

September 25, 2021 SAPOA General Membership Meeting Minutes

The meeting was called to order by President Kathleen Keehn at 1:06pm.

Meeting Minutes from 2019 General Meeting were presented for approval. Kaye Gagnon made a motion to accept the Minutes as presented and Everett Stauffer seconded; all voted in favor.

Treasurers Report – Annemarie Montera reviewed the Treasurers report highlights including: 2020-2021 books were audited by Lee Kvalheim, an owner having a background in accounting being a former CPA – thank you Lee; reported current balances; discussed potential for rising insurance fees; delinquency payments went down from 35% delinquencies to less than 10% - thanks to Annemarie for the hard work of communicating with our members!, Three years of late tax filings will result in some penalties, to be determined. A written Treasurer's Report was distributed. All documents distributed will be posted on the website with all the Financial Audits that were approved and current financial reports as they are prepared.

2016-2017 Audit – Tom Ord made a motion to approve, Everett Stauffer seconded, all in favor.

2017-2018 Audit– Everett Stauffer made a motion to approve, Edna seconded, all in favor.

2018-2019 Audit – Everett Stauffer made a motion to approve, Tom Powell seconded, all in favor.

2019-2020 Audit – Everett Stauffer made a motion to approve, Jo Powell seconded, all in favor.

2020-2021 Audit – Everett Stauffer made a motion to approve, Edna seconded, all in favor.

Common Properties Report was given by Kathleen Keehn, volunteers received applause for their efforts, thank you for your volunteer hours! Report will be posted on the Website.

Gate Keys – We are experiencing challenges with the controlled locks which enable us to ensure the proper security level due to COVID related supply chain issues. Everyone will be transitioned to one key, when blank keys are available. Watch the Reader Board and our website for updates. When the keys are available members can pay deposit of \$10.00 which will be refunded when you sell your property and return the key.

Beautification Committee - Jacqueline Petersen will head this committee, we are looking forward to volunteers stepping forward to help her.

Common Properties Report – Mussel Beach and the retention pond was discussed.

Kathleen took time to review history from her perspective, she wanted to share her perspective in person instead of on line so you could hear directly from her. The current Boards philosophy is to learn from our history, draw on the talents of our membership and to move forward as a collaborative and communicative association of neighbors focused on good will and keeping our Property Owners Association fees low. This was and will be the only and last "look back" discussion.

Kathleen's Historical summary included:

- Some funds were spent beyond the approved budget by previous SAPOA Board members; the current Board's strategy will be to work within the Budgets approved and to keep costs at a

minimum while ensuring we have adequate Insurance coverage, proper maintenance of properties and communication with membership.

- Kathleen joined the Board in order to increase the number of volunteers willing to perform work in order to keep costs down. The prior Board was not letting anyone volunteer as a means to protect SAPOA from Insurance liability risks. One owner asked for a copy of the Insurance Policy and was charged for that copy by SAPOA. The 200 pages were reviewed with an Insurance Agent and was told that the insurance would not cover costs should an OWNER be injured but there is no requirement that states that an owner can NOT work on these properties. Following that review, Kathleen discussed with the previous Board members serving at the time who had made the decision not to allow volunteers to work on SAPOA properties. They agreed the decision to not allow volunteer owners to help was their interpretation of the insurance coverage and not all work needed to be done by Licensed Professionals.
- Funds were spent to update the Reserve Study; we are 7 years into our established Reserve Study. The 30-year plan will suffice to cover our management of the SAPOA properties, no additional legal fees will be spent on this issue by the current Board.
- Legal fees were spent on letters to DPAA discussing ownership. The current Board's philosophy is to maintain a cooperative community environment between SAPOA and DPAA, the Trust set up between DPAA and SAPOA were discussed and will be honored.
- Differences of Management Philosophy between current and previous Board Leadership were discussed including: the previous Board's work to re-write Bylaws to include plans to confiscate or acquire property for late dues; increasing late fees to \$75; SAPOA management of 16-foot tree height trimming; ballot count conducted without letting Kathleen attend; denying witnesses to attend ballot counting and envelop verification. Voices were silenced due to 50% of the members not being eligible to vote due to lack of dues paid during the latest Ballot for By-Law, Reserve Study and the increase to dues...changes which did not pass. The current Board will ask the By-Law Committee to ensure language is definitive to ensure all ballot proceedings will be witnessed, including opening of all envelopes. We will set up a Finance Committee so we have several people who understand our books.

