

## TREASURE ISLAND COUNTRY CLUB

**MINUTES OF THE BOARD OF TRUSTEES MEETING held January 10, 2015**, at the Grapeview Firehall/Horton Community Center, 4350 East Grapeview Loop Road, Grapeview, WA. The meeting was opened at 9:00AM by President Mike Croke and attended by Commissioners David Madson, Roger Hansen, Ken Sanberg and Morina Dustan; Larry Grumme was absent; employee Linda Pryor; and members Lowell Mahugh, Jack McLauchlan, and Adele and Bob Fisher.

*Note: This meeting was originally scheduled for December 13, 2014.*

### MINUTES

**MOTION** to approve the [Minutes of the October 4, 2014 Board Meeting](#) was made by David Madson, seconded by Ken Sanberg and passed.

### EXECUTIVE SESSION

Mike Croke opened and Executive Session at 9:05 AM to review and discuss correspondence from the Association's attorney regarding Lot 242 and to discuss employee management. The Executive Session was closed and the regular meeting reconvened at 9:25 AM. No actions were taken.

### FINANCIAL REPORT

- The Trustees reviewed the Cash Flow Report dated December 31, 2014. A suggestion was received to use the Association's credit card for payments to some vendors in order to take possible advantage of "cash back" rewards; in the interest of completing current accounting automation project, the topic was Tabled for now.
- To complete the Association's foreclosure against Lot 242, the Sheriff's Sale took place on October 24th and there were no offers. As of December 23rd, the Association is the legal title owner of Lot 242. The total outstanding balance on the lot is \$41,802.64; this sum includes the special assessment for the bridge replacement project, past due Dues and property taxes, and legal fees to date.
- The Trustees reviewed the Budget and Actual Expense Report dated December 31, 2014. It was noted that the total expense for the Water System Renovation Plan exceeded the \$25,000.00 approved by the membership to be withdrawn from the Asset Replacement Fund for the project by \$799.30. **MOTION** to fund the overage of \$799.39 from the Asset Replacement Fund in accordance with the Bylaws was made by Morina Dustan, seconded by Roger Hansen and passed. (Article V, Section 4. Any expenditure made from the ARF shall not exceed 10% over the amount approved by membership for capital expenditures.)
- The cumulative cost to follow up and resolve the positive coliform analysis received in September was \$1,140.29. **MOTION** to deduct this expense from the Water System Emergency Fund included in the annual water system budget was made by David Madson, seconded by Ken Sanberg and passed.
- **MOTION** to accept the Financial Report was made by Roger Hansen, seconded by David Madson and passed.

### COMMISSIONER REPORTS

**ROADS** – Commissioner Morina Dustan reported she has been taking pictures of overgrown foliage and drainage issues that need attention to prepare recommendations for the Trustees to review. She noted there are several areas where resolving the drainage issues will require digging ditches where there are none currently present; bordering property owners will be notified before this type of work commences. It was agreed that the Club's tractor could be used for this task as opposed to hiring a contractor. • The Trustees discussed the installation of an asphalt curb bordering several lots on the west side of the roadway at the north end of the island. A member had this curb installed (without prior Board authorization) to prevent flooding conditions on his property caused by rainwater running off the roadway. The curb redirects rain water to a drain box located in the cul-de-sac at the north end. Several members voiced concerns with the ability of the drainage system to handle the increased water flow and with the effect the increased outflow will have on the beach where the water is discharged. The member who installed the curb has conveyed to the Board that this was intended to be a temporary solution to prevent further flooding during the winter months. He intends to remove the curb and will be communicating with the Trustees as he develops a different solution. Morina noted she observed that the drainage situation bordering well house #2 is inefficient and results in a significant amount of overflow on the roadway across from this member's property. This was formerly an open ditch that was later modified with

installation of a culvert covered with rock. It was agreed that the maintenance employee be tasked with removal of the culvert and rock to restore the open ditch.

