

SUNSHINE ACRES PROPERTY OWNERS 'ASSOCIATION
GARDNER COMMUNITY CENTER
SEQUIM, WA 98382

Monday, 28 Jul 2025 - 4PM to 6PM
SPECIAL BOARD MEETING MINUTES

CALL TO ORDER

Kathleen Keehn, SAPOA President, called the meeting to order at 4:00pm.

A quorum was present consisting of Kathleen Keehn, President; David Gardner, Vice President; Jo Powell, Treasurer; Mike Connors, Secretary; and Jacqueline Petersen, Director at Large

SAPOA members Susan Deselms and Kevin Deselms were introduced. Susan has volunteered to take over the Treasurer duties and Kevin Deselms Volunteered for Board Member at Large position. They will be seated at the beginning of the new Fiscal Year, 1 September.

OLD BUSINESS

- Approval of Minutes - Mike Connors, Secretary read the minutes from the last Board Meeting held 4 June 2025. A motion was made, seconded and carried to accept the minutes with corrections (noted in red).
- SHORT TERM RENTAL LANGUAGE BY PLAT (STR)

Plat volunteers are gathering signatures to add further clarification on the prohibition of STR's to their covenants.
- MARINE SURVEY AND ASSESSMENT REFUND
 - SAPOA paid Marine Survey and Assessment (MSA) a retainer of \$24,890 to assist in preparing a proposal/quote for repairing the boat ramp, and

guiding us through the entire project. This was based on the studies, reports, application forms, and permit fees that are required by the county and state for proper authorization of a proposed repair. We also requested their help presenting this complicated process to the members at the General Meeting on October 4th. Here is MSA's itemized quote for their portion of the project.

- (1) A Biological survey and habitat report. Estimated cost \$5,690
- (2) Biological documents and mitigation. Estimated cost \$7,800
- (3) Permitting. Estimated cost \$11,400

Note: MSA scope does not include any engineering design or drawings

It was always the Board's intention to get member approval BEFORE this process started but there were 2 initial meetings, survey, and several application forms required to begin the proposal/quote process. As of 15 July (MSA) has invoiced \$5,566.20.

The MSA retainer was paid from the Muscle Beach Road (MBR) fund which was established to maintain/protect the road/ditches. We have since realized we should not have used these funds for Mussel Beach. In addition, only the members can give the board authority to commit that amount of money.

A motion was made and seconded to request MSA refund of the balance of the retainer, (\$19,323.80). Further discussion revealed this action would cancel the project and any money already spent would be forfeit.

The rest of the board recommended not terminating the MSA agreement until AFTER our October 4th General Meeting. MSA attendance at the General Meeting would be beneficial to help members better understand the complex marine issues, however, a "hard freeze" was agreed by final motion passed. Please note the project has already been on hold since June 18 when Tom Powell resigned.

NEW BUSINESS

- REVIEW BOARD POSITIONS AND RESPONSIBILITIES
 - Jo has been taking care of the work book. Going forward the Secretary should be taking care of address updates and communications. The Treasurer uses that information for dues and finances.
 - Jo will teach Susan how the records are kept and will continue to collect the mail from the P.O. Box through August 31 then the Secretary will take over.
 - Signatories for the bank and post office will be updated and Jo will produce a zip drive with all the SAPOA files.
 - Signatories for the bank and post office need to be updated.
- PLAN FOR BALLOT COUNT 15 AUG, GCC DOWNSTAIRS, 7PM
 - Kathleen will pick up ballots at the P.O. Box at 5PM on August 15. The ballot count will take place at Gardner Community Center at 7PM on August 15th.
 - Ballots were sent out without return addresses printed on the return envelope. The return address is needed to confirm the ballot is from an eligible voter. A second envelope contains the ballot without any name or address.
 - An email was sent out and it was posted on the community bulletin board that anyone that returned their ballot without their address on the return envelope can request a new ballot. Only ballots with a return address will be counted.
- INSURANCE RENEWAL

- Renewal is coming up in October. Last year the renewal was \$11,115. SAPOA is exploring bringing the provider back from Seattle to the Sequim area.
- ONLINE VOTING
 - Kathleen has asked Matt Kirsch, our web site webmaster, to explore how SAPOA could implement online voting to save on postal expenses. SAPOA could potentially save 2/3's cost of voting by mail.
 - The board is striving to improve the use of email and the web site to communicate with property owners.

Other Business Response to Member's Letter's, Deer Feeding Illegal

- The Board will respond, either by mail or in the next board meeting, to all member letters.
- The State Department of Fish and Wildlife has ruled that deer feeding is illegal to prevent the spread of Chronic Wasting Disease. SAPOA has posted this information on the website.

A motion was made, seconded and carried to adjourn at 5:55pm.