Our website - www.sapoasequim.org was a challenge, Matt and Kabe Kirsch along with Dave Richardson have been working on the website. We should be able to reduce website expenses with more volunteer time vs. paying for a professional web developer to maintain the site.

SAPOA Board - The current Board members will post their background on the website. Jacqueline Petersen was introduced as having stepped forward to serve on the Board. Others are welcomed and encouraged to donate their time and talents to serve on the Board. The members who have volunteered to run will be seated as the new Board. They are Kathleen Keehn, Kaye Gagnon, Annemarie Montera, Jacqueline Petersen and Tom Powell.

After the meeting - Tom Powell volunteered to serve on the Board of Directors as well as to remain the SAPOA Architectural Representative. This means we would have a 5 Person Board and will be seated as the new Board if non others step forward. If we receive any other Nomination Forms prior to October 4th, we will put out an Election Ballot. Otherwise, we will seat the five (5) volunteers, per the By-Laws, until the next Election is scheduled.

Comments from Members:

Everette Stauffer and Sue Clements thanked the current Board. The current Board and Sue wants to put the past behind us. Kathleen stated she appreciated the time to share her experiences and is focused on the future.

Kathy Williamson – Submitted a letter to the Board about a building which went up which she had not known about.

Joan Catalano – Asked a question about insurance policy issues. This is a priority issue for the current board and anyone with Insurance experience is encouraged to contact the Board.

A member from plat 4 introducing herself as Liz appreciated the historical background and looks forward to a cooperative and positive environment going forward. Welcome to the neighborhood Liz!

Tom Ord – Discussed the DPAA trust and welcomed SAPOA members to attend DPAA Quarterly meetings.

Motion to Adjourn was given by Everette Stauffer, seconded by John Johnson.

Reference all Documents are posted on SAPOASequim.org:

9 28 2019 Annual Meeting Minutes

9 25 2021 Treasurer Report

2016-2017 Audit

2017-2018 Audit

2018-2019 Audit

2019-2020 Audit

2020-2021 Audit

9 25 2021 Common Properties Report

Respectfully submitted, Kaye Gagnon

9/25/2021 GENERAL MEETING TREASURER'S REPORT

The books for all years and their Audits needing approval are available to look at by members at this meeting or, should you want more time to look at details, by appointment with the Treasurer.

The current year's books have been Audited by one of our members who has a background in accounting and has offered to audit the books for approval at this Meeting.

FINANCIAL REPORT FOR Year Ending AUGUST 31, 2021

Our current balances were, as noted in the attached Reports, \$76,631.58 in the Operating Account and \$64,893.94 in the Mussel Beach Road Account (these can ONLY be used for care of that property with no Restriction or prior approval by the Membership). The Operating Account has set aside funds that are "RESTRICTED" to be used ONLY for either Retention Fund Maintenance or Legal Expenses. It is assumed that, although the Board has the discretion and approval to use these funds as needed with no Additional Membership approval, that the Board would communicate the use of these Restricted funds in a timely fashion.

