



Scatchet Head Community Club

Board Meeting

February 8, 2023

Called to Order at 6:30PM

Attendance:

Board:

In attendance: Rachel Martinez, Peter Sprinz, Kristin Bennett, Greg Gundel, Jake Mead, Lilya Roraback, Eric Cooper, Fred Anderson, Beth Itaya

Office Manager:

Maria Reyes

Community Members:

Alexandrea Boyer, Jordan Boyer

Approval of January 11th Board meeting Minutes:

Motion by Rachel, second by Peter, approved unanimously

President Remarks:

Rachel opened the meeting and stated she was glad everyone was here.

Community welcome:

Rachel welcomed the community members and asked for any input/remarks.

No Community input/remarks were given.

Treasurer Report:

Peter presented the budget comparison report and noted that the new 2023 budget numbers were on the sheets provided at the meeting and that for the first few months there would not be much change. The only item he pointed out was under Parks and Recreation where he noted Jerry had purchased approximately \$1,100 worth of replacement equipment (weed eater etc.) for items stolen last December.

He next discussed the monthly report:

- CDs are all coming due at the end of February 2023. Due to the recent national jobs report and the Federal Governments continuing plan to raise interest rates he would keep it short term



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unless there was a big differential on interest rates for longevity, but there hasn't been so far. Since we have started with Edward Jones, we have earned about \$1,000 in interest so far.

- Reserves we are at 43%. There is a slight shift there and Peter had put in a new number in terms of the analysis we get for the full funding number each year that is associated with a span of time. Peter took a 3-year average going forward so it is year 2023, 2024, and 2025. It is based on full funding so that is how he arrived at the 43%.
- Money owed is at almost \$198,000. This is due to assessments just going out and payments coming in.
- Money coming in for assessments is at \$118,000, counting all money coming in is at \$119,000. 48% of the lots have been paid for in full. This is the beginning of a 4–5-month period where these numbers will increase
- **Committees:** Not a lot of activity yet except for engage the community committee which had a slight cost.
- **Foreclosures:** We had 3 that were settled in payments or lump sums, one went into bankruptcy and one is in a prolonged legal action. Legal action is now complete and the deed will be released so the HOA can do a sheriff's sale.
- **Budget:** A reminder to the Board that the budget 2024 workshop was set for April 1st 2023 at 9:00 AM. Peter talked about what was done last year assembling the proposed budget. He went on to say you look at the exact expense that made up each item number and you take out the one-off expenses and kind of look at general things they would be experienced next year. In the past it has always been assessment dues multiplied by the number of lots gives us our income then we go through each line item and usually there is some tweaking required to come up with a \$0 (balanced) budget where our assessment income equals our expected expenses. This year Peter has been going through that same process and we are at almost a \$23,000 deficit. Peter talked about being able to do some tweaking taking \$100 from here and there. He asked for each committee to provide a list if items wanted for next year's budget by the end of today.
- **Board Members** were reminded they need to pay their assessments on time so they remain in good standing.
- **Past Due:** Peter said we would need an Executive Session at the end of the meeting and that we had a lot of activity with the past due accounts.
- **Quick View Table:** Peter went over a financial table provided to Board members. It showed we had 235 assessment payments in full, 68 members on the 4-month payment plan and 178



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members had no payments and 13 that are for discussion in Executive Session. It turns out after the table was sent the 178 dropped to a little over a hundred members with no payments. Letters were sent out yesterday to these members advising they already received a late dues fee added to their account and they had until the end of February to pay in full or they would receive an interest charge. This process would be repeated for people who miss the 2nd coupon payment. Letters were also sent out to the 13 others who are past due. Peter noted the amount of no payments received by members was up from last years 65 total.

- **Audit:** Peter is interviewing to find the best available and will probably do one next year for the 2023 fiscal year because we have not done one for a couple years. There was a discussion on the audit and what exactly an auditor is looking for versus a financial review. After a lengthy discussion the explanation was that an audit looks over everything in great detail and makes recommendations if required where as a review is not as detailed and does make recommendations as well. Peter said he would get a price for both and look at the requirements of having an audit or review.

Office Manager Report:

- **General Office items of Note:**
 - Assessments are still being processed
 - Late fees and reminders will be sent out
 - Office P&P still in the works
 - Collecting items (1099's, etc.) and sending to Accountants for end of Year taxes
- **Pool**
 - Pool Committee met on 1/29/23. Will have more at next meeting. Got together and made their Charter and discussed ideas to explore.
- **Reservation System**
 - Still under review by document committee. Reservation Policy, form, and check list re-written and submitted to Document committee for review in December.
 - Summer months are starting to see bookings
- **Escrows**
 - 2 properties in Pending Escrow
- Have been cleaning up new members as their 2023 Assessments have come in



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- **Liens**
 - 0 Liens Created in January
- **Covenant Violations**
 - One email received via website with many concerns about a residence. Sender contacted to ask them to use the proper reporting forms for those items that may be covenant violations
- **Building Application**
 - 1 Application received/ approved in January
- **Scanning**
 - Work in progress, plan to complete by end of February
- **Community Input**
 - Have multiple requests to move to electronic invoicing and online payments. QB does have the ability to send out statements via email, but members would need to opt in for this. It could reduce office costs for printing and mailing. Venmo payment options were discussed as well. All of this would be looked into further and provide an update in the future.
- **Websites/ Social Media**
 - Website Usage
 - 201 Unique visits for the month of December
 - 595 Page View w/ 3 pages per unique visit
 - Facebook page Usage
 - 234 Followers / 102 (Pool Page)
 - 243 people reached / 47 (Pool page)
 - 216 Engagement / 8 (Pool page)
- **NextDoor**
 - Nothing to report
- **Instagram**
 - There is an account but it not accessible



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Arch and Plat:

- Building construction has started on Blakely for the plans that were recently approved.
- Moving forward with a lien on one property with violations
- As stated in the office report one investigation request was received via email and the member was asked to fill out an official form.

