

## TREASURE ISLAND COUNTRY CLUB

**MINUTES OF THE BOARD OF TRUSTEES MEETING held February 7, 2015**, at the Grapeview Firehall/Horton Community Center, 4350 East Grapeview Loop Road, Grapeview, WA. The meeting was opened at 9:00AM by Vice President David Madson and attended by Commissioners Roger Hansen, Larry Grumme, Ken Sanberg, Morina Dustan, and Mike Croke who attended by conference telephone; Cheri Swettenam was absent; employee Linda Pryor; and members Jack McLauchlan, Marilee Bittner-Fawcett, Jody Grumme, and guest Kim Wallingford.

### MINUTES

Secretary/Treasurer Roger Hansen reported a draft of the January 10, 2015, minutes was posted on the website; however, he recommended revising the minutes to include more information in the Security report regarding the proposal for contracting security services. A draft of additions to include as revisions to the report was reviewed and discussed. Additions included observations made by the Security Commissioner, David Madson, while reviewing the security camera recordings in an attempt to identify the vandal(s) who painted graffiti under the bridge. Additions also included information regarding crimes involving private properties. The Trustees agreed that all the revisions submitted should be included in the January 10, 2015, minutes and a suggestion to include the dates that were noted in association with the reported incidents was received with favor.

**MOTION** to approve the [January 10, 2015 minutes](#) as drafted with the understanding that the revisions for the security report are inserted and the incident dates cited at the meeting are included was made by Morina Dustan, seconded by Larry Grumme and passed. Mike Croke abstained.

David Madson shared an article written by an attorney with Barker Martin P.S. regarding the use of email by Homeowner Association boards. The attorney advised that email communications between board members should be kept to a minimum and pointed out that boards may not take any board action via email.

The Trustees discussed their established policy to review the drafted minutes by email and communicate their acceptance of the drafted minutes to be posted on the website with a disclaimer that official approval would be made at the next board meeting. Acceptance was to be presumed when no corrections or revisions were submitted. **MOTION** to post the drafted minutes only after all of the Trustees have reviewed the draft, provided their input, reviewed the revised draft if changes are made, and all Trustees have acknowledged their acceptance of the final draft for posting to the web site was made by Roger Hansen, seconded by Larry Grumme and passed.

The Trustees were reminded that action was taken at a previous meeting to initiate a procedure wherein they would provide the secretary with their written reports at the Board meetings.

### FINANCIAL REPORT

- The Trustees reviewed the Cash Flow Report and Budget and Actual Expense Report dated January 31, 2015. It was noted that payment of \$500.04 was remitted to Mason County for the 2012 property taxes on lot 242 (recently acquired through assessment default), a Title Report was purchased for \$325.80, and the property survey was completed for \$938.00. The total of all past due obligations and expenses associated with Lot 242 is \$44,274.44.
- The Trustees discussed correspondence from a member regarding the Board's decision (Jan. 10th) to withdraw \$799.39 from the Asset Replacement Fund (ARF) based on a provision in the Bylaws that "any expenditure made from the ARF shall not exceed 10% over the amount approved by the membership for capital expenses." It was pointed out that this provision was to allow for the possibility of increased costs during the time lapse between the approval of the membership on a specific proposal and writing of the contract. This was not the case in this circumstance as the \$25,860 contract with Gray & Osborne was written before the vote of the membership to withdraw \$25,000 from the ARF. The Trustees agreed with the member's interpretation of the language in the Bylaw provision.
- Roger Hansen reported the transition to QuickBooks is proceeding well; Linda has been entering all of the transactions for 2014 in preparation for the CPA's review and income tax filing. An independent QuickBooks consultant has assisted with setting up the accounts (expense to date \$640). Due to the complexities of setting up accounts for members on the special assessment payment plan and the associated loan, a QuickBooks expert from the CPA's office will be meeting with Linda next week to review the setup and lend advice. The current budget includes funds for this service.

- The Preliminary Budget for July 1, 2015 to June 30, 2016 was distributed for review; standard expenses were estimated based on the previous year's expenses. Commissioners will contribute input for suggested projects in their areas of responsibility at the next board meeting and provide estimates.
- **MOTION** to accept the Cash Flow Report and Budget & Actual Expense Report was made by Morina Dustan, seconded by Ken Sanberg and passed.
- **MOTION** to rescind the action approved at the January board meeting to withdraw \$799.39 from the Asset Replacement was made by Morina Dustan, seconded by Roger Hansen and passed.

The Trustees agreed to revise the agenda to bring Old and New Business forward.

