

GENERAL MEETING AGENDA

Sunshine Acres Property Owner's Association

Saturday October 4, 2025 -1:00pm

Gardiner Community Center

1. Call to order: Kathleen Keehn – President

**Present new Board Members - Peter Haglin – VP, Susan Deselms –Treasurer
Board Member at Large, Need new Secretary**

2. Treasurer's Report - Susan Deselms

Financial Status Report

Delinquency Report

3. Mussel Beach Erosion Control Presentation – Kathleen Keehn & Carl Pe

Proposed Boat Ramp Repair, Grading and Drainage

Proposed Bulkhead

Estimated Cost

4. Short Term Rentals

5. New Business

Polling software

Drain Field Increases

Roundabout at DP Rd. and 101 cancelled (for now)

President's Report

Kathleen Keehn

- New Board members

VP - Peter Haglin

Treasurer - Susan Deselms

Secretary - (Vacant)

Member at Large - Kevin

Deselms

Treasurer's Report

Susan Deselms

- Financial Status Report
- Delinquency Report

CATEGORY	PROPOSED YEARLY BUDGET	CURRENT YEARLY BUDGET
Member Communication - (includes Newsletter, Ballots, meeting room supplies, Web site costs, postage, PO box fee and office supply costs)	\$ 5,000.00	\$ 5,000.00
Storage Facility	\$ 750.00	\$ 750.00
Professional Services		
Insurance	\$ 15,000.00	\$ 10,000.00
Bookkeeping/Recordkeeping	\$ -	
Management Services	\$ -	
Taxes, filling fees and assessments	\$ 350.00	\$ 350.00
Delinquent Collection Fees/NSF Costs/Filing Fees	\$ 1,500.00	-
Common Properties Maintenance Fund O&M	\$ 1,000.00	\$ 500.00
Plat Architectural Representative supervision	-	\$ 500.00
Emergency Fund Contribution	-	\$ 150.00
Retention Pond Reserve yearly contribution	\$ 1,000.00	-
Legal Reserve yearly contribution	\$ 2,000.00	\$ 2,000.00
MBR Reserve yearly contribution	\$ 5,000.00	\$ 4,000.00
TOTALS	\$ 31,600.00	\$ 23,250.00

402 Members \$100/yr. Annual Dues	\$ 40,200.00	\$ 20,100.00
Non paying Members-multiple year delinquencies	\$ 5,000.00	\$ 2,500.00
TOTAL	\$ 35,200.00	\$ 17,600.00
Net Income/Loss	\$ 3,600.00	\$ (5,650.00)

**CURRENT \$50.00 ANNUAL DUES IN PLACE SINCE 2009
INCREASE ANNUAL DUES TO \$100.00/APPROVE PROPOSED BUDGET**

YES

NO

MARK YOUR VOTE HERE, FOLD BALLOT, SEAL IN BALLOT ENVELOPE AND MAIL IN MAILING ENVELOPE BY 7/31/25. THANK YOU, SAPOA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES AS OF August
31, 2025

GENERAL ACCOUNT

Beginning Balance			
As of Fiscal Year Beginning 09/01/2024		\$	78,283.07
Income			
Current Years	\$	15,389.40	
<i>** Reserved Funds Maximum of \$5,000 has been reached</i>			
OVERPAID TAXES	\$	1,218.00	
Prior Year's Dues	\$	1,456.00	
Late Fees	\$	460.05	
Pre-paid dues	\$	5,878.46	
<i>Misc: Bank Fee for Deposits</i>			
MBR Key Deposits collected	\$	220.00	
Misc: <i>Transfer to MBR Account (Annual Reserve)</i>	\$	(4,000.00)	
Interest Income	\$	77.82	
Total Income		17449.32	\$ 20,699.73
Subtotal			
			\$ 98,982.80
Expenses			
Member Communication			
Annual Post Office Box Rental Fee	\$	-	
Newsletters, ballots and other correspondence	\$	(694.03)	
Misc office costs	\$	-	
Web Domain Registration	\$	(59.00)	
Web Hosting	\$	-	
Membership Meetings			
Meeting Room Rent	\$	-	
Membership Meetings - Refreshments/Supplies	\$	(395.00)	
Storage Facility	\$	(600.00)	
Professional Fees			
Insurance			
Board of Directors Liability	\$	(2,732.26)	
General Liability	\$	(8,382.00)	
Taxes & Assessments			
Taxes - Property	\$	(333.00)	
IRS - Annual Taxes	\$	-	
DNR Fire Prev Assessment	\$	-	
WA STATE DNR - Boat Ramp Taxes	\$	-	
WA State DNR - Aquatic Annual Fee	\$	-	
Corporation Annual Filing Fee	\$	-	
Collections - Lien Fees	\$	-	
Legal Costs (from Reserves)			
Collections - Lien Fees	\$	(334.54)	
<i>Deducted or added to/from Legal Reserves</i>			
Plat Architectural Supervision	\$	(807.39)	
Common Properties O&M	\$	-	
Emergency Fund Expenses	\$	-	
Total Expenses			(14,337.22)
Balance as of 8/31/2025			84,645.58