The Board is charged to spend the funds of the Association in a responsible manner and report all expenses timely. They are also charged with staying within the boundaries of the Budget with only a 10% over budget allowed to be spent without membership approval (which CAN be done AFTER the expenditures have been spent). 2020-2021 Budget (unlike our previous years) had a rather large overage of \$8,288.76 and this was with some expenditures not even being spent. Most of the overage came from Common Properties maintenance that included tree removal at both the Beach Road and the Retention Pond (which WAS covered in part by not transferring funds to Beach Road Account) and from the cost of Bookkeeping and Communications with membership which includes all the Ballots we had last Fiscal Year. Our Insurance is the largest portion of what our Dues pay for. The rates are increasing more every year and this year we are really having to figure out how to insure everything properly without having to raise the dues. We are working with several brokers and trying to decide how we can get the coverage we need but stay in the \$8,000 (plus a \$800 Overage allowance). We are also trying to not have to either start charging per LOT owned or increase the dues. It is a challenge, but we are working hard to spend YOUR dollars in as responsible a manner as we possibly can. When people ask what their dues are paying, the clear answer is the Insurance and Maintenance of the Common Properties. SAPOA, thankfully, doesn't have the costs associated with trying to enforce the Covenants because if we did, we would have far higher dues needed and probably hiring of a Professional Property Management Company since the time it would take would not be something, we are sure, a Board of 5 Volunteers would want to take on (as it WOULD be a full-time job).

SAPOA Members, for the most part, pay a rather small fee to have the few properties we own taken care of. We are working hard to continue that tradition and to do so with help from ALL of the members to do a small part to help so that we all will enjoy this great area. So, please, volunteer to help and pay your fair share of the costs so we can continue to do just that. 😊

DELINQUENCY PAYMENTS

125 Statements were sent out to members that were delinquent in their dues. We started out with a 35.02% Delinquency rate that is now at 10.42%. We had 5 Members who had Liens on their property for these Delinquent Dues. Our Delinquency dues are as of this meeting at \$6,140, a rate of 9.18%). We have collected over \$12K in delinquent dues since June 1st. Delinquency Dues Statement that will include dues owed for 2021-2022 will be sent out after October 15th.

TAX RETURNS

All of the Tax Returns through 2016 WERE filed and, when taxes were due, they were paid. The file copies of these returns seem to have been lost in transferring from one Treasurer to another. There are soft copies of the returns that were save but they are not signed ones.

It appears that the IRS does not have any record of returns filed information after 3 years have passed. This means that there is NO way to take the IRS word for reporting that we had been behind in filings after that 3-year period of time had passed. SAPOA Records would be more accurate than the IRS's. The IRS has NEVER sent a letter asking for returns to be filed or assessing any kind of penalties for not reporting. Remember that the ONLY income that is taxable to SAPOA is on interest we earn over \$100 per year and that is taxed at a rate of 30%. When this has occurred, we have paid the tax due. Many years prior to 8/31/2017 had NO tax due but the returns WERE filed.

2017 (YE 8/31/2018) and 2018 (YE 8/31/2019) returns were prepared and filed by the SAPOA Acting Treasurer on 8/10/2021 and taxes due in the amounts of \$32 and \$72, respectively, were paid with the filings. 2019 (YE 8/31/2020) return was prepared by Bell & Bell, CPAs and filed in May of 2021 and the taxes due \$45 were paid. We will probably have interest and penalties on all three years (which we should receive notice of from the IRS is this assessed) but with the amount of taxes due it shouldn't be too much. The 2020 (YE 8/31/2021) return was prepared and has filed timely as of September 25th with a payment of \$9 having been made as well.

RESERVE STUDY

We are operating under the membership approved 2014 Reserve Study. The one proposed after that date was NOT approved in the Ballot sent out.

RCW 65.38 includes instructions for "encouragement" of having such a study, NOT a REQUIREMENT to have one. There is no FILING of the Study with the State, or any other agency required, nor is there any penalty for not having one. The 2013-2014 Board went about doing one for both Mussel Beach Road and Emergency Legal Reserves because we felt it was prudent to do so to be sure we would be in better fiscal condition then we had been the last time we had to do this project. It was also recommended to have some funds on hands should there be any legal problems for SAPOA in the future.

