

BOARD MEETING MINUTES

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION

Saturday, February 13, 2021

The Zoom meeting was called to order at 10:09am. Board members Bob Salisbury, Christine Stallard, Loren Erpelding, Diana Grunow, and Kathleen Keehn were present. Members in attendance were: Brooks Petersen, Bruce Ellis, Joan Catalano, Cathy Ellis, David and Mindy Linton, Ginny Wilken, Jeff Hughes, John Eliel, Laura Friess, Marilyn Hryciw, Sena Camarata, Collette Miller, Shirley Leckman, Kim Salisbury, and Scott Fitzgerald.

ACKNOWLEDGE WRITTEN QUESTIONS/COMMENTS:

Christine acknowledged and thanked Member Friess for written questions/comments received.

APPROVAL OF MINUTES:

The board approved the January 2021 minutes with no changes.

TREASURER'S REPORT:

Bank Accounts: Bob reported that we have approximately \$65,000 in our Reserve Account for Mussel Beach and \$63,000 in our General Fund. We had a question about posting the latest balance sheet/financial information on the website. The board will have a future discussion about reporting financial information to the membership in a way that is secure and only accessible to members of SAPOA. Member Friess suggested a Member Only section on the website. Christine will explore options and report to the board.

Tax Returns: Bob reported that the IRS is backed up with all the focus on Covid-19. The CPA is in the process of conducting an audit report which is basically a review of how funds are used. They will file our 2019-20 Tax Return and ask the IRS to tell us about returns for previous years. Interest and penalties may apply, but we may be able to get them waived. CPA expenditures are \$750.

OLD BUSINESS:

Zoom Account: Christine thanked the board for authorizing a Zoom account for SAPOA use, stating she had become more uncomfortable donating her personal Zoom account. The Zoom account cost is \$150/year for up to 100 participants. If we hold a general meeting and think we may go over the 100 limit, we have to upgrade at \$50/month.

Mussel Beach Key/Database: Christine reported that she had contacted Dave Wescott to obtain the keys and database for Mussel Beach access. Dave will not be in the area until late March and will arrange to drop the keys off at Christine's home. The board had a brief discussion about Mussel Beach access moving forward. There have been problems with the way the locks were locked together (which in essence locked members in and/or out) and the board has considered a new key system or possibly a combination lock.

NEW BUSINESS:

Records Inventory: Diana completed the inventory of the records in our storage unit. We are missing Tax Returns from 2004 to current (the last one in the files is 2003), and miscellaneous correspondence from 2015 to current.

If members have records or know where they may be stored, please let us know so we can get them into our storage unit.

DPAA: Bob referred to the letter from Bell and Davis, PLLC regarding DPAA. We are waiting for DPAA to respond. Member Hughes asked for an explanation of the issue. Bob explained (in layman's terms) that there needs to be clarification on "ownership" of the airport, who is the beneficiary and who speaks for the beneficiary. Member Hughes stated that DPAA holds the airport in trust for Sunshine Acres property owners, but questioned the relationship of property owners to SAPOA. Christine referred to Section 2.1 of the SAPOA Bylaws which state that "All Sunshine Acres property owners of developed and undeveloped property shall be members of SAPOA, a nonprofit Washington State Corporation organized October 28, 1980. All Sunshine Acres property owners shall maintain current membership therein and hereby agree that SAPOA shall be the sole representative in all community matters." The SAPOA board will have a letter prepared to answer questions regarding SAPOA's involvement based on the Quit Claim deed. Member Catalano suggested a meeting between the DPAA board and the SAPOA board, and Christine said the meeting could occur on the SAPOA Zoom account. Member Catalano offered to work on getting a meeting set up.

Distribution of board duties/responsibilities: Christine and Diana met via Zoom to discuss the database and redistribution of duties between the Treasurer and Corresponding Secretary. Diana will collect the payments and put them into the database. Both will handle the sapoasequim@olyphen.com email.

Newsletter: Christine suggested sending out a newsletter after the next 3 board meetings to include items discussed in the board workshops. The next newsletter should be out early March. The newsletter is emailed to members with email addresses on file and mailed USPS to others. If you would like to update or add your email address to save postage, you may do so through the SAPOA website or email address.

Official Communication: Christine suggested that all formal SAPOA communication be through the SAPOA website at <https://sapoasequim.org>, email at sapoasequim@olyphen.com and newsletters. Communication should not be on social media platforms (including NextDoor) because 1) not all SAPOA members are on social media, 2) non-SAPOA members were engaging on issues that pertained only to SAPOA, and 3) SAPOA did not monitor social media sites and any interaction on social media was as an individual not as an official SAPOA board position. She suggested this as a way to be fair to all SAPOA members. Member Friess suggested a Member Only section of the website would help ensure conversations with the SAPOA membership were kept to members only. Member Friess suggested adding a FAQ section on the website. Christine will work with our website designer to see what is possible. The board agreed.

Mussel Beach: Kathleen inspected Mussel Beach road as a result of a member concern. She reported that we do have a need to perform some maintenance on the gutters and road. The board will consider a volunteer work party after discussing liability concerns with the insurance company. Volunteer work parties will be organized depending on the scope of the project to ensure volunteers are safe. We may require Release of Liability forms in the future. Bob will discuss with the insurance company.

Questions: There was a question and discussion about whether or not SAPOA could forgive delinquent fees up through 2019. Diana reported that she was looking into what SAPOA could do to collect dues in light of the Covid-19 restrictions. The board thanked members in attendance for their time and thoughtful questions and comments.

New Board Workshop: See attached.

EXECUTIVE SESSION:

The board moved into Executive Session to discuss legal issues at 12:01pm. At 12:36pm, the board resumed the regular meeting and unanimously approved having Bob contact the attorney to obtain an opinion letter demonstrating why SAPOA is representative of property owners in all plats of Sunshine Acres regarding all community matters including matters related to DPAA maintaining the airport as Trustee for Sunshine Acres property owners. This would include reference to SAPOA Bylaws and court documents. Bob made the motion, Diana seconded and it was approved unanimously.

Next Board meeting will be Saturday, March 13, 2021 at 10am via Zoom. The agenda will be posted 2 days prior.

Bob made a motion to adjourn the meeting at 12:41pm, Diana seconded it. All in favor, and the meeting was adjourned.

Respectfully Submitted: _____ Minutes Approved By: _____

Christine Stallard, VP/Secretary Date

Bob Salisbury, President Date

DRAFT