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)		(26,460.05)
Unrestricted Funds Available	Increase \$2,000 yr (2025)	\$ 53,185.53

BEACH ROAD ACCOUNT

Beginning Balance			
As of Fiscal Year Beginning 09/01/2024		\$	79,228.69
Income			
Dues Assessment	\$	-	\$ 4,000.00
Transfer from Restricted MBR O&M fund	\$	-	
MBR Key Deposits	\$	10.00	
Interest Income		66.36	
Total Income			\$ 76.36
Subtotal			
			\$ 83,305.05
Expenses			
Repairs/Maintenance	\$	(24,890.00)	
MBR Keys			
Total Expenses			(24,890.00)
Balance as of 8/31/2025			58,415.05
Unrestricted Funds Available			
			\$ 58,415.05

Reviewed and Presented by:

Susan A. Deselms

September 23, 2025

Mussel Beach Erosion Control

Kathleen Keehn & Carl Peecher

- Mussel Beach Ramp and Bulkhead Condition Report
- Proposed Boat Ramp Repair
- Proposed Bulkhead Repair
- Examples of Beach storms
- Discussion of management
- Estimated cost

Mussel Beach Bulkhead / Ramp



Background and Experience

Carl Peecher

- Lived on N Diamond Shore Ln for the last 20 years
- One of few "Full Time" residents on the beach
- Battled many large storms - Property Protection
- Walk the beach during big storms doing anything possible to protect homes and property
- 15 plus years managing the Diamond Point



