



## Scatchet Head Community Club

Board Meeting

March 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:

Alexandria Boyer, Jordan Boyer, Sheryl Clough, Bill McGeary, Jill Lipoti, Brag Garton, Berdene Saul, Katherine Peterson, Mark Gmerek

### **Approval of February 8th Board meeting Minutes:**

Motion by Peter, second by Fred, approved unanimously

### **President Remarks:**

Rachel opened the meeting and stated we needed a Board member to represent the HOA on the Driftwood Drive Sewage Board. We would discuss further under new business later in the meeting.

### **Community welcome:**

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

Members of the pool committee were present and asked about the recommendations they submitted to the board. The recommendations included extending the pool season, allow solo swim for adults with appropriate safeguards and increase time for family swim. A lengthy discussion took place. Items that were discussed included budget constraints with the added cost of opening the pool for a longer season, heat pump functionality in colder weather, safety concerns about allowing solo swim, and volunteers helping during the extension in lieu of pool attendants. Rachel made a motion to make the pool season begin May 1<sup>st</sup> to the end of September with the caveat that with volunteers and the impact they would have on the budget, the possibility of extending the season into October is a likelihood given the savings and weather. Jake second the motion. Further discussions included understanding the volunteer responsibilities and having Peter join the pool committee to help with budget questions. The motion was approved.



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### Treasurer Report:

Peter asked if there were any questions about the budget comparison report and noted that again for the first few beginning months there would not be much change.

He next discussed the monthly report:

- CDs were extended. \$154,000 CD was extended for one month at 4.35% and \$52,000 was extended for 3 months because the differential was great enough that 3 months made more sense at 4.7%. We have earned about \$2,400 in interest so far.
- Reserves we are at 44% of full funding.
- Money owed is at \$142,000.
- Money coming in for assessments was \$54,000 for last month. Assessments are at 73%. Total money collected is at 69%. 66% of the lots have been paid for in full.
- Money spent is at \$34,800 this year.
- **Committees:** No money spent by committees yet this year.
- **Budget:** A reminder to the Board that the budget 2024 workshop was set for April 1<sup>st</sup> 2023 at 9:00 AM.
- **Audit vs Review:** Peter is still looking into this. Washington state mandates an audit unless voted on which is what we did with the annual voting in August. Our bylaws just say we need a review so we are determining what a review is and how much that will cost.
- **Past Due:** Letters were sent out to members who missed their 2<sup>nd</sup> coupon payment. We had a large influx of people paying from the February letters sent out. Peter indicated the letters do help remind members of payment obligations. Letters would be sent out next month for members who miss the 3<sup>rd</sup> coupon payment. Additionally, we are still sending letters out to problematic past due accounts. We are getting closer on one property that was foreclosed on in terms of being able to move forward with potential sale. Another we will need to do some court filings.
- **2023 Budget:** Due to unplanned expenses we are going to be around \$15,400 in deficit. In most years we do have some kind of surplus so that is the good news. We may need to have a vote to increase the budget under employee expenses. We will continue to monitor it.
- **2024 Budget:** As Peter mentioned previously, during the development of next years budget he can usually go through and estimate what each line item will be and come up with a justification to end up with a zero balance (balanced budget), making minor adjustments here and there. For 2024 he is unable to adjust enough and we are about \$31,000 deficit. During the workshop we will need to find out where this extra deficit is coming from. In his email to the board he gave members options on what to think about. One being we can look at is considerable cutback in clubhouse, parks, pools funds. Second is to raise assessments keeping in mind that a \$10 increase brings in around \$5,000 per year. Third would be to cut back on reserve funding.



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We will discuss further during the workshop in April. Other impacts to the 2023/2024 budget include:

- **Sewage district:** The SH sewage district doubled their assessment from \$500 to \$1,000 per lot and the club owns 2 shares.
- **Water district:** The SHCC water district sent out a letter informing us we would be looking at a large increase coming up. We own 4 or 5 meters albeit 3 are being used minimally. Pulling a meter is free and would reduce future costs if we aren't using those outlets. If we ever wanted water from a place where we had pulled a meter then it would cost \$10k to reconnect.

## Office Manager Report

- General Office items of Note:
  - Those without emails on file were sent a letter to notify them as to how they can access monthly minutes and newsletters that we are required to provide to them.
  - Those with Rental status for property contacted about rental memberships and asked to provide renter's names and confirm status.
  - AED Policy and Procedure created and sent to ERP committee to review and provide feedback
  - Clean up and painting of the office is happening this month
- Pool
  - Pool Committee has met 4 times and will start making recommendations this month
    - Minutes will be added to Pool section of website
  - Hiring ads for attendants will be deployed after pool season is decided
  - Solicitation of swim instructor will begin if board approves instruction
  - Email has been sent to Island Co to ask when licensing visit will be scheduled
- Reservation System
  - New Policy and forms will be put into use soon.
- Escrows
  - 2 properties in Pending Escrow
- Liens
  - 2 Liens Created Lien in previous month
- Covenant Violations
  - 0 Covenant violation forms received