The state, again, recommends a "review" of the study every 3 years. SAPOA has always reviewed the study to be sure we don't see any need to include additional contributions to the fund for any shortages or anticipated larger expenditures foreseen occurring in the short-term. The recommendation does not state an entirely new study needs to be done in that time period nor would it be prudent to do so as we would then have new rules have to be adhered to. We are working under the 2012 rules, and we would

prefer to keep it that way as this also gives us a limit of 5% of income as the CEILING for the cost to do an entirely new one (which is about \$1,000 based on our membership amount of income).

There is no requirement (only encouragement) to use an outside source for such a study. When we did the original study, we had just finished the road work and so we had construction costs, engineering guidance as well as the County agencies having just gone over everything we needed to deal with. It was a new road and we wanted to maintain it so we would not have another large expenditure to have to cover.

We did not see the need to include the Retention Pond in that Study because we had already approved and set aside the \$5,000 over the years and we the main need for that property were funds to replace a pump in the pond. All of the other maintenance and repairs can be done by volunteers to keep from having large projects there. SAPOA does NOT own the property our Sunshine Acres signage is on. We were merely granted permission to use that land and we have, over the years, taken care of that area with volunteers, donated flowers, paint, etc. needed and through funds in our O&M Budget line item.

We feel that with a review by the Board before the Budget is proposed is all we really need for our association. We have funds available not only in the account set aside exclusively for that purpose but also funds in the General Account that could be approved to be used to subsidize those funds should they be needed.

The Reserve Study does NOT need to be done by a company and there are no penalties for not using one. There is no penalty to the owners, preparer, or board for not preparing it the way that the state recommends it to be done. Those are merely recommendations NOT mandates.

CONCLUSIONS ABOUT FINANCIAL CONDITION OF SAPOA

We have been able, over the years, to put Assessments to dues in place when needed (this was necessary when we built the MBR initially and we assessed \$75 for 5 years to dues to cover the costs so no loan needed to be taken out to do the work). THIS is the “penalty” for not having a Reserve Study in place and we have to come up with the funds if something happens that needs attending to for which we have not set aside enough funds for. We have done well with our annual care of the road within the confines of what we are allowed to do per the county with volunteers. When needed, we can have professional crews come in, but we are trying to do things in as cost effective a way as the Board can find. With volunteers, we have tapped into some very good people who have a background in engineering and construction, and this has allowed us to save money for the members with their help.

SAPOA has been good at saving money year over year with the elimination of ballots when it is not needed (Budget Ballots are not needed if the Board determines no change is needed, Election of Board members is not needed if we have the number of members running for office that is needed), the use of email for Newsletters and announcement of annual meetings. You will see that there is a large amount of money in the Operating Account so there is really no need to raise dues just to pad that bank balance. If the Board can stay in Budget, there is nothing we won't have the funds to cover if needed. The Board has been charged to do things in as cost-effective a manner as possible. Insurance is our biggest line item so we have brokers who are shopping it for us. For now, we are good in shape. We had overages over a few years, but we are hoping to get back on track and continue to see the bank accounts and reserve amounts be replenished and our fiscal condition to be steady once again.

The current Treasurer's goal was to get delinquent dues collected, tax returns completed and filed and the books in order to be available to all the members. Should there be any questions, the Board is happy to meet with any member to discuss and go over specific areas of concern and are open to suggestions to make it even better.

Financial Reports as of this date (9/25/2021) are attached showing that the Reserves have been transferred to the Beach Road account and funds added to the RESTRICTED Funds per the approved Budget Ballot that was approved in July. We have had not only Volunteers working on the Maintenance but had some financial assistance from members to get the Dues Statements mailed out when that was done in May, June, and July. We are grateful for those who have helped us through the transition from one Board to another.

The Board's goal is to tap into the "gifts" of our membership to do things for ourselves (IT, financial, construction, etc.) so that we do not have to burden the membership with dues that could be a real financial burden but, rather, just the small ways we can work as a community.