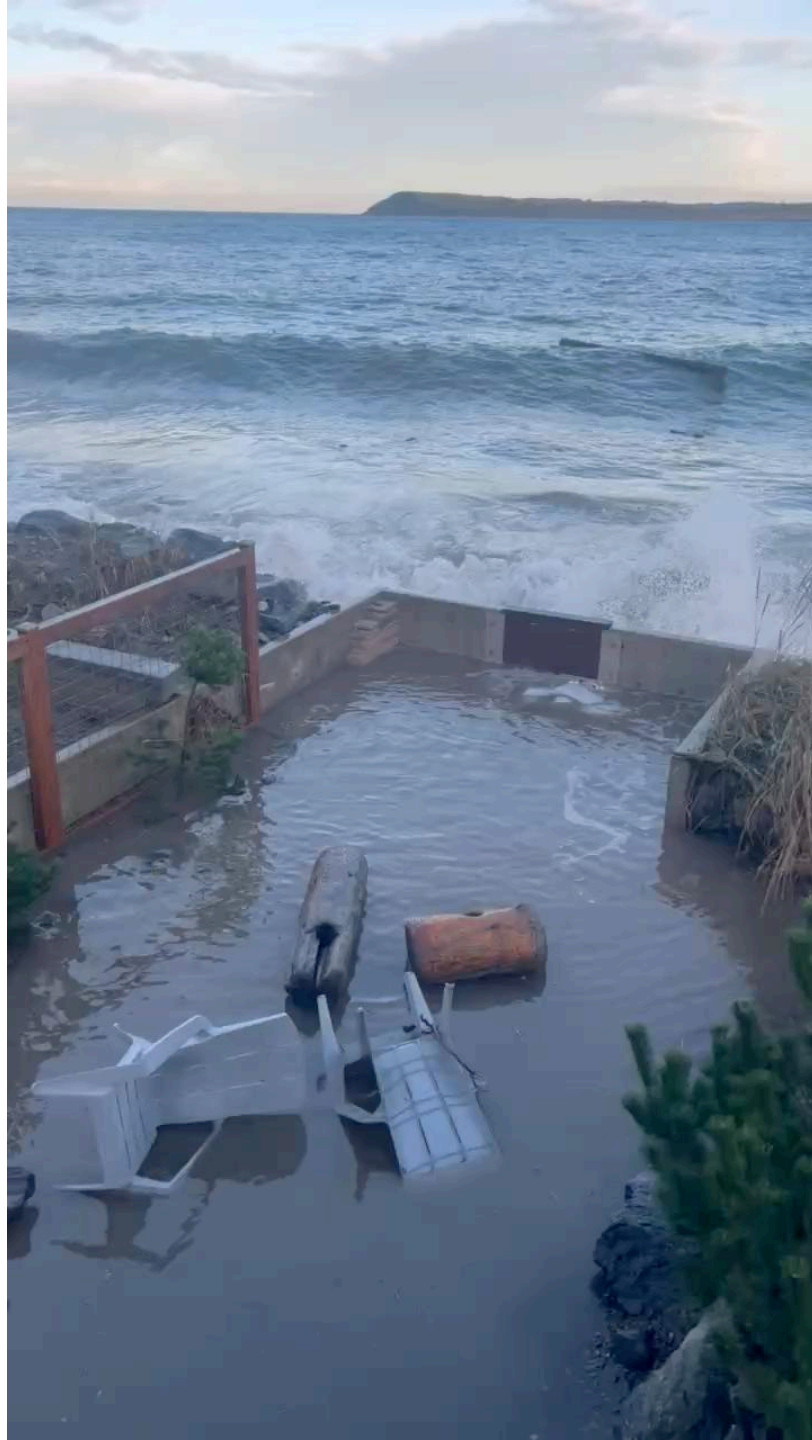


The point of this video is to see the effect these storms have and that a well designed bulkhead can deal with it.



This video shows our property in the middle with our bulkhead design and the nextdoor property with the old piling style bulkhead.