Facilities:

- Time was spent on installing cameras focusing on the work sheds, in the lot next to the pool. This will take a bit of time, as we want to cover as much area as possible.
- One of the work sheds was almost emptied, allowing for the possible temporary storage of emergency materials.
- Motion detectors were installed in the shed areas.
- Jerry spent a good deal of time cleaning ditches on George Drive, to try to minimize the detrimental affect moving water is having on the sub surface of George Drive.

Road and Bluffs:

- Bluff drainage project
 - Possibility of Funding through U.S. Department of Agricultural. Peter has solicited, and a team's meeting is a possibility for the week of 2-16-23
 - Jake discussed the ditch issues along Driftwood Drive. He stated it would be \$10,000 up front cost just to develop a plan to do the work for a new system. He looked at possible grants and securing a loan for the project. He went on to say he has walked the entire road with 2 engineers and Jerry. The catch basins need attention, there are spots along the road where the sediment coming from the hillside has filled the ditch and it is close to overflowing on the road. This will require immediate attention of either sandbags or removal of sediment. Both engineers agreed that although a new ditch system with proper pipes, silt fabric and gravel compacted would be ideal they brought up an important point. That being if a slide happened over the new ditch system it would require immediate service which would be expensive and would be an emergency as it would stop the rest of the ditch from working. They recommended we dig out the ditch



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on a yearly or every other year basis stating that overall, the current system should work fine and to spend the money on a new system might not be worth it. Jake stated he was leaning towards this option. This would entail scooping out all the sediment that gathers and having it hauled away along with clearing out the catch basins. Some of the catch basins can be cleaned out by hand while others will need a vacuum truck. The larger basins are fine right now. He asked the board for input and after further discussion Peter made a motion to go with the cleaning of the ditch yearly including cleaning of the catch basins, Greg second it. The motion was approved.

- Willow rounds of wood to be removed next time a machine is available
- Tree planting this month in Totem Pole Park

Aesthetics:

- The committee pushed back their meeting to discuss a couple projects and will have an update at the next board meeting.

Engage the Community:

- Beth discussed various options for a bench at the end of Driftwood drive. She showed the board pictures of some ideas and had an article for the newsletter asking for bench donations and possibly a donated by or a memorial bench from a family etc.

Emergency Response Plan (ERP):

- The Committee worked on the outline of Emergency/Disaster Plan and preliminary work to implement a SHCC community emergency response team.
- A number of the committee met with SH Water District board to discuss water board resources that might be available during an emergency (such as radio's, building or property space for supply storage, etc.). Attended monthly South Whidbey community Emergency Planning group composed of representatives and team members from many south Whidbey communities and the Island County Dept of Emergency Planning director(s).
- Worked with Maria (SHCC Office Manager) and Robert May (Whidbey Health Emergency Response) and have preliminary agreement and plan in place to locate a publicly available AED at the Clubhouse and potentially a second AED in the upper neighborhood on Blakely. Arranged for donations to cover the \$400 Scatchet Head portion. Whidbey Health, Island County and the State will cover the rest. An initial and refresher training courses are being scheduled. Training would include using the AED and something similar to the stop the bleed training. Expect AED installation and training by Whidbey Health personnel and AED use and maintenance/test plans to be in place within 60 to 90 days. There was a lengthy discussion on placing a second AED in the upper portion of Scatchet Head, where would it be located and how to fund the cost.



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Suggestions included somewhere near the entrance, next to the little free library, for funding, placing an item in the newsletter asking for donations. The committee would continue to review their options and follow up.

- The EP Committee discussed various projects and goals for 2023 and 2024 used to prepare a budget for 2023 and 2024. 2023 projects approved by the board will most likely need funded by donations and funds raised.
- A “Stop the Bleed” training course was held with over a dozen community members receiving training on life saving techniques. Thank you to Jaci Mach for arranging this course.
- Fred and Jordan began discussions on SHCC emergency communications plan and acquiring radios and equipment. The committee is working on block captain recruiting plans, support documents (responsibilities, neighborhood assessment, damage reporting, etc.).

Documents:

Maria revamped the reservation policy including detailed instructions/checklist on how to clean up after an event and what is expected. The board asked that there be an addition added regarding standing reservations for book clubs etc. that they are subject to cancelations if a member wanted to reserve the time for a party or event.

Old Business:

Greg presented resolution 2023-1 in regards to rules for members camping and use of RV's and trailers on lots within the community. Lilya made a motion to approve and Beth second. A discussion followed addressing the wording requiring porta potties for stays exceeding 3 days. It was decided that the resolution would be revised to include “or holding tank capacity” be added to part “D”. The board approved the resolution.

New Business:

No new business was brought up.

Executive Session:

Executive Session was entered into at 7:39PM to review past due accounts.




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Adjournment of regular meeting at 8:06pm

Minutes Approved _____ As Written. _____ As approved



Date: 3/8/2023

Eric Cooper, SHCC Board Secretary