Annemarie Montera

Annemarie Montera, Treasurer

9/25/2021



**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES AS OF 8/31/2021
GENERAL ACCOUNT**

Beginning Balance		
As of Fiscal Year Ending 08/31/2020	\$	76,631.58
Income		
Total Income	\$	(3,083.88)
Subtotal		
	\$	73,547.70
Expenses		
Total Expenses		-
Balance as of 9/25/2021		
Restricted Funds Retention Pond O&M Fund - At limit set by membership		(5,000.00)
Restricted Funds Legal Costs (PLUS Collected Lien Costs LESS Lien Costs Spent)		(17,529.82)
Unrestricted Funds Available	\$	51,017.88

BEACH ROAD ACCOUNT

Beginning Balance		
As of Fiscal Year Ending 08/31/2020	\$	64,699.35
Income		
Total Income	\$	9,595.00
Subtotal		
	\$	74,294.35
Expenses		
Total Expenses		(76.59)
Balance as of 9/25/2021		
		74,217.76
Unrestricted Funds Available	\$	74,217.76

Reviewed and Presented by:

Annemarie Montera

SAPOA Treasurer

Date:

TREASURER'S COMBINED INCOME STATEMENT FISCAL YEAR 2020 - 2021 TO DATE

as of 9/25/2021

RECEIPTS

General Account

Current Years Dues	\$	5,418.06	
Refund Dues	\$	(50.00)	
Returned Check (NSF)	\$	-	\$ 5,368.06
Prior Year's Dues	\$		1,000.00
Late Fees/Lien Fees Collected	\$		-
Pre-paid dues 2022-2023	\$	143.06	
MBR Key deposits	\$	-	<i>Key deposits collected LESS cost of keys</i>
Interest	\$	-	
MISC	\$	-	
Misc: Transfer to MBR for Reserve Transfer	\$	(9,595.00)	<i>Deposited TO MBR Account</i>
Misc: Transfer to Legal/Emergency Fund			Moved \$2000 to Restricted Funds LESS Costs for Legal Expenses
	\$	(3,083.88)	

Beach Road Account

Dues: Transferred from Prior Years Dues Collected	\$	-	
Misc: Operating Reserve Transfer	\$	9,595.00	<i>Deposit FROM Operating</i>
MBR Key Deposits	\$	-	
Interest	\$	-	
	\$	9,595.00	

TOTAL RECEIPTS **\$ 6,511.12**

DISBURSEMENTS

General Account

Member Communication

Annual Post Office Box Rental Fee	\$	-
Newsletters, ballots and other correspondence	\$	-
Misc office costs	\$	-
Web Domain Registration		
Web Hosting	\$	-

Membership Meetings

Meeting Room Rent	\$	-
Membership Meetings - Refreshments/Supplies	\$	-

Storage Facility

Professional Fees

Bookkeeping

Insurance

Board of Directors Liability	\$	-
General Liability	\$	-

Taxes & Assessments

Taxes - Property	\$	-
IRS - Annual Taxes	\$	-
DNR Fire Prev Assessment	\$	-
WA State DNR - Aquatic Annual Fee	\$	-
Corporation Annual Filing Fee	\$	-

Legal Costs (from Reserves) **LESS Fees Collected** *Deducted from Legal Reserves*

Plat Architectural Supervision

Common Property O&M

Emergency Fund Expenses

\$ -

GENERAL ACCOUNT CHANGE IN NET ASSETS **\$ (3,083.88)**

Beach Road Account

Repairs/Maintenance	\$	(76.59)
Boat Ramp Taxes	\$	-
MBR Keys	\$	-

\$ (76.59)