Clearly the





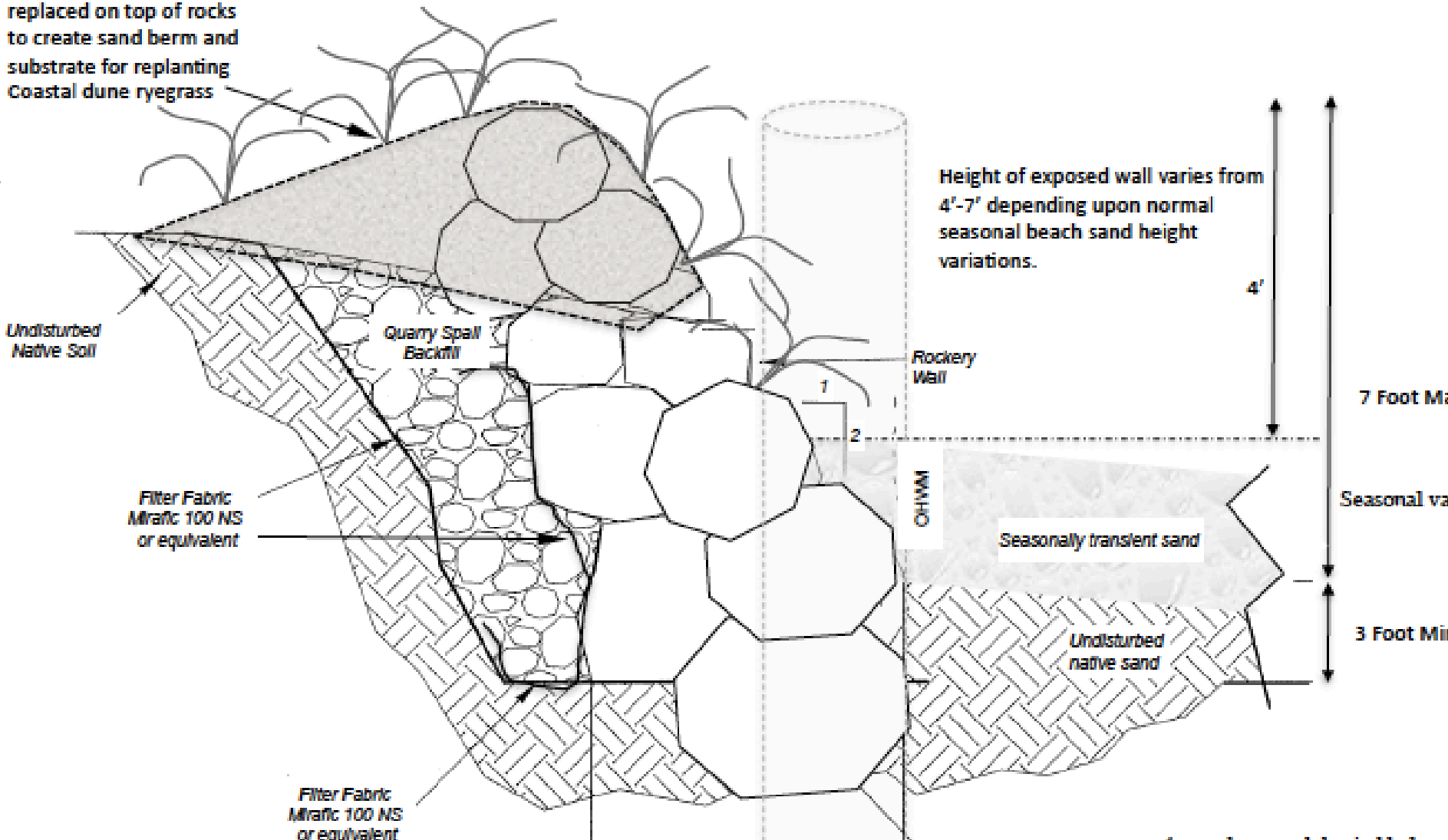






Rockery Bulkhead Plan

Native sand soil replaced on top of rocks to create sand berm and substrate for replanting Coastal dune ryegrass



