

**Minutes**  
**Board of Trustees**  
**Scatchet Head Community Club**  
**May 10, 2023**

**Call to order at 1834**

**In Attendance:**

**Board:** Rachel Martinez- Wright, Greg Gundel, Peter Sprinz, Kristin Bennett, Beth Itaya, Fred Anderson

**Staff:** Maria Reyes

**Community members:** Lori Reiter, Katherine Peterson, Drea & Jordan Boyer

**Excused absence:** Lilya Aday, Jake Mead, Eric Cooper

**Approved April 12, 2023 board meeting minutes**

Peter moved, Fred Seconded, Approved unanimously

**President remarks**

Rachel addressed the upcoming annual meeting and that there will be new board members coming aboard as several terms are ending for current members. She asked those that are remaining on the board think on what committees they would like to chair or be a part of, as well as if they would like to be considered for an executive position.

**Community welcome**

The community did not have any specific input. They did state that they were grateful for the pool being opened this month.

**Treasurer report - Peter**

The financial report was reviewed with the following highlights:

- The reserve fund is a little over 46%. This is due to deposits being made monthly and no spending at this time from the funds.
- 90% of assessments have had payments made at this time with 86% paid in full
- Total monies spent this year to date is \$72,911 – just under \$20K a month for expenses each month. This is consistent with our norms.
- \$500 was sent to Sandy Hook as contribution to the annual fire work show.
- McSwain, our CPA firm, will be doing a review of the previous year's finances since the community had voted for no audit of last year to be done. Will be presenting to the community again this August the question of whether they would like a full audit or a review done for the 2023 in the 2024 year. It is cost saving to only do review but requires a community vote. Otherwise an audit will be performed.

CD accounts were reviewed:

Currently, the money in CDs is being reinvested as they come due into new CDs. The interest money is being used to offset any shortfalls in budget. At this time, there are no 1 month CDs but rather they are being put into 3 month CDs. As the year progresses, those money that are for operations will need to be brought back into the regular accounts so that we may do business.

#### Collections

Everyone with a balance received a letter from the treasurer. Those with assessments with no payments made were sent a sterner letter than those with payments made and remaining balances.

In exec session, Peter would like to discuss the San Juan property.

#### Questions

Beth asked what the monthly payment is for the Loan that was taken out a few years back for the Pool roof and other building maintenance/repairs. Peter replied that it is about \$1300/month and that he has done calculations to show what we might save if we could pay it off early. However at this time we do not have the funds to make that happen.

Greg asked for clarification of which line was the operational fund on the report.

#### **Office manager report - Maria**

- 1) General Office items of Note:
  - a. Focus has changed to collections efforts and pool management
- 2) Pool
  - a. Pool Committee
    - i. Has not met since March, but expect to arrange a meeting in May
  - b. Attendants
    - i. We have two hired, and 1 pending
    - ii. Lots of inquiries
  - c. Swim Lessons
    - i. Negotiating contract
  - d. Pool Opened May 1<sup>st</sup>! and first open swims were successful on May 6&7
- 3) Reservation System
  - a. New reservation forms are working well
- 4) Escrows
  - a. 1 properties in Pending Escrow
  - b. 0 new member(s) processed in April
  - c. 1 new member pending process for May
- 5) Liens
  - a. 0 Lien activity
- 6) Covenant Violations
  - a. 1 Covenant violation forms received
- 7) Building Application
  - a. 0 Application received/ approved

- 8) Scanning
  - a. Work in progress
- 9) Community Input
- 10) Websites/ Social Media
  - a. Website Usage
    - i. 262 (+54%) Unique visits for the previous month
    - ii. 652 (+40%) Page View w/ 2.5 pages per unique visit
  - b. Facebook page Usage
    - i. 242 Followers (Main) / 102 (Pool Page)
    - ii. 268 (+90%) people reached / 77 (+88%) (Pool page)
    - iii. 73 (+204%) Engagement /80 +(4K%) (Pool page)
  - c. NextDoor
    - i. Nothing to report

### **Committee reports**

#### Roads and Bluff – Jake (submitted via email)

- Willow rounds of wood to be removed next time a machine is available- 5-10, 5-11
- Ditch work and catch basin work will be in June or July
- Working on a new Hill Slide Action Plan
- Satos lot to be cleared 5-10,5-11

#### Facilities – **Greg**

- Nothing to report

#### Arch and Platt – **Kristin**

- 1 bldg. approval was submitted without permits, will not be reviewed until the permitting process is complete.
- Friday will meet with Maria to discuss and review all open accounts. May do a drive around neighborhood to do assessment of the properties that are open and close items that are corrected.

#### Emergency Response Plan (ERP) – **Fred**

- The committee members are working on contacting potential Block Captains for various neighborhoods based on personal contacts and contacts made at the community home emergency planning events we have held.
- Two neighborhoods/blocks are complete!
- Goal is to add 2-3 captains a month until each block has theirs
- No Meeting this month due to Mother's day

#### Pool –**Maria & Kristin**

- Covered in the General manager's report

#### **Aesthetics – Lilya (submitted via email)**

- The Aesthetics Committee is working alongside Facilities to come up with bids for the labor portion of the patio project.
- We already have the cost of material.
- We received a bid for labor last week from a local contractor that was higher than we liked.
- We are awaiting another bid (from another local contractor) that was promised to be emailed by this week.

#### **Engage the Community – Beth**

- Tentative schedule for July 3<sup>rd</sup> brought and distributed.
- Discussion on areas that volunteers are needed and request for board to sign up to help. A call for help will be sent out in newsletter and emails from office.

#### **New business**

##### **Add Signer on Petty Cash Account**

Maria asked if her name could be added to the Manager's petty cash account. Account is used to do reimbursements for minor day to day items without the need to write a check from the main checking account which requires 2 signatures from board members. This was overlooked in August when onboarding and there has not been a need until recently. Discussion was had and Beth made the motion to add Maria Reyes as a signer to only the Petty Cash account. Peter Seconded, and it was approved unanimously.

San Juan Property- There was brief update on this property without a need to go into exec session.

#### **Executive session (as needed)**

Not held

#### **Adjournment at 1920**