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- Building Application
  - 0 Application received/ approved
- Scanning
  - Work in progress, delayed due to need to work on assessments
- Community Input
  - None reported
- Websites/ Social Media
  - Website Usage
    - 153 Unique visits for the previous month
    - 428 Page View w/ 3 pages per unique visit
  - Facebook page Usage
    - 236 Followers (Main) / 102 (Pool Page)
    - 166 people reached / 33 (Pool page)
    - 58 Engagement /6 (Pool page)
  - NextDoor
    - Nothing to report
  - Instagram
    - There is an account but it not accessible
- Maria would be taking time off the week of 3/13/2023 – 3/18/2023.
  - Rachel and Peter would cover with reduced office hours for the week.

### Roads and Bluff Report

- Willow rounds of wood to be removed next time a machine is available
- Tree planting completed
- Ditch work and catch basin work will be in June or July
- Working on a new Hill Slide Action Plan
- Questions came up about a community member with a concern and was not sure if it would fall under R&B committee or A&P. The board determined it would fall under A&P and noted a Covenant Investigation Form would need to be submitted to investigate.

### Arch and Plat:



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- No much to report. The committee would look into the previously discussed issue under R&B to see if the county would need to get involved once the complaint was filed.

### Facilities:

- We have a couple minor clubhouse projects coming up for the month of March.
- In February Jerry devoted the vast majority of his time to the ditches and roads.
- As always minor clubhouse duties were performed.

### Aesthetics:

- The committee will reconnect with Peter in regards to budget and a proposed project.

### Engage the Community:

- Beth mentioned thus far there had been no donations for a bench at the end of Driftwood drive. We would run an additional item in this month's newsletter.
- Beth will work with Maria to speak with the club's insurance agent about the possibility of purchasing Kayaks and paddle boards for members to use as well as research cost and if there was enough in the committee budget.

### Emergency Planning Committee Report

- The committee met and discussed budget items for 2023/2024.
- The committee also discussed the upcoming March 12 home emergency planning community event. It will be very similar to the event we had in the fall and focus on home emergency planning and will also cover block captains and the work they do during an emergency. We will start recruiting block captains over the next few months.
- The installation of an AED at the clubhouse was also discussed and need to set a training date in April for personnel and the community.
  - Training will be done by Whidbey Health/Island County Emergency personnel and will cover AED use, CPR and include information on use of NARCAN to treat drug overdoses that can occur in the normal use of prescription drugs when people forget what medications they may have already taken for the day.

### Documents:

- Maria generated a permit application for review regarding resolution 2023-1 for camping. The board will review.



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### Old Business:

- Old business regarding the AED and resolution 2023-1 were already covered under committee reports.

### New Business:

- Survey results: Peter mentioned we had 155 returned which represents about 38% of families which was pretty good. The numerical results were similar to the previous survey done in 2021,
  - The numerical results as well as the comments represent the people that sent in the information. If you think about demographics represented in our HOA you would like the demographics represented in that sample. Example would be if 10% of the community are tennis players you would want the results to include this 10%. We don't know the demographic so the results need to be taken with a grain of salt and look at trends, comments and proceed from there.
  - Numerical results:
    - Highest values were the grounds, living within the community, the office, SHCC was well run, the newsletter provides value.
    - Lowest values were paying higher dues for facilities or reserves. This is a very strong indication there.
    - Physical improvements are wanted almost everywhere.
    - How to engage in terms of community involvement, people like classes social events, community events.
    - Reasons for not attending leaned towards more personal reasons such as did not have time.
    - Quiet a few people said they did not know about events including paddle ball, community events. Maria is working on getting email addresses updated so members receive newsletter and information.
    - Facility usage: The pool is the most used.
  - Comments:
    - People like living here and the way the board manages things.
    - Unhappy with the upkeep of properties which is consistent with previous surveys.
    - They like the staff. Specific comments regarding Maria and Jerry were passed on to Rachel and Greg so they could share them just to keep them private.
    - The beach is important and members wanted better access to it such as better stairs.
    - Pool is nice and they want changes in the daily schedule.
    - There were also slope and bluff concerns.



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- The numerical results would be published in the newsletter and the comments would be reviewed by the board.
- Some of the comments would be addressed with articles in the newsletter by committee chairs and other board members such as addressing assessment dues.
- Scatchet Head Sewage District:
  - Since the club owns 2 shares Rachel asked for a volunteer from the board to attend the district meetings. Jake Volunteered.

### **Executive Session:**

Executive Session was entered into at 8:10PM to review past due accounts.

### **Adjournment of regular meeting at 8:18pm**

**Minutes approved \_\_\_\_\_ as written, \_\_\_\_\_ as amended**

**On April 12<sup>th</sup> 2023**

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**Eric Cooper, SHCC Secretary**