

## BOARD MEETING MINUTES

### SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION

Saturday, March 20, 2021

The Zoom meeting was called to order at 10:09am. Board members Bob Salisbury, Christine Stallard, Diana Grunow, and Kathleen Keehn were present. Members in attendance: Bruce Ellis, Jeff Hughes, Shirley Leckman, Kim Salisbury, Joan Catalano, Kaye Gagnon, and Adine Kretschmer.

#### CALL TO ORDER:

Before calling the meeting to order, Bob thanked members for attending these Zoom board meetings and workshops, stating that we know the past year has been hard on just about everyone and like most organizations, we're just trying to navigate as best we can. We appreciate members taking the time to attend the meetings and provide feedback.

#### ACKNOWLEDGE WRITTEN QUESTIONS/COMMENTS:

Christine said we have two written requests/questions that are unresolved. The question concerning Zoom meeting recordings will be answered at the April board meeting. She apologized to Jeff Hughes because the information she posted to the website that she thought was the answer to his question was not. Christine said that would post the correct letters after this meeting.

#### APPROVAL OF MINUTES:

Since this meeting was a continuation of the March board meeting held last Saturday, there were no minutes to approve.

#### OLD BUSINESS:

DPAA: This discussion was tabled last week. Bob offered to send an email to the DPAA board to see if there was interest in having a conversation about SAPOA selling the airport to DPAA to eliminate the trustee relationship. There would be a lot of details that would have to be ironed out, and it would have to go to the membership for a vote, but the first step is determining if there is any interest. Jeff Hughes voiced questions about the structure, ownership and SAPOA's interest; and Bob said the answers are in the legal correspondence we'll be posting later today. After discussion, Bob will go ahead and send the email to the entire DPAA board to see if there is any interest in proceeding with discussions.

FreshBooks: Christine proposed we consider adding a Member's Only area and mechanism to invoice members and provide online payments through the website (FreshBooks). We currently do not invoice members and that is likely a major factor in the collection rate being what it is. Only members with email addresses could access the site, but it would be a cost-effective way to start invoicing. We currently have a \$2,100 line item in the budget for bookkeeping/accounting that we are not using that we could consider for this website enhancement. With the board's support, Christine will do the research and bring a proposal to the April board meeting for consideration.

## **NEW BUSINESS:**

Christine led the discussion for the second board workshop, focusing on the proposed budget, care/maintenance of properties and arbitration. She reminded the board that the issues that were presented last year still need to be addressed. She suggested having a discussion that compared the existing Bylaws to the proposed Bylaws and an updated budget over the next couple of months in preparation of presenting both to the membership later this year.

She provided a history of the budget process before diving into the line items in the proposed budget. The last budget that was presented to the membership (and adopted) was in 2013. Since then, the board/s had been operating under a change in Section 8.1 of the Bylaws (adopted in 2014) that state: "If there are no changes to the Budget from the previous year, it shall stand as accepted as a continuation of the previous approval of the Budget." She pointed out that while Section 8.1 was in the Bylaws, the language in the 2008 Bylaws that did not include the continuation language, was also inserted in the 2014 Bylaws as Section 8.2. This is one of the inconsistencies that was cleaned up in last year's proposed Bylaws.

Either way, Christine suggested that it was good practice to present a detailed annual budget so the membership was made aware of known and anticipated income and expenditures every year. Bob added that you have to make changes based on updates to avoid problems down the road. Even if it didn't change substantially, it was important to present it in detail to members so they were updated. There was a discussion about whether or not the dues should go up or down every year according to the proposed budget for that year. While that is something to consider, Christine suggested we should present an annual budget that anticipated major expenditures and normal increases (postage, mailings, maintenance) so it had minimal fluctuations in dues, especially since we don't have an effective invoicing system in place.

Christine then went line by line in the proposed budget, covering what was in the workshop material.

Kathleen raised a concern with the way we were handling maintenance issues and the cost associated with moving from the past practice of using volunteers to hiring professionals. Christine reiterated that after talking with the insurance company, we had agreed to handle maintenance on a case-by-case basis; and in fact, we were doing that. The entire board met on site at Mussel Beach to discuss maintenance options and how we could do the work with volunteers, keep everyone safe, and protect ourselves and our property owners from liability. Loren and Kathleen had already begun the volunteer work needed to clean up the debris and get the road in shape to open April 15. Christine also reiterated that we had agreed as a board that we would continue to review projects and needs on a case-by-case basis to determine if we could safely use volunteers or if we would need to hire professionals so we could prove to the insurance company (in the event someone was injured) that we were using our best judgement.

Members in attendance offered feedback on the budget which was much appreciated.

In a discussion about reserve studies and legal fees, Bob mentioned that something SAPOA might consider in the future is decommissioning the retention pond. A lot of research would have to be done, and we'd have to hire an engineer, but ultimately that would eliminate the need for SAPOA to maintain it as a retention pond and be subjected to the RCWs requiring reserve studies and reserve funds.

Christine also discussed proposed Bylaws changes to mediation/arbitration.

In April, Christine suggested the board go through a comparison—section by section—of the existing and proposed Bylaws. As the board prepares to present the Bylaws changes to the membership this fall, she suggested the board may want to consider separating out the sections that must be changed to clean up inconsistencies, clarify authorities, and conform with state law from those like tree height restrictions and compliance problems that are more philosophical in nature so members could vote accordingly.

**NEXT MEETING:**

April 24, 2021. 10am—Noon on Zoom. Christine is working on a strike-out/addition comparison of the existing Bylaws to what was proposed last year, and she will present that at the April workshop.

May, 2021 (TBD). We will present the proposed budget for 2021-2022.

The meeting was adjourned at 11:55am.

Respectfully Submitted: \_\_\_\_\_ Minutes Approved By: \_\_\_\_\_

Christine Stallard, Secretary    Date

Bob Salisbury, President    Date