MBR ACCOUNT CHANGE IN NET ASSETS **\$ 9,518.41**

TOTAL DISBURSEMENTS **\$ (76.59)**

COMBINED CHANGE IN NET ASSETS 9/25/2021 **\$ 6,434.53**

2021-2022 APPROVED BUDGET

CATEGORY	2021-2022 BUDGET	ACTUAL EXPENDITURES as of 09/25/2021	2021-2022 VARIANCE	% of Dues Budgeted to Projected Dues	Dues Allocation to Budgeted Expenses per Owner
Member Communication	\$ 4,050.00	\$ -	\$ 4,050.00	20.10%	\$ 10.05
(includes Newsletter, Ballots, meeting room and supplies, Web site costs, postage, post office box fee and office supply costs)					
Storage Facility	\$ 600.00	\$ -	\$ 600.00	2.98%	\$ 1.49
Professional Services					
Insurance	\$ 8,000.00	\$ -	\$ 8,000.00	39.70%	\$ 19.85
Taxes, filing fees and assessments	\$ 250.00	\$ -	\$ 250.00	1.24%	\$ 0.62
Legal Expense/Reimbursed Collection Fees/NSF Costs					
UNREIMBURSED Collection Costs	\$ -	\$ -	\$ -	0.00%	\$ -
Retention Pond O&M Restricted Funds Allowance		** Reserved Funds Maximum of \$5,000 has been reached			
Common Properties Maintenance Fund	\$ 1,000.00	\$ -	\$ 1,000.00	4.96%	\$ 2.48
Plat Architectural Supervision	\$ 100.00	\$ -	\$ 100.00	0.50%	\$ 0.25
Emergency Fund Expenses	\$ 150.00	\$ -	\$ 150.00	0.74%	\$ 0.37
MBR RESERVE FUND CONTRIBUTION	\$ 4,000.00	\$ (4,000.00)	\$ -	19.85%	\$ 9.93
EMERGENCY/LEGAL RESERVE FUND CONTRIBUTION	\$ 2,000.00	\$ (2,000.00)	\$ -	9.93%	\$ 4.96
TOTALS	\$ 20,150.00	\$ (6,000.00)	\$ 14,150.00		\$ 50.00

70.22%

Projected Income for Budget based on 403 Members	\$ 20,150.00	
Actual Dues Collected to Date	\$ 13,555.00	
2021-2022 UNCOLLECTED OWED DUES TO DATE	\$ (6,595.00)	-32.73%
ACTUAL COSTS VARIENCE TO DATE	\$ (6,000.00)	-44.26%

Common Properties Report

9/25/21

Mussel Beach

The boat ramp was patched on August 9, 2021. We mixed 40 bags of 60# concrete to patch the hole in the ramp. We used 10 bags to repair the roadbed along the side of the road where the water had eroded underneath the asphalt and it wasn't enough. We needed 13 more bags of concrete to complete the repairs on the road to prevent further damage. All this work was done by member-volunteers so SAPOA paid less than \$300.00 (the cost of 63 bags of 60# concrete). Many thanks to Everett Stauffer, Keith DeStefano, Kevin Deselms, Dean King, Mike Williams, and Kathleen Keehn.

The road should also be sealed to protect the asphalt and extend the life of the road. This is best done professionally because they spray a warm coating evenly over the entire road for a better result than we could achieve. We received one quote from Rainbow Sweepers of \$7793.73 and will get a couple more quotes before presenting to the members for approval.

The gate key blanks are still on back-order but we hope to get them by next season. We thank you for your patience and understanding with our temporary solution with the multiple locks. As usual, we will close the road October 1st because the road becomes too slippery with all the leaves.

Sunshine Acres Sign

Jacqueline Peterson, who is running for the Board, offered to spruce up our Sunshine Acres Sign area. She has a sign-up form for volunteers to help with the light gardening and re-painting that will be needed for upkeep. Thanks Jacqueline!

Retention Pond

The retention pond was necessary when this area was clear cut for our Sunshine Acres development. The pond has not had water in it for many years, each home built has effective drainage solutions that seem to have mitigated these problems. We intend to work with the city engineers to see if we need to continue to maintain this system or if it could be discontinued and we could re-purpose this area.