WATER – Commissioner Larry Grumme absent. A written report prepared by the Water Operations Manager, Daryl Axelson, was distributed. The coliform test for September was positive and repeat samples taken in October indicated that the coliform bacteria was still present in the water system. A notice was mailed to all members to inform them of this non-acute violation and the plans to chlorinate the water tank and water mains as recommended by the State Department of Health. Chlorination occurred on October 20th and weekly measurements of the chlorine residual were taken until no measurable chlorine remained in the water. Water samples analyzed in November and December tested negative for coliform which returns the system to the routine sampling schedule as of January. • Water usage was below the ten year average for the months of October and November and below the previous year during December. The wells produced 11,631,998 gallons, or 35.7 acre feet of water during 2014. • Service meters were read on January 1st. A software program purchased last year has been set up to keep track of metered water usage as well as providing the meter reader route sheet. Two service meters were installed in October; forty meters remain to be installed. Five of the fourteen inactive meters have been secured with a lockable meter valve and padlock (inactive connections are those that have no homeowner service line installed). • Of the 255 water use questionnaires sent out, 233 responses have been received. The Water Team will start reviewing these and determine which lots will need follow-up. • Upcoming projects include installation of fire hydrant adapters and isolation valves. • It was noted that a safety harness should be used when there is a need to climb the ladder on the water tank and a suggestion was received to look into modifying the ladder to meet current standards.

BRIDGE – Roger Hansen reported there is a great deal of graffiti under the bridge on the island side. The maintenance employee will be tasked with painting over it. • He noted the striping on the bridge should be repainted every three years; reflective paint for this project will be included in the next budget. 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 with no signs of damage from recent wind storms and noted he still intends to look into solar lighting for the float. • It was noted that zip ties were being used to keep the wind from blowing the gate open, but this is preventing access by vehicles. It was agreed that a piece of chain with a clip on it to secure closure would be used on the gates at both the dock and the beach to keep them closed without locking them.

BEACH – Commissioner David Madson reported there were no problems at the beach area.

SECURITY – Commissioner David Madson reported that Tyco was contacted to investigate a problem with the security surveillance cameras last month. They determined that the problem was electrical and not a fault with the camera system. David and Daryl Axelson investigated and found that the box for the camera on the mainland end of the bridge was full of water and identified a component that had shorted out. Holes were drilled in the bottom of the box to provide drainage and the component was ordered and installed. It was noted that the camera housing was supposed to be waterproof and the Trustees agreed to dispute payment of the bill from Tyco (\$289 for the service call and \$49.50 per hour). • David reported that he reviewed the surveillance video in an attempt to identify the vandal(s) who did the graffiti under the bridge. He observed two young males (unidentified) who came down the hill Dec. 27th, went under the bridge and were there for a while; they lit off some fireworks and then went back up the hill. He observed a number of pedestrians, bicyclists, & skateboarders coming onto the island, both during the day and at uncommon hours. He observed several people going behind the well house; in two cases they were retrieving items (a jacket and a bicycle) and others went back there for no apparent reason. David reported members have expressed concerns with shellfish poaching and an increased amount of late night/early morning pedestrians and vehicles on the island; suggestions were received with regard to hiring a security guard. David contacted Merchant Patrol and they prepared a proposal for security services that consisted of a guard and vehicle posted on the mainland side of the bridge who would stop vehicles for a “security greeting.” People would be questioned about who they were coming to visit and/or their business on the island. At a cost of \$17.75 per hour, the expense would amount to about \$5,000 for a month of ten hour days and about \$8,000 for a month of fifteen hour days. The Trustees discussed the proposal and the need to justify this expense; it was noted that utilizing this service would require a Dues increase, the amount of which would depend on how long the service would be used. It was noted that this security service could be misconceived as providing protection for private properties; the Association’s attorney has advised the Board to be very careful to avoid making that inference. A member questioned how the losses on the island compared to the cost of providing the security service; David noted one house burglary, two stolen vehicles, and items stolen out of a pickup truck. It was noted these incidents occurred over a year ago. The Trustees agreed to submit suggestions and questions to David for consideration in further development of this proposal and/or determination of what the Board can/should prepare for presentation to members and next Annual Member Meeting in July 2015.

