meeting. **Motion to approve the document was approved**

ACC Report- **A motion to approve the appointment of Dick Graham, as the alternate member of the ACC was approved,** as was the request for approval to do tree trimming and lot cleanup on Lot 12b, though it didn't require ACC or Board approval.

V-President gave oral report on insurance coverages for the community, written report to follow. He will continue to meet with the current SMCA local agent and research other carriers, for cost efficiencies, and report back to the Board with his findings.

Motion to approve the remaining 2018 water rates and post them on our website was approved

Information regarding RCW Chapter 64.90 Uniform Common Interest Ownership Act was tabled until the October Board meeting.

Meeting was adjourned at 10:30 am

Next Board meeting is October 31st, at 9:00 am, at the Bernar

Submitted by, Karen Smith-Lovejoy, Secretary



BOARD MEETING MINUTES Submitted by, Karen Smith-Lovejoy, Secretary
Sky Meadows Community Association

Board Meeting-October 31, 2018, 9:00 AM

Present: Jim Seccombe, Karen Smith-Lovejoy, Bev Holle, and Dave Shellenbarger (guests: Judi Shellenbarger, Debra Paros, Lucy Nunes-Gorgas)

Secretary's report- Minutes from the July 25 Board meeting and electronic meeting minutes from July 26-Oct 30 were presented and approved.

New President, Jim Seccombe, addressed Robin Bernardy's resignation as President and member of the Board, effective October 3, 2018. On October 4, 2018, electronically, Jim Seccombe was approved as President and Bev Holle, as Vice President, leaving the "member at large" position vacant. A motion to nominate Debra Paros, as member at large, was seconded and approved.

Treasurer's report- (attached) Treasurer summarized third quarter financial report. Motion to accept report as presented was seconded and approved. 2019 Budget discussion tabled to later in the meeting agenda.

Water Coordinator's report- (attached). Ongoing issues and concerns around King Water's lack of responsiveness to calls and requests from coordinator were discussed at length. Board recommended that coordinator research the possibility of other vendors for ongoing maintenance and repairs, when King Water contract ends, in May 2019.

Architectural Control Committee report- (attached) Chair shared the committee's recommendation to approve Lot 10 A's request to install solar panels on property garage, that include, but is not limited to, the following language. The request must meet the following allowable restrictions according to State RCW 64.38.055 and 1) prohibit the visibility of any part of a roof-mounted solar panel above the roofline. 2) Solar panels conform to the slope of the roof 3) the top edge of the solar panels are parallel to the roof ridge 4) the solar panel frames, support brackets or any visible piping or wiring is to be painted to coordinate with the roofing materials. The approval of this request is limited to installation of solar panels on the garage roof only, as requested, and subject to approval from Ebey's Landing National Historical Reserve, if required by them. Any further solar panel installation beyond the garage roof will require a written request for review and approval by the ACC and the Board. Motion to approve Lot 10A's request was approved unanimously.

2019 Income and expense budget projections were discussed at length. The age of the existing well house and water distribution systems and future costs for repairs and maintenance to them and our private roads are continued concerns. To that end, a motion to increase the water service fees by \$25, per quarter, effective first quarter 2019, was seconded and unanimously approved.

The SMCA Annual meeting date has been set for Saturday, January 5, 2019, 10:00 AM, at the Coupeville Sno-Isle Library, 788 NW Alexander Street, in Coupeville. Notices will be sent out electronically and in accordance with SMCA By-Laws. Discussion ensued regarding Karen Smith-Lovejoy's resignation, from the Board, as Secretary, on November 30. A motion to elect Debra Paros, as Secretary, effective on December 1, 2018, was approved. Karen and Debra will begin preparations for the Annual meeting prior to Karen's departure.

Other Business- By-Laws, Article IV Officers, and 4.2 Election of Officers was discussed, specific to Board officer vacancies. The existing language "should an office become vacant, the Board will fill it by election within seven (7) days" can be challenging to comply with. Therefore, a motion was made, seconded, and carried to change the language to read, "Should an office become vacant, the Board will attempt to fill it at the next scheduled Board meeting, or schedule a Special Board meeting for this purpose, if necessary." D Paros requested that all email has helpful subject window text in order to provide ease of location of info; previous communication strands should not be used for proposing new topics of discussion.

Jim Seccombe read correspondence from Bob Vernon, asking the Board to initiate a SMCA based transportation service where neighbors help transport other neighbors to medical appointments, etc. Concern about liability issues was expressed and that there were already services available through Island County and senior services on the island; topic was tabled for future discussion.

There being no other business, meeting adjourned at 11:15 AM.