#### OLD BUSINESS

The Trustees were provided with the final draft of the Internal Finance Control Action Items as revised by consensus during their November workshop. **MOTION** to accept the Internal Finance Control Action Items and accept them as guidelines for the Association was made by Roger Hansen, seconded by Morina Dustan and passed.

#### NEW BUSINESS

Commissioners David Madson and Roger Hansen reported they met with the members who own the property adjacent to lot 242 to discuss the Board's position with regard to the sale of this property. The members expressed an interest in purchasing the lot and made a verbal offer. If negotiations proceed, a formal offer will need to be submitted in writing.

A Title Report was received last month and indicated there are no easements filed on lot 242 with the exception of a ten foot water line easement along the east end of the property that was granted to the Association in 1962. (Plans for the installation of a main water line changed and this easement was never utilized.) • The property survey shows that the fence for lot 243 is about six feet over the east boundary of lot 242 and about six feet of the carport is also over the east boundary line.

There was discussion regarding a suggestion to pursue negotiating for an easement along the north side of lot 242 to provide access to lot 243; discussion and questions about notifying members and the public about the sale so all interested parties would have an opportunity to submit an offer; and discussion regarding the fair market value of the property. **MOTION** to approve a special meeting to include an executive session for discussion regarding the sale of lot 242 and all related matters (easements, price, communication to the membership and public), scheduled for Thursday, February 19, 5PM at a location to be determined was made by Morina Dustan, seconded by Roger Hansen and passed.

The Trustees agreed to conduct a work session for Thursday, February 26th, at 5PM to review the revised rules drafted by the Rule Committee (location to be determined).

A suggestion to create a membership directory with telephone numbers and email addresses for distribution to the members was received with favor. It was noted that the Association cannot release the unlisted telephone number of any owner and cell numbers are in that category. It was agreed that authorization to release telephone numbers and email addresses for the directory will be requested from each member; the requests will be sent by email and by direct mail to those who have not provided an email address. A draft of the communication to members will be reviewed by the Trustees before sending.

The Trustees previously approved a member's request to install and oversee a "library box" located near the bulletin board on the water tank site. Tom and Cheri Swettenam have volunteered to construct and install the box and requested that it be mounted on the side of well house #3 where it would be more protected from the weather and less likely to be vandalized. The Trustees approved of the alternate location and requested a design sketch and placement diagram before they proceed with the project.

The Trustees discussed correspondence from a member requesting that he be given permission to place artwork liberally throughout the Association's common property. The Trustees agreed the member should adhere to the current policy regarding alterations and/or additions to common properties that limits artwork from any one member to a maximum of four pieces, installed following the Board's approval. Requests to relocate existing pieces and/or to exceed the maximum can be made in writing to the Trustees with a picture and suggested location noted.

David and Morina will be meeting with the member to review artwork that was installed without authorization and come to an agreement on which four pieces will remain.

David Madson volunteered to serve as Maintenance Manager, acting as the contact person for the Trustees to relay specific tasks to the maintenance employee(s). He will also review and approve maintenance employees' time cards.

## COMMISSIONER REPORTS

**ROADS** – Commissioner Morina Dustan reported there was nothing new regarding the roads.

**WATER** – Commissioner Larry Grumme distributed and reviewed a written report prepared by the Water Operations Manager, Daryl Axelson. The coliform test for January was negative. • Water usage was below the ten year average for the month of January and considerably lower than last year with 413,517 gallons pumped. • Thirteen service meters were installed in January; twenty-six remain to be installed. Six of the fourteen inactive service connections have been secured with a lockable meter valve and padlock. Maintenance was done on some of the meter boxes that needed to be cleaned out. • Twenty-two responses to the water use questionnaires sent out last year have yet to be received. Questionnaires will be sent out again to the non-responders and followed up with telephone calls to those who don't return them. • Upcoming projects include installation of fire hydrant adapters and isolation valves. • Larry will be contacting Warren Perkins of Gray & Osborne to see what dates he would be available to attend an Informational Member Meeting in May.

**BRIDGE** – Roger Hansen reported the striping on the bridge should be repainted this year, noting that the budget should include an estimate to fund this project. A suggestion was received to add striping and/or signage to direct pedestrians to the walking path.

**DOCK** – Commissioner Ken Sanberg reported the dock facility is in good shape and noted plans to get a work crew together for landscaping maintenance when the weather improves.

**BEACH** – Commissioner Cheri Swettenam absent – no report.

**SECURITY** – Commissioner David Madson reported the surveillance cameras are working fine and he noted the amount of late night traffic has decreased.

## ADJOURNMENT

David Madson adjourned the meeting at 11:07 AM.

Written by Linda Pryor/Executive Secretary