Undisturbed Native Soil

Quarry Spall Backfill

Rockery Wall

OHWM

Filter Fabric Mirafric 100 NS or equivalent

Seasonally transient sand

Undisturbed native sand

Filter Fabric Mirafric 100 NS or equivalent

7 Foot Mi

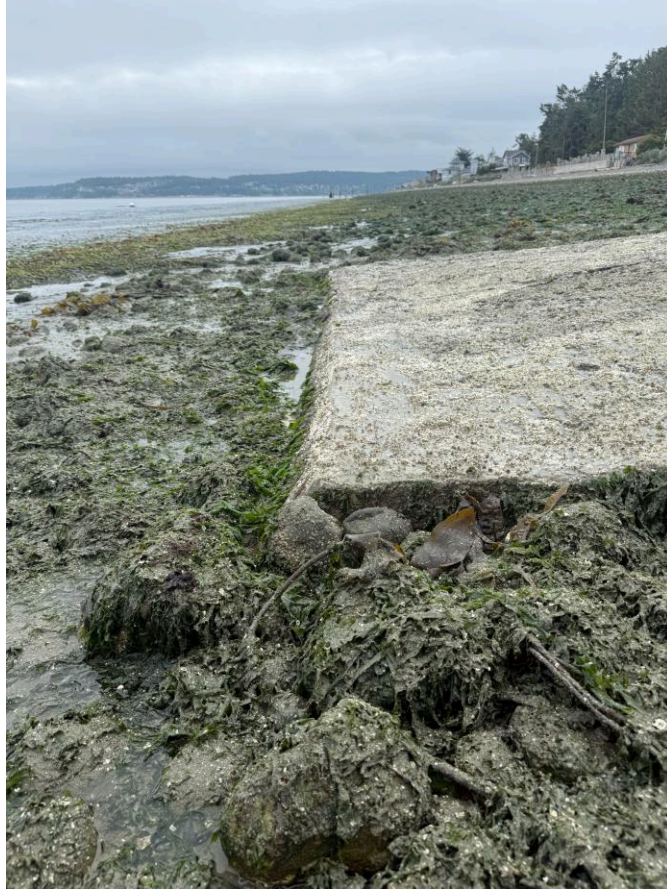
Seasonal va

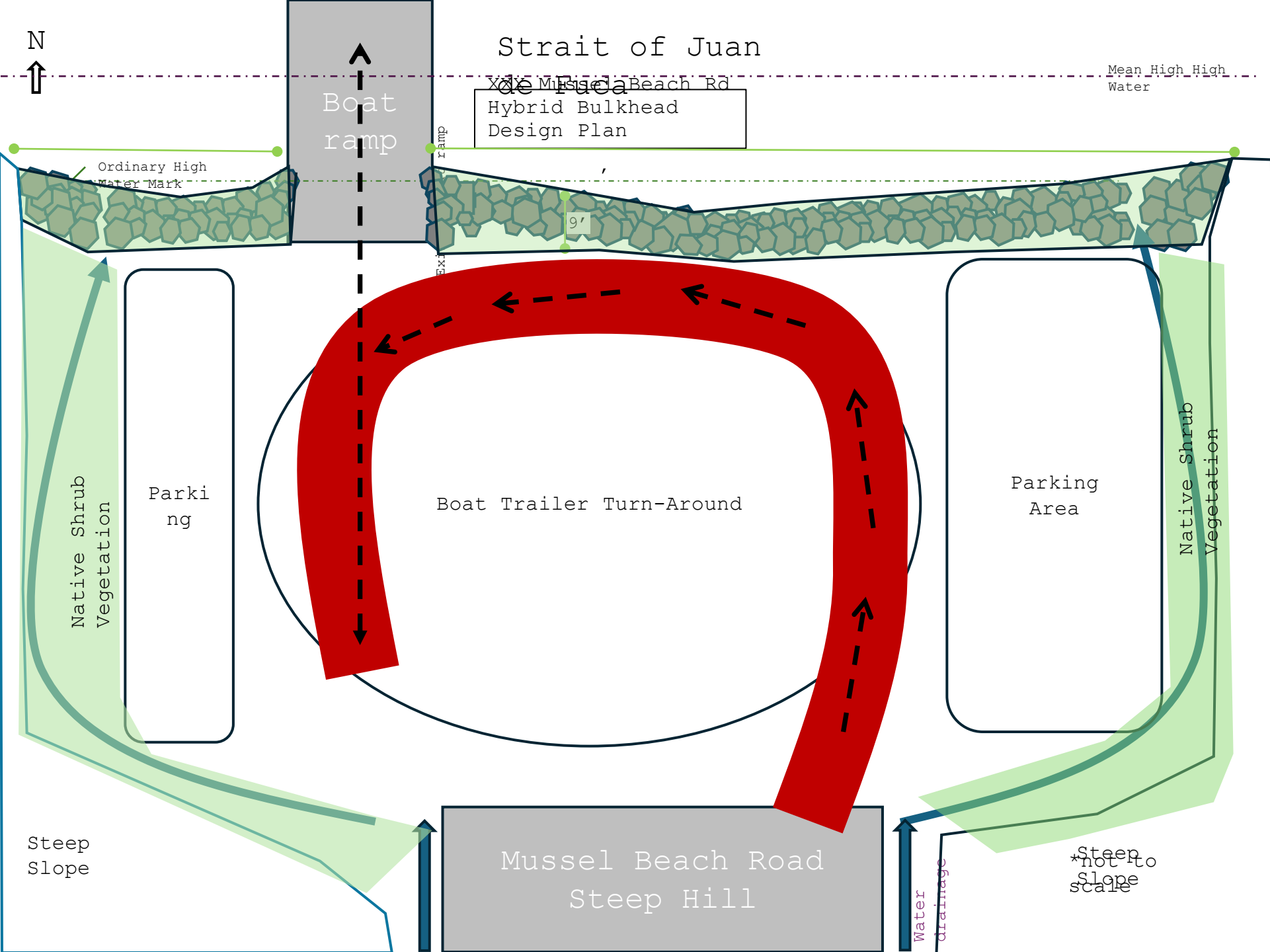
3 Foot Mi

Height of exposed wall varies from 4'-7' depending upon normal seasonal beach sand height variations.

4'

4-man base rock buried below







Marine Surveys & Assessments

2601 Washington Street
 Port Townsend, WA 98368
 360-385-4073
 info@msaenvironmental.com

Estimate

Date	Estimate type
1/15/2025	Boat Ramp

Client
Sunshine Acres POA PO Box 524 Sequim WA 98382

Project Number	Project

Task	Description	Total
	Boat Ramp Repair for Mussel Beach Road, Sequim WA 98362	
Task 1	Task 1: Biological Survey and Habitat Report All time and materials associated with the biological site survey and habitat report. This includes time allocated for pre-site visit research, preparation, mobilization, equipment fee and on-site activities for two biologists. Additionally, it covers the time for data transcription, GIS mapping, and report writing required to complete the habitat report.	5,690.00
Task 2	Task 2: Biological Documents and Mitigation All time required to complete the County Habitat Management Plan. This includes report writing, research, preliminary mitigation planning, mitigation calculations, agency and client correspondence, and project management	7,800.00
Task 3	Task 3: Permitting All time required to complete the permitting process through local, state, and federal regulatory agencies. This includes preparing permit applications including JARPA for USACE, WADNR, and WDFW, as well as Clallam County SEPA Checklist, shoreline applications, and building permits. The estimate covers research, client and agency correspondence, project management, GIS mapping for permit drawings, and preparation for and attendance at a pre-application meeting.	11,400.00
	Assumptions *This scope does not include any engineered design drawings or external mitigation expenses *The client will be responsible for contracting directly with a contractor to complete all construction and construction support *This scope does not include any permit application fees required by the local, state, or federal agencies	
Estimate Total		\$24,890.00

Short Term Rentals
Kathleen Keehn

New Business

Kathleen Keehn

- Polling Software
- Drain-field increases
- Roundabout at Diamond Pt and 101
- Insurance Renewal Quote
- Retention Pond
- Feeding the Deer
- Dumping of "free items"