## OLD BUSINESS

The Trustees attended a November workshop to review and discuss a draft of action items to implement the CPA's recommendations to improve business practices. Larry Grumme incorporated the resulting revisions and the resulting document was provided to the Trustees. **MOTION** to postpone discussion and action on the revised document until Larry Grumme could be present was made by David Madson, seconded by Ken Sanberg and passed.

The Trustees reviewed and revised the Employment Agreement for Executive Secretary, Linda Pryor, at the November workshop and the revised document was provided. **MOTION** to accept the Agreement was made by David Madson, seconded by Ken Sanberg and passed.

Following discussion, **MOTION** to appoint Roger Hansen to the position of Secretary/Treasurer for the remainder of his current term (expires July 2015) and to be added as an authorized signer of the Association's bank accounts was made by David Madson, seconded by Morina Dustan and passed.

**MOTION** to appoint Cheri Swettenam to fill the vacant position on the Board (expires July 2017) was made by David Madson, seconded by Roger Hansen and passed.

**MOTION** to assign Cheri Swettenam the position of Beach Commissioner was made by Morina Dustan, seconded by Dave Madson and passed.

The Trustees discussed metal artwork pieces that have been placed on the common properties without Board approval, noting comments received from several members regarding their over-abundance. It was agreed that members who wish to contribute their artwork should be limited to four items, with the item and its location approved by the Board before installation. A letter will be sent to the member who contributed the metal artwork to inform him of this decision and request the removal of all but a selected four items.

## NEW BUSINESS

A suggestion to remove the 'No Parking' sign from the bridge was received with favor.

The Trustees discussed the acquisition of Lot 242 through foreclosure and agreed to proceed with the sale of the lot to recover the amount due to the Association for the special assessment and other charges. A neighboring member is interested in purchasing the property however they have also made known their intention to file a claim for adverse possession on a portion of the property. The Association's attorney has advised that this claim has no merit. The Trustees agreed to work towards resolving the boundary and adverse possession issues and to work with the member to negotiate a fair purchase price before the property is listed for sale. Mike Croke will draft a letter to the member regarding the Board's decision and will send it to the attorney for review prior to mailing. David Madson and Roger Hansen were appointed to handle all negotiations regarding the property in Mike's absence. • The Trustees discussed obtaining a Title report to find out if there are any existing easements filed on the property in addition to getting the property surveyed. **MOTION** to authorize David Madson to order a Title report (cost is \$300 + tax) and to proceed with getting the property surveyed to identify property lines at cost not to exceed \$2,500 was made by Roger Hansen, seconded by Ken Sanberg and passed. • It was noted that property taxes on Lot 242 are three years past due and subject to foreclosure by the county when it exceeds the three year limit in April. **MOTION** to pay the most delinquent year's property tax (2012) was made by Roger Hansen, seconded by David Madson and passed.

The Trustees received a draft of the Revised Rules submitted by the Rule Committee. **MOTION** to schedule a workshop for review was made by David Madson, seconded by Roger Hansen and passed.

The Trustees discussed a member's complaint regarding the increased use of the center road easement and questioning the Board's authority to give authorization for its use to non-members as it is not common property that belongs to the Association. The Trustees recognized that the center road is an easement granted by bordering property owners for the benefit of island members. The Trustees have not individually or collectively provided authorization to anyone to use the center road. **MOTION** to authorize Mike Croke to draft a response to the complaint for review by the Trustees was made by Roger Hansen, seconded by Ken Sanberg and passed.

## ADJOURNMENT

Mike Croke adjourned the meeting at 12:25 PM.

Written by Linda Pryor/Executive Secretary

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