**SAPOA BOARD OF DIRECTORS
NOMINATING FORM**

I would like to nominate (myself) (other) to the SAPOA Board of Directors for terms
beginning JANUARY 1, 2022

Name of Candidate **Kathleen Keehn**
Address of Candidate **61 Discovery View Drive**
City State and Zip **Sequim, WA 98382**
Telephone Number **360-808-2163**
Email **kkeehn@olyphen.com**

Contact for Nominator if Not Candidate:

Name: _____

Address: _____

Telephone Number _____ **Email** _____

Bio of Nominee (Self) (Attach sheet if necessary): _____

My background is in sales and business administration. When I turned 18 I started my own successful small business and managed it for 7 years. Over the next 20 years I enjoyed a fulfilling career in electronic distribution, including establishing and running a branch office for a national distributor. My team approach has served me well and greatly contributed to my success. Earlier this year we began a grass roots effort to unite and reclaim our association to restore SAPOA to the friendly volunteer-run organization we have always been. I look forward to continuing to meet and recruit talented members to support our organization. Adherence to simple core values including honesty, fairness, respect, transparency and communication enables us to resolve any issues ourselves without having to pay for costly professional services. These uniting qualities ultimately produce the best relationships creating this community I am proud to be part of. Once again SAPOA truly is of the people, by the people and for the people!

(Signature Nominator): *Kathleen Keehn*

(Signature Nominee if Applicable):

Mail to SAPOA, P.O. Box 824 Sequim, WA. 98382
or Email SAPOASEQUIM@OLYPEN.COM

by October 4, 2021

**SAPOA BOARD OF DIRECTORS
NOMINATING FORM**

I would like to nominate (myself) (other) to the SAPOA Board of Directors for terms beginning JANUARY 1, 2022

Name of Candidate Annemarie Montera

Address of Candidate 451 Rhododendron Drive

City State and Zip Sequim, WA 98382

Telephone Number 425-754-2424

Email Ldyforce6@hotmail.com

Bio of Nominee (Self) (Attach sheet if necessary): We have owned property in Sunshine Acres since 2000 and lived here full-time since 2004. I am a CFO for a cell site construction company based in Everett and telecommute from Sequim with only one day a week in Everett to work 20 hours a week. I am hoping to be able to retire fully in about 5 years as the sale of the company from the current owner is completed. I have a BS in Business Administration and have worked in banks, insurance Regional Office and several CPA firms as a Tax Associate and doing bookwork and payrolls for their clients since 1972.

I served on the SAPOA Board of Directors from 2005 -2014 and then became the bookkeeper for several Boards until January of 2018. I held the positions of Treasurer and President during my time on the Board. I introduced, in 2012 with approval of the Board, a Reserve Study Plan that was voted upon and passed and implemented. I worked on the By Laws Committee that produced the current 2014 approved By Laws which took two 2 years to complete.

I became involved with SAPOA at a time of upheaval and was appointed to the Board and ran for terms after that date. I worked for a fee of \$5 per owner per year doing the bookwork and assisting the Treasurer and the Board of Directors until health issues of my husband and parents required my full-time attention, for 4 years.

I have volunteered to serve on the current Board to help with reorganizing the Board and working toward a more inclusive form of governing going forward. I believe that governing by Committee will take the burden of all the work off the shoulders of only a few members. That would make it possible for there to be an atmosphere of cooperation between the Board and the membership with differing points of view and a "cross-training" of as many people in the Association as we can get to cover for the Board Members if they need to be absent. It is important that we all work together to take care of the properties we own in-common and I believe that the more that are involved the more all voices will be heard and that would

(Signature Nominee): Annemarie Montera

Mail to SAPOA, P.O. Box 824 Sequim, WA. 98382

or Email SAPOASEQUIM@OLYPEN.COM

by October 4, 2021