

**Draft Meeting Minutes, pending approval  
SUNSHINE ACRES PROPERTY OWNER'S ASSOCIATION  
BOARD MEETING MINUTES**

**FRIDAY, MARCH 4, 2022**

**7:00 PM GARDINER COMMUNITY CENTER**

**The meeting was called to order at 7:02 by Kathleen Keehn,  
President**

**Attendees: BOARD MEMBERS in Person: Annemarie Montera,  
Kathleen Keehn, Jaqueline Petersen, Tom Powell BOARD  
MEMBER via ZOOM: Kaye Gagnon  
MEMBERS IN PERSON: Jo Powell and John Zitaovich  
MEMBERS via ZOOM: Mary and Steve Arstad, Peter Haglin, Joan  
Catalano, Scott Landarc, Theresa Crotty, & Bruce Ellis**

**OLD BUSINESS:**

**Approval of Minutes: January 7, 2022 Board Meetings, submitted  
by Kaye Gagnon, Secretary –Annemarie Montera motioned to  
approve; seconded by Kathleen Keehn. Approved by BOARD  
MEMBERS.**

**TREASURER'S REPORT: Reference the February 28, 2022  
Treasurer's report by Annemarie Montera.**

**Annemarie reviewed the Financial Report: the Mussel Beach Road  
Restricted funds have been removed from the financial reports since  
we have paid a deposit directly to the County for the Boat Ramp  
Lease. The Treasurer still needs to find the paperwork for that  
transaction done by a prior Board to take to the bank to have them  
release the hold on funds that have been held in escrow by the bank  
to have that restriction removed. Due to family health emergencies**

**that has not been done yet. The Treasurer will work on getting that done by June, 2022.**

**SAPOA has stayed within Budget of all items except for insurance, which was anticipated but we worked with the agent to find the best coverage that would still keep us within the 10% budget overrun allowance required by our bylaws. See Reports for the exact difference from Budget.**

**Delinquency Report: Delinquencies stand at a Total of 28 members that have not paid their dues. 17 owe more than one year. Three property owners have been issued final notices (3<sup>rd</sup> notice) of intent to lien, based on owing fees in excess of 5 years. Those liens will be put in place by the end of March. We reminded all members in the last Statements, once again, that arrangements can be made for monthly payments by contacting the Treasurer if there is a financial hardship to pay them in full. Most members simply had not known they owed dues and were able to become current when informed.**

**COMMON PROPERTIES REPORT: Kathleen Keehn reported a big clean up by eight volunteers did a major clean up, thank you and good job.**

#### **NEW BUSINESS:**

**Agenda for General Meeting on April 16<sup>th</sup>, 2022 was discussed and will be finalized by the Board prior to the meeting and posted on the Web Site. The Board encourages all members to attend.**

**Bylaws Committee Meeting is scheduled for March 8<sup>th</sup>, 2022. Our current Bylaws state we must have 3 Board Members physically present to have a quorum for a Board Meeting and at General Meetings. The Bylaw committee is requested to assess language for allowing for other methods, i.e. virtual participation, of Board Members.**

**Newsletter for March is drafted and will be sent out by March 15th, it will be sent out electronically to approximately 200 members. This will save paper and USPS funds. A mailing will be sent out to all members that have not given us an email address. Thanks to those members who have shared their emails and encourage others to please advise, via the SAPOA Contact Link at the website ([www.sapoasequim.org](http://www.sapoasequim.org)) or to the SAPOA email address at [sapoasequim@olypen.com](mailto:sapoasequim@olypen.com), what your email address is to be put on that mailing list.**

**Other Items:**

**Correspondence From Members - none**

**Audio recording of meetings are posted on [www.sapoasequim.org](http://www.sapoasequim.org)**

**Adjournment 7:21 Annemarie moved to adjourn; Kathleen seconded. Approved by all members.**